

**Regional Advisory Meeting  
November 10, 2015 2:00PM**

Members Present: Allan Weese, Charlie Udriet, Joell Kight, Nicki Tidey, Melissa Foster, Andrea Gaines, Jolena Young, Randy David, Terry Hall, Tony Castillo, John Powers, CW Thomas, Steve McMurrer, Michele Surdam, Virginia Fowler, Carl Levandoski, Jeff Shupe, Carol Adams, Jason Malloy

Members Absent: Kurt Plowman

Staff Present: Steve Marzolf Dorothy Spears-Dean

**1) Call Meeting to Order**

Ms. Spears-Dean called the meeting of the RAC to order at 2:05PM.

**2)Welcome and Introductions**

Ms. Spears-Dean reviewed the origination of the RAC, as well as its purpose and business need. The membership suggested that the 9-1-1 Comprehensive Plan be added to the purpose and business need of the RAC. This was followed by a request to the membership to provide brief introductions. RAC members introduced themselves in the following manner: PSAP representatives, GIS representatives, IT representatives, and APCO and NENA representatives.

**3) Draft Charter**

Ms. Spears-Dean began the discussion on the charter by reviewing items that were not included in the draft document. These items are ties in run-off elections and the election of chair and vice-chair. ISP staff worked with the VA chapters of APCO and NENA to develop the charter.

The membership discussed approaches to settling a tie in run-off elections. Mr. Hall suggested that the primary PSAP representatives from other regions could

determine the outcome of a tied election. Ms. Adams suggested that a coin could be flipped. Mr. Udriet, Mr. McMurrer, and Ms. Foster concurred. Ms. Adams made a motion that in the event of a tie in a run-off election for a PSAP representative, the tie would be broken by flipping a coin. Mr. Hall seconded the motion. The motion passed. Language in the charter was amended to reflect that the PSC Coordinator will flip the coin.

The membership then discussed nominations for the RAC chair. Ms. Adams pointed out that the charter references a chair and a vice chair and that we should be electing both. Mr. Weese raised a concern about continuity since all PSAP representatives serve for twenty-four months. He suggested that the terms for PSAP representatives should be staggered, as well as the elections for a RAC chair and vice chair. Ms. Adams pointed out inconsistent language in the charter regarding the ability of PSAP representatives to serve consecutive terms. Mr. Powers concurred and suggested alternative language, which was added to the charter. Ms. Young concurred with Mr. Weese on the matter of continuity among PSAP representatives. She suggested that some of the PSAP representatives should either serve a twelve month or a thirty-six month term to achieve a staggered approach. Mr. Hall recommended that ISP staff determine which regions would have a representative serving for thirty-six months. Mr. Marzolf suggested that three regions have a representative serving for thirty-six months. After further discussion, Mr. Hall amended his original suggestion and made a motion to leave PSAP representatives' terms as described in the charter. Ms. Adams seconded the motion. The motion passed with two dissenting votes – Mr. Weese and Ms. Young.

Ms. Adams wanted confirmation that that the entire RAC membership should be participating in each vote. Mr. Marzolf confirmed that this was the case. From a procedural standpoint, when a RAC member makes a motion and it is seconded, the entire membership should be voting on it.

Ms. Spears-Dean said given the time left on the call she did not think there would be enough time to make a decision about a chair and vice chair. Mr. Hall suggested that it be pushed off to next call. Ms. Spears-Dean asked the membership to provide nominations by December 1<sup>st</sup>. Ms. Adams asked if the RAC will have a secretary to take minutes. Ms. Spears-Dean explained that she is recording the call and taking minutes. There was discussion among the membership and Ms. Adams made a motion to have the position of “secretary” added to the list of offices. Mr. Malloy seconded the motion. There was additional discussion among the membership of the role of “secretary”. Mr.

Marzolf discussed the role of ISP staff in supporting the RAC and recommended that ISP staff take minutes. Ms. Adams withdrew her motion. A member asked if we would amend the charter to say that ISP staff would record the minutes. Mr. Hall made a motion that ISP staff will take and provide minutes in accordance to open meeting practices. Ms. Adams seconded the motion. The motion passed.

#### **4) Meeting Schedule**

The next RAC meeting will be on December 8<sup>th</sup> at 2 PM.

#### **5) Public Comment**

There was none.

#### **6) Adjournment of the Meeting**

Mr. Weese made a motion to adjourn the meeting. The motion was seconded by Ms. Foster. The motion passed. The meeting of the RAC adjourned at 3:10 PM.