

**9-1-1 Service Board Meeting
March 14, 2019
CESC**

Members Present:	Jeffrey Stern	Bruce Edwards
	Kevin Hall	Pete Hatcher
	Jolena Young	Gary Critzer
	Mary Blowe	Seth Weise
	Kelvin Wright	Lee Miller
	Nelson Moe	Terry Ellis
	Jeffrey Merriman	
Members Absent:	David Von Moll	Danny Garrison
	Scott Garber	
Advisor Present:	None	
AG Present:	Joshua Heslinga	
Remote	Roanoke	Culpeper
	Abingdon	
Staff Present:	Dorothy Spears-Dean	
	Steve Marzolf	
	Joshua Heslinga	

1. CALL TO ORDER

Chairman Stern called the meeting of the 9-1-1 Service Board to order at 10:03 AM. The Chairman introduced the new Board Members who are Pete Hatcher; Gary Critzer; and Bruce Edwards and the re-appointment of Jeffrey Merriman. The Chairman thanked the Board members for their service, and welcomed them to the 9-1-1 Service Board. Chairman Stern then stated that Chief Garber, who is not present at this meeting, has been elected as the President of the Fire Chief Association for one year. He stated that if this is not correct, he will let us know at the next meeting in May.

Coordinator Spears-Dean did a roll call of the remote sites. All were accounted.

2. APPROVAL OF THE MINUTES FROM JANUARY 10, 2019

Chairman Stern called for a motion to approve the January 10, 2019 Board Minutes, which had been distributed prior to this Board Meeting. Coordinator

Spears-Dean said that there is one correction to the Minutes. She received notification from one Board member that we need to make an amendment for the PEP Awards vote. We listed one member as participating in the vote, but that member abstained. Chairman Stern then called for a motion to amend the Minutes to reflect the vote change on the PEP Award, and to also approve the Minutes of January 20, 2019 as amended. Nelson Moe made a motion to approve the Minutes as amended. Pete Hatcher seconded the motion to approve. The Minutes were approved; **11-0-0**. (Jeffrey Merriman and Terry Ellis had not yet arrived).

3. NG9-1-1 DEPLOYMENT UPDATE

Steve Marzolf addressed the Board and said he wanted to give the Board an update on NG9-1-1 Deployment since the last Board meeting. He said that the Virginia Beach RFP was released and closed on March 1st. The City of Virginia Beach has started reviewing.

He said that staff has not heard any word on how many have been received, etc. Mr. Marzolf also said that staff can expect not to hear anything until an award is made. He said like in the Fairfax RFP, Coordinator Spears-Dean, and our Regional Coordinator, Lyle Hornbaker, have been invited to participate in the Virginia Beach Procurement. He said that staff is real excited about being involved in that selection process. He said that this is something that a lot of localities are waiting to hear back from before they deploy. Mr. Marzolf said that as far as the deployment schedule feedback, staff has had some concerns from some people that the deployment schedule that has been adopted shows deployment occurring now through December 2021. Some people have asked should the schedule be kept up-to-date as it progresses. Mr. Marzolf said that maybe in the May and July meeting the Board will see some update to that schedule. However; he said, everything depends on what happens with the Virginia Beach RFP, as they may have a schedule that keeps us on schedule. He said that he does not want to change the schedule every time there is a little bit more information. Right now everything hinges on the Virginia Beach RFP. He also said that right now localities have the proposal from AT&T before them, and they would like to have something to compare it against. Mr. Marzolf said that staff has begun to have discussions with the localities trying to get them the information they need until that RFP is awarded. Mr. Marzolf said he thought the schedule and solution with the localities will be on hold. Mr. Marzolf informed the Board that an NG9-1-1 Sustainable Funding Committee with Jolena Young Chairing that Committee has been formed. Jolena Young then addressed the Board and said that the Committee has identified the participants for that Committee and she and Coordinator Spears-Dean will be setting up meetings. She said that they will be going out to PSAPs, as they have raised concerns that cost is continuing to rise while revenue remains the same. She said that they will be looking at any opportunity to increase revenues, and if the current way of dividing the funds is the way the PSAPs desire, or would they like to see more

monthly income, or would they like to see more in the equipment funding grant program? Ms. Young said that they are going to go out and get some feedback in the jurisdictions for the PSAPs and their Administrations as well. She said they are going to investigate if there is a way like the Statewide ECATS procurement, which has been very successful, would validate and see if there are other opportunities to reduce cost, if a statewide approach is used.

