

E911 Wireless Service Board Meeting  
September 24, 2009  
10:00 AM - CESC

Members Present:	Michael Cline, Chairman Fred Vincent Linda Cage Denise Smith Battalion Chief Tracy Hanger George Coulter	Phil Heins Lt. Col. Robert Kemmler John Knapp, Jr. Sheriff Fred Newman Chief Ron Mastin Bob Layman
Members Absent	Bobby McAvoy Patrick Shumate	David Von Moll Chief Ed Frankenstein
Remote	Abingdon Culpeper	Roanoke
Grant Committee	Fred Vincent George Thomas	Greg Staylor
Staff Present:	Dorothy Spears-Dean, Coordinator Terry Mayo, Administrative Assistant Lisa Nicholson, Project Manager Lewis Cassada, Project Manager	Steve Marzolf, ISP Director Sam Keys, Regional Coordinator Susan Siegfried, AG N. Jerry Simonoff, Director of ITIES

**1. CALL TO ORDER**

Mr. Cline called the meeting to order at 10:04 AM Mr. Cline welcomed everyone. Dorothy Spears-Dean introduced Mr. Coulter, CIO of VITA, to the Board members and attendees.

**2. APPROVAL OF THE MINUTES FROM JULY 23, 2009**

Mr. Cline asked for changes/additions to the July 23, 2009 minutes, and there were none. Mr. Vincent made a motion to approve the minutes, and Sheriff Newman 2<sup>nd</sup> the motion for approval. The Minutes were approved **10-0-0** (Denise Smith had not yet arrived).

### **3. FINANCIAL REPORT**

Mr. Marzolf addressed the Board and said that there are several fiscal documents he has included in the Board's meeting packet relating to the Wireless Service Board, as well as the operations of the Integrated Services Division. Mr. Marzolf said he is going to use this format going forward in the Board Meetings. Mr. Marzolf said the first document is the "Fiscal Year versus Expenses." The document is the E911 fund and the cost associated with the expenses of the Division (see attached). Mr. Marzolf said that the expenses of the Division are included although it is not the responsibility of the Board; however, he wants to be open with the Board about his Division's expenses. The second document in the packet is the "Balance Sheet" (see attachment). Mr. Marzolf said that the third document is the "Changes in Net Asset" (see attachment). Mr. Marzolf said that the balance in the budget started with \$16,819,687.53 and ended with a net asset of \$7,994,905.82.

Mr. Marzolf also discussed with the Board some of the Governor's budget initiatives for this fiscal year. The Governor took several corrective actions, which did affect the Wireless Program. The governor proposed a fund transfer of \$2,000,000 to the "STARS Program" for the Virginia State Police. Mr. Knapp asked how the transfer will be done and whether or not it will affect the ENHANCE 9-1-1 Grant. Mr. Marzolf informed the Board the transfer will not cause any problems with the ENHANCE 9-1-1 Grant because of the way the transfer will be handled. Mr. Marzolf said that Ms. Spears-Dean spoke with the NHTSA, the Federal agency responsible for administering the grant, and explained that it is not a diversion and that it does not disqualify us for the grant. The \$2,000,000 will be taken from the Carrier Cost Recovery Program. Mr. Marzolf did say that the \$2,000,000 transfer will; however, cause a reduction in the available funding for the PSAP Grant Program.

Mr. Marzolf discussed a fourth document "Revenue Projections for FY2008-2012" (see attachment). Mr. Marzolf informed the Board that there may come a time when the Board will have to rescind previously awarded grants. Mr. Marzolf said that every agency in the Commonwealth is experiencing some type of cut to balance the budget. Mr. Marzolf said that even though the Board voted at its last meeting to show support in sending all the Regional Coordinators to the APCO/NENA/SIEC conference, he, as Director of the ISP Division, has been asked to make cuts also. So, his decision is not to send all of the Regional Coordinators to the conference. Only the Regional Coordinators nearest the conference location will be attending. The Regional Coordinators who have been approved to attend this conference are Donna Brown and Pokey Harris. Dorothy Spears-Dean is also going to attend the conference. Mr. Marzolf also discussed with the Board the expenditure of funds for the PSAP Scholarship Program (see attached spreadsheet). Mr. Marzolf said he will include in a report the breakdown of monies spent on conferences through the Program. Mr. Marzolf also said that unless there is an objection from the Board, he is asking that going forward; a break-down on conference expenses be submitted to the Wireless Board by the conference organizers.

Mr. Marzolf informed the Board that the Wireless Carriers have engaged the Board in the past on the prepaid issue, and that the issue is on the table again. Mr. Marzolf also said that the Board, in the past, has taken the position that "as long as it is revenue neutral, it has had no issue."

Ms. Spears-Dean addressed the Board, and recapped the PSAP Grant Financials.

#### **4. CMRS MONTHLY STATUS SUMMARY**

Ms. Spears-Dean addressed the Board and referred them to the spreadsheet in the handouts. Ms. Spears-Dean said that deployments are almost done. There are only two remaining deployments left in Phase I, and four deployments remaining in Phase II (see attachment).

