

E911 Wireless Service Board Meeting  
March 26, 2009  
10:00 AM - CESC

Members Present:	Michael Cline, Chairman Lem Stewart – Ex-Officio Linda Cage Captain John Furlough Battalion Chief Tracy Hanger	Fred Vincent Phil Heins Pat Shumate Bobby McAvoy Sheriff Fred Newman
Members Absent	Chief Ron Mastin Bob Layman Chief Ed Frankenstein	Denise Smith Robert Woltz, Jr.
Remote	Abingdon Culpeper	Roanoke
Grant Committee	Fred Vincent Bill Agee	George Thomas
Staff Present:	Dorothy Spears-Dean, Coordinator Steve Marzolf Sam Keys Lewis Cassada	Susan Siegfried Terry Mayo Lisa Nicholson

**1. CALL TO ORDER**

Mr. Cline called the meeting to order at 10:06 AM

**2. APPROVAL OF THE MINUTES FROM FEBRUARY 13, 2009**

Mr. Cline asked for changes/additions to the February 13, 2009 minutes and there were none. Captain Furlough made a motion to approve the minutes, and Mr. Phil Heins 2<sup>nd</sup> the motion for approval; all approved **10-0-0**.

**3. FINANCIAL REPORT**

Ms. Spears-Dean addressed the Board and said the year to date figures for revenue and expenditures were 33,934,616.02 and 39,873,140.12. The new fund balance is \$9,275,055.90 (see attachment). Mr. Cline asked for questions or comments, and there were none.

Ms. Spears-Dean gave a summary of the PSAP Grant Funding Requests. Ms. Spears-Dean said that there were \$1,898,841 in grant awards for FY2007, and \$1,843,684 requested; FY2008 had \$5,331,100 in grant awards and \$3,526,932 requested; FY2009 has \$8,847,453 in grant awards with \$2,894,487 requested

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

Ms. Spears-Dean addressed the Board and said that there has been one change in deployments – Bath County has deployed Phase II. The spreadsheet will be updated again for the May Board Meeting. Two phase one deployment and 19 Phase II deployments remain. Mr. Cline asked for questions/comments, and there were none.

#### **5. FY10 PSAP GRANTS**

Mr. Fred Vincent addressed the Board, and thanked the Committee for their hard work. The Committee met on March 18<sup>th</sup> and reviewed the grants and prioritized all of the grant requests. Mr. Vincent said that \$17M in grant funding was available (see slide). Under the Continuity/Consolidation Program, 114 Projects totaling \$10,178,397 were recommended for funding; and under the Enhancement Program 69 projects totaling \$5,541,393 was requested; no Exceptional Requests. were recommended for funding, but Tazewell's request was approved as a wireline grant and Southampton was approved as an emergency request. Mr. Cline asked for questions from the Board. Mr. Lem Stewart made a motion to approve the motion from the committee, and Ms. Linda Cage 2<sup>nd</sup> the motion to approve. Mr. Vincent asked for questions from the public and Board. There were none. All approved **10-0-0**.

#### **6. FY08 FINANCIAL AUDIT**

Mr. Marzolf addressed the Board and informed the Board that each year staff has an annual audit. The Auditors have given staff a choice as to what type of audit they can have -- Financial Statement Audit or a Performance Audit. Mr. Marzolf explained the difference. It would save the staff about 15 hours of preparation time to do the Performance audit this year, and next year staff would go back to the Financial Audit if this did not work out. Mr. Marzolf is recommending this change. Mr. Cline asked for a discussion from the Board. Mr. Stewart made a comment that he has no problem with a Program Audit; however, he has concerns considering the amount of the money that is being moved. Mr. Stewart would just prefer to see the Financial Statement Audit. Brandy Michaels of the APA addressed the Board and cleared up Mr. Stewart's concern. Mr. Vincent said he

is leading to the Performance audit since the APA is leaning towards this. Sheriff Newman is supporting Mr. Stewart's idea. Mr. McAvoy asked on a scale of 1-10 how does this compare. Auditor said that the Performance gives more flexible of how to report it. Mr. Marzolf said that staff would go either way and does not feel stronger in any direction. Mr. Cline said that the Board has some concerns, and is recommended that we continue as always with the Financial Audit and bring this to the Board next year.

Mr. Marzolf addressed the Board and briefed them that a year ago the Board endorsed the addition of more Regional Coordinators. He is pleased to report that the Division has been granted approval to go ahead and hire the Appomattox Regional Coordinator, and the position has been accepted. This person will be working with the VGIN Division providing GIS services also. The new Regional Coordinator will start April 10, 2009. The Northern Virginia Position will be advertised again in a week or two, and Paul Hoppes position (Radio) will be advertised soon also.

