

E911 Wireless Service Board Meeting
May 28, 2009
10:00 AM - CESC

Members Present:	Michael Cline, Chairman Fred Vincent Linda Cage Pat Shumate Battalion Chief Tracy Hanger Chief Ed Frankenstein	Phil Heins Lt. Col. Robert Kemmler John Knapp, Jr. Chief Ron Mastin Denise Smith Robert Layman
Members Absent	Sheriff Fred Newman Lem Stewart	Robert McAvoy David Von Moll
Remote	Abingdon Culpeper	Roanoke
Grant Committee	Fred Vincent Chief Ed Frankenstein	George Thomas Bill Agee (Remotely)
Staff Present:	Dorothy Spears-Dean, Coordinator Steve Marzolf Susan Siegfried Lyle Hornbaker Lewis Cassada	Dan Widner Terry Mayo Lisa Nicholson Stefanie McGuffin Jerry Simonoff

1. CALL TO ORDER

Mr. Cline called the meeting to order at 10:02 AM. Mr. Cline welcomed the two new members – Lt. Col. Robert Kemmler from the Virginia State Police, and Mr. John Knapp from Verizon.

2. APPROVAL OF THE MINUTES FROM March 26, 2009

Mr. Cline asked for changes/additions to the March 26, 2009 minutes, and there were none. Ms. Denise Smith made a motion to approve the minutes, and Mr. Phil Heins 2nd the motion; approved **12-0-0**.

3. FINANCIAL REPORT

Ms. Spears-Dean addressed the Board and said the new fund balance is \$10, 478,054.06 as of April 2009 (see attachment). Mr. Cline asked for questions or comments, and there were none.

Ms. Spears-Dean introduced the new Regional Coordinators to the Board. They are Lyle Hornbaker who started as a regional as of last year with GIS experience from the VGIN Group, and Ms. Stefanie McGuffin who is our new Appomattox Regional Coordinator who started in April 2009. Ms. Spears-Dean said that Mr. Hornbaker represents the Southeastern part of the state. Ms. Spears-Dean also informed the Board that the ISP Division currently has one Regional Coordinator position to fill, and that one is in the Northern Virginia area.

Ms. Spears-Dean gave the Board a quick update to establish what accomplishments have occurred in the PSAP Grant Program from FY 07 – FY 10. Ms. Spears-Dean said the grant awards have grown from \$1,898,841 in FY 07 to \$16,245,527 in FY 10 and that this growth has been both significant and managed. However, Ms. Spears-Dean informed the Board that there will be significantly less funding available in the next two funding cycles, and that it is now time to take a step back and look at what is going to happen in the future with FY 11 and FY 12 as a time to build and add structure to the grant program.

4. CMRS MONTHLY STATUS SUMMARY

Ms. Spears-Dean addressed the Board and said that no changes have occurred since the last Board meeting. Mr. Cline called for questions, and there were none.

5. UPDATE ON NG9-1-1 PILOTS

Mr. Marzolf addressed the Board, and said that there has been some development since the last Board meeting. There are three NG9-1-1 pilot projects on which staff has been working: Southside (IP routing and ALI) - Franklin/Martinsville-Henry and Patrick; Southwest (hosted CPE) – Dickenson, Wise, Lee, and Norton; and, New River (hosted CPE) – Montgomery, Christiansburg, and Blacksburg. The major development that has occurred, halting progress with the pilots, is the issue of liability. The initial liability problem was with Verizon Business, but this matter was recently settled. However, Northrop Grumman has a problem with liability, which they can not overcome, and as a result, will not be able to continue with the pilots. Northrop Grumman has stopped all work with the pilots, but the localities involved in the pilots want to continue, and Verizon Business may still be a partner moving forward. This issue will cause a delay in the deployment of the pilots. Mr. Marzolf said that staff needs to figure out how to continue and that this is really new information that has just come forward at the beginning of May. Mr. Cline asked if there is any consideration in the liability laws, and Mr. Marzolf said that he talked a lot about this issue and that Northrop did not show any interest in this, and the problem really relates to Northrop's focus to the IT partnership. Mr. Marzolf is hoping that Verizon will still be the partner for

connectivity and that the Northrop Grumman data centers will be used at some point in the future for NG9-1-1.