#### **5. FY2009 ANNUAL REPORT**

Ms. Spears-Dean addressed the Board and referred everyone to section number five in the hand-outs, which contained a copy of the Annual Report. Ms. Spears-Dean said that the Board needs to report on the state of “Enhanced 911 Services” in the Commonwealth. Ms. Spears-Dean said that at this time, Lee County is the only remaining wireline project. Ms. Spears-Dean said there is a no compelling reason to change the E911 funding mechanism and is recommending no change to it. However, Ms. Spears-Dean did say that all localities are receiving wireless 9-1-1 calls directly, so there is no longer any justification for the Virginia State Police to receive \$3.7M towards this effort. Mr. Cline asked about the State Police function since all the localities are receiving their calls. Lt. Col. Kemmler said he is not sure why the General Assembly made that decision, nor how the technical aspects of wireless telephony related to the decision. Lt Col. Kemmler also said that he is not sure on the #77 portion. Mr. Marzolf addressed the Board and said that originally, because of the overwhelming call volume in Northern Virginia, the General Assembly decided that the State Police should take the wireless 9-1-1 calls, if the local PSAP was unable to take these calls directly. In addition, the State Police does take a wireless call if it is directed to them. Mr. Cline asked for more questions. Mr. Heins suggested that the Annual Report should be amended to note “that there is concern on the Board for the formula distributions, and that the Board is looking to address it in the future.” Mr. Cline called for a motion then to approve the amendment to the Annual Report. Mr. Knapp made a motion to amend the Annual Report to reflect that the Board will be addressing the formula distribution. Sheriff Newman 2<sup>nd</sup> the motion on the amendment. All approved the amendment; **11-0-0**. Mr. Cline called for a motion from the Board to approve the Annual Report after the amendment has been made. Mr. Heins made the motion to approve the Annual Report after the amendment. Mr. Vincent 2<sup>nd</sup> the motion to approve. All approved; **11-0-0**.

#### **6. PSAP GRANT OPPORTUNITIES REPORT**

Ms. Spears-Dean addressed the Board and said that she wanted to relate some

positive things and directions to the Board. Ms. Spears-Dean also said that she wants to give the Board a summary of trends. Ms. Spears-Dean said she reviewed all of the grant awards for FY2010. The overall result of these grant awards is exciting, with a significant portion of funding going towards projects that engage multiple PSAPs in a regional initiative as opposed to PSAPs working separately. While there will always be compelling reasons why PSAPs may need to work independently, there has been an increase in the momentum towards group initiatives from FY2009 to FY2010. This increases the amount of funding available to all PSAPs by making dollars go further through economies of scale. In the FY 2011 funding cycle, Ms. Spears-Dean said she expected to see an expansion of initial NG911 pilots – Southside, Southwest and New River Valley projects; which would include funding from the ENHANCE 9-1-1 Grant, and new collaborative opportunities. Ms. Spears-Dean said that there are several active consolidations underway and others at the feasibility stage.

## **7. BASELINE SURVEY ANALYSIS**

Ms. Spears-Dean addressed the Board regarding an analysis of the recent Baseline Survey initiative and said that this was a primary deliverable in the 9-1-1 Comprehensive Plan. Ms. Spears-Dean said the Division wanted to conduct a baseline assessment of 911 capabilities and services. They also wanted a 60% response rate as a goal in the original survey result (76 surveys). The division is now at 63% as of 7:00 PM on September 23 (79 completed surveys). Many of the surveys were completed in the past two weeks making it difficult to do any type of analysis. Ms. Spears-Dean thanked the localities that completed their surveys. Ms. Spears-Dean said it will take a lot of time to analyze the data received. The survey will help identify gaps that can be addressed through the PSAP Grant Program and other funding sources. The next step includes sharing the information with other public safety disciplines such as Radio (PSC, SIEC) and GIS (VGIN). The results will then be included in ISP regional plans, new priorities for the PSAP Grant Program, and another strategic planning lifecycle for the 9-1-1 Comprehensive Plan. Ms. Spears-Dean said the survey results will also be circulated and discussed in town-hall style meetings. Quantitative and Qualitative analysis will be done. Mr. Cline asked Ms. Spears-Dean if it would be possible for a timeline be made available at the next Board meeting. Ms. Spears-Dean said yes.

## **8. PSAP SCHOLARSHIP PROGRAM**

Mr. Marzolf addressed the Board and said this issue was covered earlier with the Financial Report.