## **7. REFRESH STRATEGY FOR 9-1-1 COMPREHENSIVE PLAN**

Ms. Spears-Dean said at the last Board meeting the chair asked staff to update the Board on the refresh strategy of the 9-1-1 Strategic Plan. Ms. Spears-Dean said she is going to give a two part update. The needs analysis will be presented at the next WSB meeting. Ms. Spears-Dean said that in FY10 the next version of the Plan will need to cast a wider net in terms of stakeholders and projects: to expand horizontally and vertically; develop metrics and milestones such as services and capabilities, infrastructure, equipment and technology, operations, staffing and training, governance, and funding. This year is dedicated to data gathering and practitioner-driven interactions: such as the baseline survey and completion of other strategic initiatives identified in the current plan, and the establishment of regional plans. Mr. Cline asked for questions or comments from the Board. Mr. Cline asked for a timeline of the new approach. Ms. Spears-Dean said that it is possible to begin within a year. However, before the second part of the presentation can be given, she needs to sit down with Mr. Widner and Mr. Marzolf to discuss. Ms. Spears-Dean said that there is a lot of linkage that needs to occur. She feels confident that she could do this by the next Board meeting. Mr. Cline said he would like for the Board to give some type of direction before you proceed. Ms. Spears-Dean said the planning effort needs to go underway; however, the Board's input on how to proceed is needed, as well as VITA's input.

## **8. OLD BUSINESS**

**PSAP Grant Award Amendments:** Ms. Spears-Dean addressed the Board and said that there are no PSAP Grant Award Amendments.

**Update on Wireless Funding Committee:** Ms. Spears-Dean said the PSAP Grants have taken priority and she has not had an opportunity to work with the chair to provide recommendations for the Wireless Funding Committee, and that she will have this done by the next Board meeting. Ms. Cage asked if the recommendation is to increase the PSAP Grant Committee. Ms. Spears-Dean said no, and clarified what the Board asked of her at the January Board meeting. This Committee is being set-up to look at and address the “percentages of funding.”

**Update on PSAP Grant Committee:** Ms. Spears-Dean addressed the Board, and said that the appointment of several committee members (in 2008) to serve on the PSAP Grant Committee has expired, and that a recommendation from the Board is needed to replace these individuals before July 1, 2009 (next fiscal year). Ms. Spears-Dean said she is not in favor of replacing the entire Committee, just some. Mr. Cline asked if the members are selected because they represent several groups. Ms. Spears-Dean said yes. Ms. Spears-Dean refreshed the Board on the set-up of the Committee. Mr. Bobby McAvoy asked if any of the members have expressed a concern to be replaced or taken off of the Committee. Ms. Spears-Dean said no, they all get along and work well. Staff is recommending that the replacements be announced at the May Board meeting, and that they be effective on July 1, 2009. Mr. Vincent addressed the Board and said he suggest that the rotation be done among Committee members, and each group represented on the Committee be replaced by their particular group. Mr. Marzolf addressed the Board, and said it is the Chairman who makes the decision to replace the members of the Committee. Mr. Cline asked if the previous approach to setting up the Committee was to have a limited term of service. Ms. Spears-Dean agreed with that assessment. Mr. Pat Shumate said he would like for Ms. Spears-Dean to revisit the guidelines. Mr. Shumate said the organizations should have a choice to decide who should represent them. Mr. Fred Vincent is recommending heavy representation on local government, and light representation on the state level. Mr. Cline asked for more questions or comments, and there were none. However, Mr. Cline noted that there is some desire for some fresh members to be added. Mr. Cline asked Ms. Spears-Dean to get some recommendations from the Committee and bring it to the next Board meeting.

## **9. NEW BUSINESS**

**Emergency & Special Projects Grant Requests:** Ms. Spears-Dean addressed the Board, and said that Southampton County has an emergency request – \$8,737.00 to replace a mapping server. Mr. Cline asked for a motion to approve

or discuss. Mr. Bobby McAvoy made the motion for approval, and Mr. Pat Shumate 2<sup>nd</sup> the motion. There were no questions, and all approved with one abstention (Fred Vincent abstained), **9-0-1**.

