

# Regional Advisory Council Meeting

## July 26, 2016 2:00PM

### Members on the Audio Bridge

Allan Weese   Charlie Udriet   Joell Kight   Jolena Young   Terry Hall  
Tony Castillo   John Powers   CW Thomas   Jason Malloy   Kurt Plowman  
Jeff Shupe   Steve McMurrer   Carol Adams   Carl Levandoski

#### **1) Call Meeting to Order**

Mr. Terry Hall called the meeting to order at 2:00PM. Ms. Dorothy Spears-Dean performed a roll-call of the members on the audio bridge.

#### **2) Approval of the July 12<sup>th</sup> Meeting Minutes**

Mr. Hall called for the approval of the meeting minutes from July 12<sup>th</sup>. Ms. Carol Adams made a motion, and Ms. Joell Kight seconded it. The motion passed without objection.

#### **3) Best Practices**

Ms. Stefanie McGuffin gave the Council an update on the development of Best Practices. ISP staff created an outline to gather inputs from the task workgroups. Ms. McGuffin is looking for responses from additional workgroups. Mr. Steve Marzolf then presented a Standard Capabilities Outline that list 5 main categories of capabilities and services. The “higher” levels would be Standards/Capabilities and the “lower” levels would be more aligned with Best Practices. Mr. Marzolf asked for the Council’s input on the items in the document, and if they are part of a standard level of care. Mr. Marzolf discussed specific items in the document. Mr. Marzolf asked for feedback on what should be a standard, what should be a best practice, and asked if anything was missing. He also welcomed any ideas on how to better visualize the Standards/Best Practices. Mr. Hall encouraged the group to stay engaged with their efforts. Mr. Marzolf this is a starting point, and the beginning of an evolutionary process. Mr. Marzolf would like to see the Board endorse Standards that the PSAP community comes up with themselves. There was Staff/Council discussion. Mr. Marzolf said Staff will help organize the Best Practice effort, but Staff will not be writing all of the Best Practices. He also asked for feedback to be sent directly to Ms. McGuffin.

#### **4) Meeting with Finance Committee**

There will be an in-person meeting at CESC on August 2<sup>nd</sup> with the Finance Committee at CESC. The two primary agenda items are a summary of activities & project plans, and the recalculation of the funding percentages. It will be the recommendation of Staff and

the RAC to delay the recalculation. It would be the preference to have a long-term NG9-1-1 funding source & cost model in place before a new recalculation takes place. There was Staff/Council discussion. It was the consensus of the group to delay the calculation. Ms. Spears-Dean asked for the RAC members to reach out to their constituents and advise them about the recommendation to delay.

#### **5) Priority Task Work Group Reports**

Priority 1 was covered by Mr. Terry Hall. Much of that workgroups progress was already covered within the context of the Best Practices discussion at the beginning of the meeting.

Priority 2 was covered by Mr. Alan Weese. He reviewed the current goals, scope, and milestones of the group creating a 9-1-1 stakeholder communications plan which will be the development of a new website.

Priority 3 was covered by Ms. Jolena Young and Mr. Steve McMurrer. Their workgroup has five milestones that they hope to have completed by the end of this year. Ms. Young reviewed the current revenue streams, and Mr. McMurrer reviewed estimated costs based on regional transitions off selective routing pairs.

Priority 4 was covered by Ms. Melissa Foster. They are finalizing plans for data collection, and will work with Mr. Hall's group.

Priority 5 was covered by Mr. John Powers. To some degree they are merging with the group led by Mr. Weese. They are still identifying the content that is most beneficial to the PSAP community.

Priority 6 was covered by Ms. Joell Kight. They have developed a position hierarchy as part of their staffing analysis, and are developing KSA's for each of those. Mr. Jason Malloy said they will also conduct an occupational analysis of public safety GIS professionals/positions.

#### **6) Public Comments**

Ms. Spears-Dean said the next RAC call would be on August 9th. There were no other public comments. The meeting of the Regional Advisory council concluded at 3:36PM.

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