6. REFRESH STRATEGY FOR 9-1-1 COMPREHENSIVE PLAN

Ms. Spears-Dean said that at the last Board meeting staff was tasked with looking at refreshing the Comprehensive Plan (see the slide). Ms. Spears-Dean talked about expansion of the plan horizontally across all ISP disciplines (9-1-1, GIS, and Radio Operability) and vertically with links to established interoperability communications planning paradigms (SAFECOM). This expansion will occur through regional implementation plans, managed by the ISP Regional Coordinators. ISP will partner with CICO. These plans will identify specific regional gaps for the components of NG9-1-1 in Virginia, and will be addressed through appropriate metrics and milestones. Ms. Spears-Dean is hoping for a completion date of the regional plans, as well as the Baseline and IP Backbone initiatives, by the 3rd Quarter of calendar year 2009, with a final report presented at the Sept 24th Board meeting. A scope of work and cost estimate for the refresh of the Comprehensive Plan will also be presented at the Sept Board meeting. The Standards and Guideline and the Recruitment and Retention Initiatives should be completed by the 4th Quarter of calendar year 2009, with a final report presented at the Nov 19th Board meeting. Ms. Spears-Dean said another planning cycle will begin in January 2010, and that this is where the Radio Operability issues will be addressed. Ms. Spears-Dean is asking for support for this strategy. Mr. Cline asked if there are questions from the Board. Ms. Linda Cage said that Radio Operability is a big thing and definitely needs to be shared and talk about. Pat Shumate said that it helps to put a face on Next Generation 9-1-1 with some directions, and he likes staff's approach. Mr. Cline asked for questions from the Regional Coordinators, and there were none.

Carol Adams addressed the Board representing Virginia APCO. She briefed the Board that APCO has had three days worth of meetings with NENA to review the Comprehensive Plan. Both organizations want the Comprehensive Plan to be a living, breathing document and would like to see the refresh move forward. Virginia APCO is in agreement with the strategy.

Mr. Cline asked for more questions, and there were none. Mr. Cline said that he is very pleased with what has been presented to the Board, and he supports the strategy. Mr. Cline asked for a motion from the Board to accept the strategy. Mr. Pat Shumate made a motion to support, and Mr. Fred Vincent 2nd the motion. The Board approved; **12-0-0**.

7. 9-1-1/INTEROPERABILITY REGIONAL PLANS

Constance McGeorge introduced herself to the Board and then proceeded with her presentation. Ms. McGeorge informed the Board that she deals with the first responder community, and Dorothy Spears-Dean deals with the PSAP Community. Ms. McGeorge gave a brief overview of the previous meetings concerning the 911/Interoperability Plans and said that her office is partnering with 9-1-1 since both plans involve the PSAP community. There are two strategic plans – the 911 Comprehensive Plan and the Statewide Communications Interoperability Plan. Ms. McGeorge asked for questions, and there were none. Mr. Cline said he appreciates her willingness to collaborate and work with Ms. Spears-Dean.

8. FY11 PSAP GRANT PROGRAM

Mr. Vincent gave a summary of recent PSAP Grant Committee meetings, in which members looked at the Guidelines and recommended some changes to the document. The Committee would like to consolidate the number of Tiers in the Grant Program; add more specificity for the Priorities of Continuity/Consolidation and Enhancement Programs, and establish a ranking structure based on Priority and then Tier. Mr. Vincent said that the GIS-related Grant Request Priority Matrix has been modified to reflect new Priorities and the importance of projects that support the PSAP with enterprise considerations.

Mr. Vincent said the Committee has had trouble in defining “What is an Emergency Grant Request.” The committee has drafted a definition (see slide). Another change is to address “multi-phased, multi-jurisdictional consolidation projects. The committee has provided additional language to better define this type of project (see slide). The Committee also provided definitions for “initial and secondary consolidations.” All grant award limits have been reduced (see slide).

The Committee said it also does not want to consider grant applications that are considered late – outside the established deadline. Exceptions can be made to the PSAP Grant Guidelines, but only under extreme circumstances. The Committee wants a signed joint MOU for all localities participating in a regional grant application. The Committee is requesting that the Board approve the above recommendations as presented. Mr. Vincent asked the Board if it had any questions. Mr. Cline asked if all of the recommendations listed are included in a final draft. Ms. Spears-Dean said a final draft is not available, but that the Committee has developed these changes in a working document, and if the Board is in agreement with these changes, to approve the changes thus far, and allow staff to provide a final draft of the Guidelines in time for the July 23rd Board meeting. The Committee will review and agree upon the final document before it is presented to the Board. Ms. Cage said that they have done an exceptional job.