Mr. Nibarger of Virginia Beach addressed the Board and said that he has a special funding request for a Next Generation 9-1-1 (NG9-1-1) project to benefit the Hampton Roads' PSAPs. Mr. Nibarger said he was representing Norfolk, Virginia Beach, Suffolk, Newport News, Hampton, Portsmouth, and Chesapeake. Mr. Nibarger is asking the Board for \$100,000 to begin a regional NG9-1-1 planning process that would be continued with the potential for additional funding in the next PSAP Grant cycle. He is seeking the Board's approval to move forward. Mr. Nibarger asked for questions. Ms. Spears-Dean asked how this is for the betterment of 911 in particular for Wireless E911 and the betterment with the localities towards moving forward. Mr. Nibarger said the strategic plan that comes out of Hampton Roads will support the State's strategic plan. Mr. Vincent asked, "If this project is for planning, where does the Hampton Road's Planning District stand on this project?" Mr. Terry Hall addressed the Board, and said they have the governance infrastructure in place. The oversight committee will be overseeing this project. Mr. Bobby McAvoy asked impact does this project have on Wireless 911. He does not see where it ties into Wireless 911 at this time. Mr. Nibarger referred the Board to the handout (see attachment). Mr. McAvoy wants to know if this is an emergency request, and why he did not utilize the past grant funding cycle. Mr. Nibarger said that it is not an emergency, and they are just seeking a recommendation from the Board. Mr. McAvoy said he would like for this project to go through the Grant Committee first. Ms. Spears-Dean informed the Board that this request was submitted to the Grant Committee, and while they were supportive of the idea, that this is a special request, and that a special request should be presented to the Board. Mr. Cline asked if there have been any request to get other funding. Mr. Nibarger said they had not looked into that. Mr. McAvoy asked if it is reasonable to have him go to the Grant Committee and have them look at the project and then bring it to the Board. The Board would like for the Committee to look at the request again. Ms. Spears-Dean commented that she does not think it is an unreasonable or burdensome request. Mr. Shumate asked if the project was rejected because it was out of the timeframe. Ms. Spears-Dean said that Hampton Roads is looking for seed money. Sheriff Newman said that he feels that he has not been given enough information to proceed with a recommendation or approval. Mr. McAvoy said he would like to see it go through the Grant Committee. Mr. Vincent said he would like to see what the members of the Grant Committee had to say. Mr. Nibarger said after talking with his constituents he would like to withdraw this request right now and come back with more information and address the Grant Committee. Mr. Nibarger will go back and work with the Hampton Roads' district planning and with Mr. Terry Hall. They will come before the Board on July 1, 2009.

**FY11 PSAP Grant funding Cycle:** Lisa Nicholson, Public Safety Project

Manager gave the Board a brief overview of the FY2011 Grant Funding Cycle. Ms. Nicholson said that updated Grant Guidelines will be rolled out. Ms. Nicholson asked for questions from the Board, and there were none.

**PSAP Scholarship Program:** Ms. Spears-Dean addressed the Board, and said that she received a letter from Carol Adams, APCO, to discuss the PSAP Scholarship Program. Ms. Spears-Dean said that a \$256,000 FY 09 grant award was approved for the PSAP Scholarship Program, and that APCO completed their fall program. Mr. Bill Agee addressed the Board to speak on behalf of APCO and NENA. Mr. Agee said he is representing Virginia APCO and Virginia NENA. Mr. Agee said that APCO used \$12,000 for the Fall Conference and asking that it be continued for next year. APCO is proposing a change in the program funding to up to \$1,000 per PSAP instead of for per person and restricting it to Hotel and Registration costs. Mr. Agee also advised the Board that NENA is seeking approval for a drawdown request for the Spring Conference. Staff advised that it is premature to ask for a grant extension into FY 10. Mr. Shumate asked for a clarification of the change. Mr. Cline said that the Board will address the change of \$1,000 per PSAP instead of per person. Captain Furlough stated that he is in favor of approval of the funding request just as long as the lodging was within the state guidelines. Ms. Spears-Dean said that NENA would need to stay within the state guidelines for Virginia Beach lodging. Mr. Lem Stewart made a motion to approve, and Mr. Fred Vincent 2<sup>nd</sup> the motion for approval. All approved **10-0-0**. Ms. Spears-Dean informed the Board that a grant extension will be looked at during the next Board meeting.

Ms. Spears-Dean informed the Board that the APCO committee has met on the Strategic Plan and will be meeting with staff soon.

Ms. Spears-Dean addressed the Board and reported that the CMRS Subcommittee met prior to this meeting. Alltel and US Cellular were discussed. The Subcommittee recommended that the cost recovery for Alltel and US Cellular be approved. Mr. Lem Stewart made a motion to approve the Subcommittee's recommendation, and Ms. Linda Cage 2<sup>nd</sup>. All approved **10-0-0**.

**Other Business:** Mr. Terry Hall addressed the Board, and said he has a request of VITA. Mr. Hall reminded the Board that at the last Board meeting VITA asked if there were anything they could do to help speed his project along. Now, Mr. Hall is asking VITA to work with him and his projects. They are going to need help with the Partnership. Mr. Stewart commented to Mr. Hall that he should consider it done, and that VITA will be in touch.

**Public Comment:** Mr. Cline asked for any questions from the Public.

Mr. Fred Newman asked about Video Conferencing capabilities for the Board

meetings. Ms. Spears-Dean said that we only have available at the Southwest Virginia location. Ms. Spears-Dean also informed the Board that staff will start testing in the future with Video Conferencing at the Regional meetings.

**10. ADJOURN MEETING OF THE BOARD**

Mr. Cline adjourned the meeting at 12:00 PM.

**Respectfully Submitted:**

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**Terry D. Mayo**

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**(Date)**