## **9. OLD BUSINESS**

**Wireless Funding Committee:** Mr. Cline addressed the Board and said that the Board was tasked with addressing formula issues and to appoint a new Committee to study and make recommendations on this issue. As chair, Mr. Cline said that he has come up with a list of members to serve. The recommendation is that Mr. Knapp and Lt. Col Kemmler will be the Chair and Vice Chair, respectively. The Committee will meet two or three times over the next couple of months. The Committee will consist of PSAP, local government, and WSB representatives. The Committee members are as follows: John Knapp – Chair; Lt. Col. Robert Kemmler – Vice Chair; Carol Adams – PSAP/APCO/Stafford Co; Carolyn Cios – local government/Powhatan; Mark Cvetnich – PSP/Dickenson; Dana Felton – local government /Prince William; Mike Goetze – local government/Lynchburg; and Denise Johnson, PSAP/NENA/Prince George. The Committee’s task is to review the wireless funding distribution methodology and determine if it needs to be changed. The starting point is the analysis that averages wireless distribution percentages over the last three years (see attachment). Mr. Cline is asking that the Committee report back to the Board at the November meeting. Ms. Spears-Dean addressed the Board and clarified the meetings. Mr. Marzolf reminded the Committee that these meeting are “Open to the Public”, and all are welcome to attend these meetings. Mr. Marzolf clarified that this Committee is set up to review the 60% distribution of the funds. Mr. Cline asked for more comments, and there were none.

**PSAP Grant Committee:** Mr. Vincent addressed the Board and provided an update. Members of the Grant Committee, in keeping with the Guidelines, need to be reappointed or replaced. As Chairman of the PSAP Grant Committee, Mr. Vincent recommended the following: Appointment ending 06/30/12 – Bill Agee; Chief Ed Frankenstein; Mike Goetz, Dana Fenton, and Greg Staylor. Appointments ending 06/30/13 - Tim Addington; Fred Vincent; Constance McGeorge, and George Thomas. Mr. Vincent said that APCO and NENA are on different schedules. The appointments are for three years. Mr. Vincent said that the Grant Guidelines need to be amended. He also said the same organizational affiliation will have different appointment schedules. He is recommending that the PSAP Grant Guidelines be approved with the recommended wording (see attachment). Mr. Cline called for discussion, and the representative from the Attorney General’s Office, Ms. Siegfried, commented that she had not had a chance to review the wording of the document. Mr. Cline said that the Board will review recommended changes at the next meeting, if Counsel so approved. Ms. Siegfried said yes. Mr. Cline called for a motion to accept the Committee’s recommendation on wording and the Committee make-up and term limits. Mr. Knapp made a motion to approve, and Ms. Smith 2<sup>nd</sup> the motion. All approved; **11-0-0.**

Mr. Vincent addressed the Board and said he wanted the efforts of the last PSAP Grant Committee to be recognized and thanked members for an excellent job done.

## **10. NEW BUSINESS**

**FY2011 PSAP Grant Program:** Ms. Spears-Dean gave a quick update. The online application for the PSAP Grant Program will be ready to deploy on October 5. Ms. Spears-Dean said that there is significantly less money available this funding year. Ms. Spears-Dean also recommended to the Board that the submission deadline for applications be extended to November 30<sup>th</sup> to give PSAPs time to prepare their applications. Mr. Cline agreed that the submission deadline should be extended to November 30<sup>th</sup>. Mr. Vincent made a motion to approve, and Chief Mastin 2<sup>nd</sup> the motion for approval. All approved the motion; **11-0-0**.

## **11. PUBLIC COMMENT**

Ms. Carol Adams addressed the Board as the Virginia APCO President through the end of October. Ms. Adams said that Stafford County is concerned about the \$2,000,000 fund transfer and wants to go on record to say that the County is opposed to it. She also said that she appreciates the Board and the PSAP Grant Program. Ms. Adams said that because of the support APCO has gotten from the Board this year, the APCO/NENA/SIEC Conference is getting a lot of support. Ms. Adams gave a run down on the conference schedule. She also reiterated that APCO is willing to come to the table on the Comprehensive Plan and work with staff. Ms. Adams gave some congratulations to some of the accomplishments made by PSAPs this year.

Mr. George Thomas addressed the Board and asked about the PSAP Grants and whether or not they were in jeopardy. Mr. Thomas asked “is there something about the 10% portion of the grant formula that can be jeopardized?” Mr. Marzolf said he does not know and would have to meet with Council to see. Mr. Marzolf said that he does know that most of the reductions are coming from the 30% Carrier portion right now. Mr. Cline asked Mr. Marzolf to follow-up on this.

Mr. Ken Crumpler from EMS addressed the Board. He thanked Pokey Harris, the Regional Coordinators, Dorothy Spears-Dean, and Steve Marzolf for working with the Office of EMS and its Communications Committee.

Mr. Chris Knights, representing Virginia NENA, thanked the Board for the PSAP Scholarship Program. Mr. Knight said that because the Board’s support and funding, NENA had a successful Spring Conference. He thanked the Board especially in light of the financially difficult times.

Mr. Cline asked for comments from the Remote sites. Mr. Bill Agee addressed the Board and asked about the CMRS cuts. Mr. Agee questioned whether the cuts should come off the top. Mr. Marzolf said that Mr. Agee is correct; however, the

General Assembly would make that decision if it is not specified how the cuts would be done.

Mr. Cline called for more comments from remote sites, and there were none.

**12. ADJOURN MEETING OF THE BOARD**

Mr. Cline said the next meeting will be held on November 19, 2009. Mr. Cline adjourned the meeting at 11:59 AM.

**Respectfully Submitted:**

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**Terry D. Mayo**

**(Date)**