Mr. Shumate asks if the basic changes are realigning the Tiers, establishing new Priorities, and reducing funding amounts. Ms. Spears-Deans said yes and that the Committee is asking the Board to sign-off on what the Committee has done so far. Mr. Shumate made a motion to accept the changes so far, and Ms. Cage 2nd the motion. Chief Hanger commented that she has a problem with the Board voting without seeing a final document. Chief Mastin commented that the Committee essentially wants the Board to grant approval in concepts of general changes to begin the development of the FY 11 Grant Application with a contractor, and before the next meeting, present the final Guidelines to the Board. The Committee agreed. Mr. Cline called for the motion to approve. The motion was approved; **12-0-0**.

FY11 Online Grant Application – Mr. Vincent informed the Board that the Committee wants to leverage existing site and work processes, as well as provide enhancements to the PSAP on-line distribution request. The grant management site will provide administration tools over the life of the grant to view, track, and audit grant disbursement history. The public would be able to view summary data on awarded grants; and demo a statewide grant management tool (Virginia Communications Index for Public Safety -VCIPS). One of the enhancements to this online application is that you will get a confirmation e-mail when your grant application has been received. The online distribution request will require you to complete your request online, rather than having to fax or email information. The online application will be used to streamline the process, and allow users to get information when they need it. Mr. Vincent asked for questions, and there were none.

9. PSAP GRANT AWARD EXTENSION REQUESTS

Ms. Spears-Dean addressed the Board, and said that there are several requests from PSAPs, which have not yet drawn down their funding, requesting an extension of their awards for another year. The Committee is recommending that the Board vote to carry-over FY 08 funding in the amount of \$1,136,520 for Alleghany/Clifton Forge/Covington, Bland/Wythe/Wytheville, Christiansburg, Franklin/Patrick/Martinsville & Henry, Harrisonburg/Rockingham and Poquoson, and recommending that Highland and Stafford be terminated as of June 30th because these localities have not provided a reason to extend their grant.

Carol Adams addressed the Board on behalf of Stafford County. Ms. Adams stated that she would like to see if the Board would consider letting Stafford County amend the scope of their FY 08 grant and use \$55,000 towards their FY 10 grant. Battalion Chief Hanger asked if Stafford County's request falls within the grant guidelines. Chief Frankenstein addressed the Board, as a member of the PSAP Grant Committee, and said that this is the type of request that the Committee has feared because it undermines the Guidelines with an exception.

Lt. Col. Robert Kemmler asked if there were other grants rejected in FY 08 for financial reasons. Mr. Marzolf addressed the Board and said no, because there has always been money in the fund, so technically no grant requests have been rejected in the past. Mr. Bill Agee of the Grant Committee addressed the Board remotely, and said he is in agreement of what Stafford County wants to do. However, he is not sure about the legal issues this would involve. Lt. Col. Robert Kemmler addressed the Board and said he thought it would be appropriate for the FY 08 grant to go back into the fund and have Stafford request the additional money as part of its FY 10 exceptional request. Mr. Layman said he is in agreement with Lt. Col. Kemmler's recommendation. Mr. Vincent said he is in agreement with Chief Frankenstein and that Stafford's request for its FY 08 grant should be denied. Ms. Cage addressed the Board, and said that she is in agreement with the Committee's recommendation. Mr. Cline called for the motion to approve the request for the FY 08 Grants. Mr. Vincent asked for a clarification to the motion to recommend the extension of the FY 08 grants with the exception of Stafford's request. The Board approved the request with the exception of Stafford, all approved **12-0-0**. Mr. Cline asked for a motion to approve Stafford's request. There were none, and so the request was denied. As a result, Stafford's grant will terminate on June 30th.

The Grant Committee made a recommendation that FY 09 grant funding in the amount of \$4,374,143 be carried over into the next fiscal year. Chief Frankenstein 2nd the motion to approve the Committee's recommendation. The Board voted to approve; **12-0-0**.

