

E911 Wireless Service Board Meeting  
Thursday, November 20, 2008  
10:00 AM - CESC

Members Present:	Michael Cline, Chairman Robert Woltz, Jr. – Co-Chairman Linda Cage Chief Ron Mastin Captain John Furlough Chief Ed Frankenstein	Denise Smith Phil Heins Pat Shumate Bob Layman Battalion Chief Tracy Hanger Sheriff Fred Newman
Members Absent	David Von Moll Fred Vincent	Bobby McAvoy Lem Stewart
Remote	Abingdon Culpeper	Roanoke Lyle Hornbaker
Grant Committee	Greg Staylor Bill Agee	Tim Addington
Staff Present:	Dorothy Spears-Dean, Coordinator Sam Keys Terry Mayo	Lewis Cassada Lisa Nicholson Susan Nelson

**1. CALL TO ORDER**

Mr. Cline called the meeting to order at 10:11 AM.

**2. APPROVAL OF THE MINUTES FROM SEPTEMBER 25TH**

Mr. Cline asked for changes/additions to the September 25, 2008 minutes and there were none. Mr. Heins made a motion to approve the minutes, and Mr. Woltz 2<sup>nd</sup> the motion for approval; all approved **12-0-0**.

**3. FINANCIAL REPORT**

Ms. Spears-Dean addressed the Board and provided a quick recap of the Financial Report. The beginning balance of the fund is \$13,699,426.10. The new fund balance is \$8,399,158.87. (See attachment). Expenditures were \$5,300,267.10. Ms. Spears-Dean gave an update of the PSAP Grant program financials. There were \$1,898,841 in grants awarded in FY07; FY08 \$5,331,100, and in FY09 \$8,847,453 (see attachment). Balances for each year were given. Ms. Spears-Dean said that we are working to have more stringent controls of the grants awarded by having standardized forms available online for all to fill out, including updated W9 forms to be submitted from the localities requesting funds.

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

Ms. Spears-Dean addressed the Board and said that since the last Board meeting not much had changed in the CMRS monthly status. There has been one deployment, and that is Warren County with T-Mobile. Mr. Cline asked for questions, and there were none.

#### **5. FY08 TRUE-UP PROCESS**

Ms. Spears-Dean briefed the Board and directed them to the meeting packet in which there is a listing of the True-up data in alphabetical order. Ms. Spears-Dean said she would like the Board to make a motion and approve the True-up data; however, before doing so, she gave the Board a brief overview of the True-up process. Some of the localities she brought to the Board's attention were Fairfax, Chesterfield, Appomattox, Lunenburg, Tazewell, and Sussex which had an increase in funding. Two localities having a decrease in funding were Richmond and Arlington. Ms. Spears-Dean said the differences from FY08 to FY09 are the result of the recalculation of the wireless funding distribution percentage used in distributing wireless monthly payments. Ms. Spears-Dean asked for a motion to approve the data. Ms. Cage made the motion, and Sheriff Newman 2<sup>nd</sup> the motion; all approved **12-0-0**.

#### **6. WIRELESS FUNDING ANALYSIS**

Ms. Spears-Dean reminded the Board that at the May meeting staff was asked to explain the funding methodology and provide analysis. Ms. Spears-Dean said at this current Board meeting she wanted to continue this analysis by focusing on the following variables: wireless distribution percentage, operating funding, wireless call volume, grant awards and total funding. Ms. Spears-Dean said that the results of the new funding methodology were a mixed bag with many localities continuing to receive less money each year, a fewer number experiencing an increase at the expense of other PSAPs, and others fluctuating from year to year. Staff is recommending that the Board create a "Funding Committee" for further analysis, and give a report at the January 22 Meeting. Mr. Woltz recommends that whatever formula we use to distribute funds should be used for the purpose of cost and deliverance of 911. Mr. Woltz also said that the funding formula should not be developed as a result of trying to get an end result when taken into consideration by the "Funding Committee." Mr. Cline called for a motion to approve the establishment of a Committee to review the funding methodology, and that staff make recommendations as to who should serve on this committee, and bring forth this recommendation at the January 22 meeting. Captain Furlough made the motion, and Chief Frankenstein 2<sup>nd</sup> the motion; all approved **12-0-0**. No further discussions were made.

## **7. UPDATE ON 9-1-1 COMPREHENSIVE PLAN**

Ms. Spears-Dean briefed the Board on the 911 Comprehensive Plan. Ms. Spears-Dean said the Baseline IAT Project headed by Chris Hardesty is recommending an outreach effort for the 9-1-1 Plan before releasing the survey to ensure its success. The outreach has been delayed until January 2009. The Committee would like to do programming in conjunction with the Interoperability Committee. As a result of budget constraints, the Committee thought it would be good to do some collaborative efforts.

Ms. Spears-Dean said the IP Backbone IAT Project headed by Donna Brown is waiting on a cost model that is being developed by staff. The components of this model are connectivity, maintenance (data center/PSAP), and help desk. The end result will provide a migration plan from managed router services to a complete listing of 9-1-1 managed PSAP services that will be statewide. Mr. Cline called for questions and comments, and there were none.

## **8. VA COMMUNICATIONS INDEX FOR PUBLIC SAFETY (VCIPS)**

Ms. Amanda Davis who works for Emergency Medical Services addressed the Board and briefed the Board on the VCIPS (Virginia Communications Index for Public Services). This is a collaborative effort among OEMS, OCP and VUTA to create a listing of communication-specific public safety grants. Chief Mastin asked if they could explain the difference from the State Grant and the Federal Grants. Ms. Davis commented that they have a web-based application where you can search on for specific grants. Battalion Chief Hanger asked how does this work with the state project which involves stakeholders and other interested parties. Chairman Cline explained the process. Mr. Cline said that this process eliminates duplication of grants submitted. You get a good picture of all the grants coming into the state. Mr. Cline asked if there were other questions, and there were none.