Mr. Marzolf then informed the new Board Members that the reason the Committee was formed is that staff has heard from several localities that this project will cause a significant increase in their budget. And although this Board said it would cover that cost for two years, they wanted to know if there is way the Board can help mitigate the costs. Mr. Marzolf said that some localities are holding off on making a decision to determine how the project will be sustained. He said the Committee is very important to ensure that what is sustainable now will be sustainable in the future. He said everything is covered through the deployment phase, but when that is done, does the Board go back to the Grant Program as usual, etc.?

Mr. Marzolf then briefed the Board on a “dashboard” that staff has been working on. He said that the “dashboard” is for the Board and localities see where we are in deployment in a visual way. Mr. Marzolf said that Coordinator Spears-Dean has been working with Joe Sewash, VGIN Coordinator, and Stefanie McGuffin, Operations Manager, to come up with the “dashboard” approach. He said that staff is about ready to release that.

Coordinator Spears-Dean then went over the dashboard by reviewing how it works. She said that it is live on the NG9-1-1 Deployment page on the ISP Website. Staff has been working to determine what are the key items that the Board Members, localities and staff would want to identify quickly? She said so that is why the “dashboard” map was developed. For example for each of the Primary and Secondary PSAPs served by a selective router, it will display what PAL submission group the PSAP belongs to; provide funding award date, amount of the award, ending date, etc., to make sure we all stay on budget and process. She said that in the future staff will be getting amendments to grant awards, and this map will make sure we are in alignment with the budget, etc. It will include the Migration Date and the NG 9-1-1 Provider. She said that staff is going to send out an email to the PSAP Community and let them know about the “dashboard”. She said that if a PSAP is awarded a grant today at this meeting, it will show up on the map. The map is going to be updated weekly on Tuesdays, and the information is timely information, but is not real time information. Coordinator Spears-Dean said that staff is excited about this information, and it has taken a while to come about. She asked that if anyone sees areas where you think there needs to be improvement, please let staff know. Chairman Stern called for questions from the Board. Nelson Moe asked is this a financial breakdown as to where we are in the project. Coordinator Spears-Dean said it is a component, but as you can see, it will be a temporal as well as a financial representation. Mr.

Moe then asked if this is when a County get their PSAPs all done it will turn from “red” to “green” and you can do project status, deployment, etc.? Coordinator Spears-Dean commented yes. Mr. Moe asked is there some other piece staff needs to track. Coordinator Spears-Dean said yes, and that staff is tracking additional metrics on the ISP webpage. She said that staff is tracking the number of PALs submitted; the number of PALs awarded; and also tracking when a locality signs a contract with a NG9-1-1 Solutions Provider. She said that staff is tracking when a diversity project is completed and deployed.

4. NG9-1-1 FUNDING REQUESTS

Coordinator Spears-Dean addressed the Board and said she received funding requests from eight localities and one authority (Metropolitan Airport Authority). She said that the PSAP Grant Committee reviewed these requests which totaled \$3,593,736.32. The requests were from: Arlington; Fall Church; Fluvanna; Frederick; Loudon; Metropolitan Washington Airport Authority; Pittsylvania; Prince George; and Prince William. Chairman Stern called for a motion to approve the funding requests. Kelvin Wright made the motion to approve the funding request, and Bruce Edwards seconded the motion to approve the requests. The Board voted, and the motion was approved; **12-0-1** (Pete Hatcher of AT&T abstained).

Coordinator Spears-Dean then updated the Board on the revision of the Grant Guidelines. She said that an internal draft has been put together and that it will be given to the Grant Committee soon. She said that there have been some grant extension requests that have been coming in. Coordinator Spears-Dean said that the Grant Extension deadline is tomorrow (March 15, 2019). She said that the PSAPs have an option to close out the Grant at that time; and that the next deadline to submit a PAL is March 25, 2019. These funding requests will be discussed at the May 20th Board meeting. Chairman Stern asked for questions from the Board. Jolena Young asked about the status of the “Text to 911” funding stream. Coordinator Spears-Dean said it has been included in the 2021 Guidelines. The amount recommended is \$50,000. She said the Grant Committee discussed “Text-to-911” at their February 19th Committee Meeting. She said that their recommendation is to include it in the FY2021 Guidelines and to address it with an availability date of July 2019. She said it will have a similar programmatic structure as the Migration Program.