10. OLD BUSINESS

Update on PSAP Grant Committee: Mr. Cline said that at the March meeting continuing membership for the PSAP Grant Committee was discussed. Mr. Cline said he has worked with staff to come up with a rotation plan for Committee membership. Members holding five positions will rotate off the Committee effective July 2009 and the members holding the four remaining positions will rotate off the Committee effective July 2010. Ms. Spears-Dean addressed the Board and said that since the FY 11 PSAP Grant Guidelines have not yet been completed to postpone any changes in Committee membership until the July Board meeting. Mr. Cline said it was acceptable to wait until the July meeting to discuss this issue and develop plans. Chief Mastin asked for clarification on this issue, and wanted to know if in the next two years there could be nine new members. Chief Mastin said he has problems with not having that knowledge carried forward, and that the Grant Guidelines need to have those concerns reflected also. Mr. Cline asked for consensus to pushing the discussion of Grant Committee membership to the July meeting. The Committee and the Board both agreed.

Update on Wireless Funding Committee: Ms. Spears-Dean addressed the

Board and briefed them on the Wireless Funding Committee. Ms. Spears-Dean said that plans for the Committee are moving forward and the timeframe is July 2009. Mr. Pat Shumate asked when the Committee will be in place. Ms. Spears-Dean said the Committee will be in place at the July 2009 meeting.

Update on Feedback from APCO and NENA for 9-1-1 Comprehensive Plan:
Denise Johnson addressed the Board. Ms. Johnson said she was representing the Board of NENA and said that NENA is in agreement with APCO's comments regarding the Comprehensive Plan.

11. NEW BUSINESS

Phase II Testing:

Ms. Spears-Dean addressed the Board, and said that two items need to be addressed before the Phase II testing presentation. The first item is an FY 10 Grant Award Amendment request from Brunswick County. The Committee has received a letter from Ms. Trina Cox of Brunswick County (see attachment) Ms. Cox states that a funding submission was made from Brunswick County in the amount of \$113, 200. Ms. Cox became aware that there was a local match requirement when she received the grant award letter. Ms. Cox explained that there had been a personnel change in Brunswick County, and the amount requested was short of the project. Ms. Cox said that the project is in jeopardy of not receiving the remaining funding from the County. The Board of Supervisors of the County, although grateful for the 80% funding, are requesting the Wireless Board to fund the project at 100%. Without the 100% funding, the project is in jeopardy of not moving forward. Mr. Vincent said it is up to the Board to approve the difference, and that the Board is opening the door to other similar requests. Battalion Chief Hanger said that the Board has entertained such requests in the past (calculation errors). Ms. Linda Cage spoke on Brunswick County's behalf. Mr. Cline called for a motion to approve the additional funding request. Chief Mastin made a motion to approve the request, and Ms Cage 2nd the motion for approval. The motion was approved; **9-2-0** (all approved with the exception of Chief Frankenstein and Mr. Vincent who voted against the request – representing the Grant Guidelines Committee, and Ms. Denise Smith left before the vote).

Stafford County Exceptional Request

Stafford (Carol Adams) is asking for an exceptional request for Stafford County to move the project forward. The exceptional request is \$55,000. Pat Shumate asked if this would kill the project. Ms. Adams said that it may kill the project. Mr. Shumate said that in the past there were exceptional requests that went over the cap. Ms. Spears-Dean said that in FY 10 two grants submitted as exceptional requests were funded; however, not as exceptional requests. One was funded as a Wireline Grant and the other was funded as an Emergency Request. Fred Vincent said that Ms. Adams request before the Wireless Board is the correct procedure since it was rejected in the Grant Committee meeting. Ms. Adams is asking the Board to take a second look at her request. Mr. Layman asked how the Committee arrived at the \$150,000 cap. He would also like to know if this is a challenging situation. Ms. Spears-Dean said the Committee arrived at the cap of \$150,000 by analyzing CPE replacement for a small PSAP. Ms. Hanger asked if the money that is allocated for FY 08 is put back into the fund if it is not used. Mr. Marzolf addressed the Board and said that historically there has always been a fund balance, but this balance would be less now, and funding for the PSAP Grant Program would get a lot tighter. Mr. Marzolf also commented that there is

money in the fund, and that it could be available for exceptional requests, but at the expense of new grants. Chief Mastin said he is not sure the \$55,000 shortage will cover the project, and asked whether or not Stafford could come back to the Board with a funding request in FY 11. Mr. Layman asked about the monthly recurring cost. Ms. Adams answered the Board. Mr. Layman said that it sounds like a lot. Ms. Adams said that she has to go before her Board and they may kill the project. Mr. Vincent again said that it is a worthy thing to do; however, next year you will have a line out the door with new grant requests. Mr. Cline asked for motion. Mr. Shumate made a motion to approve. Mr. Cline 2nd the motion. The Board voted to deny the request; **1-8-1** (Battalion Chief Tracy Hanger left before this vote).