## **9. INTEROPERABILITY & 9-1-1 EDUCATIONAL OUTREACH**

Ms. Constance McGeorge addressed the Board and gave an overview of the Interoperability & 911 Educational outreach. (See slides). No questions were asked.

## **10. LEGISLATIVE PROPOSAL FOR WIRELESS BOARD**

Ms. Spears-Dean said there were two items she needed to present to the Board for consideration. The first item is a continuation from the September 25 agenda. Ms. Spears-Dean reminded the Board that it approved the definition of “reseller”

in Code. The Attorney General's Office, as Counsel to the State, has made a recommendation for a better definition of "point of sale" to be discussed and addressed in the next Legislature review. The other item Ms. Spears-Dean said the Board needs to address is the Board's Membership to sync Code and budget language. Budget language currently establishes the Board with sixteen members with VDEM as chair. There is a second VDEM position on the Board, and a recommendation is that the second VDEM position becomes a "local government coordinator of emergency management."

Ms. Carrie Nee, Attorney General's Office, addressed the Board and gave a better definition of "Point of Sale." Ms. Nee said that there is no clear definition in code when CMRS providers have to collect. Mr. Cline said that he would like a motion to approve the language of "Point of Sale." Mr. Layman said he has a problem with this. The revenue is not recognized until it is consumed as with prepaid cellular. Mr. Woltz said this is something that requires emailing to the industry and finding out what this would entail, and that the language should be shared with the industry participants. Mr. Cline wants to direct the staff to make sure that it is done. Mr. Cline asked for motion to move forward with the caveat that staff reach out to the industry before changing the language. Mr. Woltz made a motion to approve Mr. Cline's motion, and Sheriff Newman 2<sup>nd</sup> the motion; all approved **12-0-0**.

Mr. Cline made a motion that the additional Board slot be allocated to a "local government coordinator of emergency management," and that the second VDEM position on the Board be eliminated, and to allow staff to proceed with getting this done. Ms. Smith made the motion to approve, and Ms. Cage 2<sup>nd</sup> the motion. All approved the motion **12-0-0**.

Mr. Cline addressed the Board and said that another item that needs to be addressed was captured in the Annual Report. This item is the current financial allocation to Virginia State Police. Mr. Cline said this needs to be addressed, and the staff needs to come up with a funding analysis and bring it to the next Board meeting for discussion. Captain Furlough said that the funding analysis to State Police did not come about because of Wireless Call. The funding came about because of calls in the fields, and this was the process at that time. Staff has agreed to look at this and bring information back to the Board in the January 22 meeting.

## **11. OLD BUSINESS**

**PSAP Grant Award Amendments:** Ms. Spears-Dean said that Buckingham County is requesting an amendment to its grant award from \$41,609 to \$44,970 because of a price increase from Embarq. Buckingham was approved to receive

funding for an additional CPE work station. Staff was asked to find out what precipitated the price increase. Buckingham did not change the original scope of work. The quote was only valid for a limited time. Ms. Spears-Dean is asking for the Board's guidance on this issue. Should the Board move to approve as an exception, or should it disapprove and defer to the next grant cycle. Mr. Woltz commented that he thought that staff should be able to look at the change and determine if it is valid. Ms. Spears-Dean commented that staff thought that the change is valid. Mr. Woltz made a motion that the Board approves the amendment based on the staff's recommendation. Mr. Shumate 2<sup>nd</sup> the motion. All approved the motion **12-0-0**.

- **NEW BUSINESS**

**FY10 PSAP Grant Funding Cycle:** Ms. Spears-Dean briefed the Board that at 1:00 the PSAP Grant Committee will be meeting today to discuss the FY10 PSAP Grant Funding Cycle. The Committee has received \$18.7 million dollars in requests, and has 187 applications. Ms. Spears-Dean thanked the Board for its support. Mr. Cline thanked the Committee in advance for its work.

Mr. Cline asked for questions. Mr. Woltz asked if we have anything in the grant process to ask if the "Requestor has applied at any other funding source?" Ms. Spears-Dean said that we have it done informally.

Ms. Cage addressed the Board, and brought up new business. Ms. Cage is concerned that the Regional Coordinators have had to pay their own expenses to attend the recent APCO/NENA Conference. Ms. Cage said that several of the Regional Coordinators had a make shift office in the hall way at the APCO/NENA Conference. Ms. Cage would like to make a motion that the Wireless Grant Money be used to send these Regional Coordinators to these meetings. Pat Shumate made 2<sup>nd</sup> the motion; however, he wanted to know where this money would be coming from. Ms. Constance McGeorge addressed the Board and said that her office may fund one conference for the Regionals that they are involved with. Mr. Cline asked Ms. Spears-Dean to get with Mr. Stewart to see if he could justify and get approval from the Governor's Office that the Regionals would be approved to attend in-state Conferences, and to let Mr. Stewart know that this has the endorsement of the Wireless Service Board. Mr. Cline also said that the motion should be modified to state that the Board endorses the attendance of the Regional Coordinators at the Conferences in the State where the Agency Head designate that it is appropriate for them to attend. A discussion ensued, and it was noted that the restriction is not a budgetary matter; however, a Governor's directive, and should be noted as such. Ms. Cage made the motion for staff to look into the matter, and all approved **12-0-0**.

## **12. ADJOURN MEETING OF THE BOARD**

Mr. Cline adjourned the meeting at 11:39AM.

**Respectfully Submitted:**

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**Terry D. Mayo**

**(Date)**