5. COIA TRAINING

Joshua Heslinga addressed the Board and said that over the last few meetings there have been some exchanges and discussions made, and he thinks that the Board had arrived at the right practical results, which is when a vote is being

taken for funding for a locality, from which a member of the Board is associated or related to, or a contract or vendor who is represented on the Board, the member has been abstaining to avoid the appearance of a "Conflict of Interest". Counsel Heslinga said he thought while in discussion with staff, it would be useful to have training about how COIA comes in to play here and what the Board is doing here seems to be the most practical way to deal with it. He said that he had communicated with Coordinator Spears-Dean to get this subject on the Agenda today; unfortunately, he and his colleague from OAG on COIA were both in litigation last week, which left them unable to develop the presentation they wanted to present today. Counsel Heslinga apologized to the Board and said he would like to put the presentation off until the May 20th Board meeting. Chairman Stern said that the Board understood. He said he appreciates Counsel's wisdom and he thanked everyone for being cognizant of where there may be a conflict of interest and making sure that the Board maintains its reputation. Chairman Stern then called for questions from the Board. Nelson Moe asked Counsel had some short term recommendation until the Board receives training. Counsel Heslinga commented that he thought the Board has been doing the right thing over the last few meetings. He also said that he has talked to staff about when things are coming up to give advance notice to the relevant member and notice to Counsel, if needed, so that the Board does not end up in confusion and in discussion at the meeting that could have been made clear a head of time; however, he said that he thinks the Board is in good shape, practically.

6. FEDERAL 9-1-1 GRANT

Coordinator Spears-Dean said at the last Board meeting she gave a brief presentation on where we are with the Federal 911 Grant. She said it is a two-step process. She said the announcement for the Federal Grant Process came out last summer. She said that the first step was to go through the certification process which had a deadline of early September. We went ahead and submitted the certification, and it was approved. Then the waiting began for the funding opportunity to find out how much Virginia and other states would be eligible for with this new 911 Grant. Only states and territories were allowed to participate. In February, staff found out that Virginia is eligible for a little over \$2.8 million. She said staff has a sixty day window to submit an application. Dorothy then walked the Board through the State 911 Plan. She said that it is a joint task between ISP and VITA Financial. Dorothy is working with Susan Nelson to develop this Plan. The Grant window is for three year. At least 90% of the grant funds will go to the localities. Staff is going to figure out what the Grant funds would be used for: the implementation of IP-enabled emergency services and applications enabled by NG9-1-1 services is an eligible use of grant funds; purchase hardware, software, and hosted services associated with enabling NG9-1-1 are eligible costs. Staff is planning to offset the costs associated with an IP network provided as a service by a NG9-1-1 solution provider on a regional basis, and that the estimated costs is \$22,985,75. Coordinator Spears-Dean said that the project amount is \$4,719,200 and the supplemental project budget is

\$18,266,551.15. Staff is recommending that the Board approve the scope of the submission and direct staff to submit an application prior to the April 2nd deadline.

7. OLD BUSINESS

None.

8. NEW BUSINESS

- **Danville Grant Award Amendment Request:** Coordinator Spears-Dean informed the Board that there is a correction for the FY2020 PEP. Coordinator Spears-Dean said that \$3,000 is the amount of the request, and not the \$23,000 amount, and staff is asking the Board to approve the correction. Chairman Stern called for a motion to approve from the Board. Jolena Young made the motion to approve staff's recommendation, and Seth Weise seconded the motion to approve. The motion was approved; **13-0-0**.
- **Regional Advisory Council (RAC) Report:** Coordinator Spears-Dean gave the Board a brief overview of the RAC on behalf of Terry Hall who could not be at this meeting. Coordinator Spears-Dean informed the Board that the next RAC meeting will be next week on March 19 at the James Monroe Building. She said that the Council will be talking about the RAC Charter; the undertaking of a new 9-1-1 Comprehensive Plan; and the VGIN Strategic Plan. She said the focus will be on helping staff in the development of the Plan. Coordinator Spears-Dean said that all will be done in tandem at a joint 9-1-1 and GIS meeting to gather information from all stakeholder groups. Coordinator Spears-Dean said that the staff will be asking for feedback from all.

9. PUBLIC COMMENT

Abingdon – None

Roanoke - None

Culpepper - None

On-Site – None.

10. ADJOURNMENT OF THE MEETING

Chairman Stern adjourned the meeting of the 911 Service Board at 10:41.

The next meeting of the 911 Service Board will be held on Thursday, May 20, 2019 at the Commonwealth Enterprise Solution Center (CESC).

Respectfully Submitted:

Terry D. Mayo

(Date)