Phase II Testing – Mr. George Thomas of the PSAP Grant Committee addressed the Board and said the Board has spent close to \$200,000,000 on Wireless Phase II technology in the past. Mr. Thomas said the Board has never tested location accuracy within the Commonwealth. Mr. Cline asked Mr. Thomas if he had any idea of what the testing would entail. Mr. Thomas said no. Ms. Linda Cage asked why the Wireless Board has not required testing in the past, and commented that it should be up to the Carriers to pay for the testing. Bob Layman speaking from a Carriers role said that testing is done every two years, and the results are not available to the public. Mr. Thomas said the Board has never independently tested what they have spent \$200,000,000 on. Mr. Cline asked about the FCC. Mr. Marzolf addressed the Board and said that the former FCC Chair was trying to do address location accuracy testing; however, he did not get a chance to do so before he left and there is currently no FCC Chair. Mr. Marzolf said that, in the past, there were no guidelines from the FCC. Mr. Layman said that it is an expensive proposition. Mr. Cline asked for staff recommendation. Ms. Spears-Dean said that this question will be raised at the regional level. Mr. Thomas said that from the PSAP perspective they would like to know how accurate location coordinates are. Mr. Shumate said that he thought it would be a good idea to do the testing; however, it would not be valid until guidelines are set. Mr. Shumate commented that he thinks that if this Board is spending money for phase II, there should be some accuracy testing done. Mr. Cline asked for comments. Chief Mastin said that it should be a strategic initiative. Mr. Cline said that staff should make an appropriate note of the issue. Also, Mr. Cline is recommending that staff get some information from the regions and staff to support this request.

PSAP Scholarship Program: Ms. Spears-Dean addressed the Board, and said that she has received 22 letters in support of continuing the PSAP Scholarship Program. Ms. Carol Adams addressed the Board and gave her support to continuing this program. Ms. Adams said that the attendance from the localities has increased by 60% since the inception of the program. Ms. Adams is asking the Board to replenish the fund for this program back to \$256,000. Ms. Adams said that money not used will be returned to the Wireless Fund as done in the past. Mr. Rodney Gentry addressed the Board and spoke on behalf of the NENA

Board. Mr. Gentry said that NENA has also had an increase in attendees since the inception of the PSAP Scholarship Program. Mr. Ken Crumpler addressed the Board and said that this program has benefited OEMS. Ms. Constance McGeorge of the State Interoperability Program informed the Board that her organization will be hosting a joint conference this fall with APCO and NENA, and would like to see the attendance grow.

Mr. Cline asked for questions. There were none. Mr. Cline asked for clarification on what the request is for this program. Ms. Spears-Dean said that the program was originally approved for one year, and the request is to decide if the Board would like to continue this program, for how long, and at what amount. Ms. Spears-Dean recommended that the program continue for an additional year and that the balance of \$213,000 carry-over. Chief Frankenstein addressed the Board and agreed with Ms. Spears-Dean's assessment. Chief Frankenstein recommended that the Board look at funding from year to year. Mr. Vincent agreed and said that this program attracts the person who is the front line of telecommunications, and it gets them out from the console into training. Chief Frankenstein and Mr. Vincent said that they are in support of funding this program for an additional year with the remaining \$213,000 from FY 09. The program will be evaluated again at the end of FY 10. The Board agreed, and the request was approved; **10-0-0**.

Ms. Spears-Dean addressed the Board, and said that the CMRS Subcommittee met prior to the Wireless Service Board meeting, and that it had received a funding request from Sprint for FY 10. The Committee is recommending approval. Mr. Cline called for the motion to approve the request. Chief Ed Frankenstein 2nd the motion for approval and the Board approved **10-0-0**.

Public Comment: Mr. Cline asked for any questions from the Public and the Regions. There were none.

12. ADJOURN MEETING OF THE BOARD

Mr. Cline adjourned the meeting at 1:07 PM.

Respectfully Submitted:

Terry D. Mayo

(Date)