

**Regional Advisory Meeting  
December 08, 2015 2:00PM**

Members Present: Allan Weese, Joell Kight, Melissa Foster, Jolena Young, Randy David, Terry Hall, Tony Castillo, John Powers, Steve McMurrer, Michele Surdam, Virginia Fowler, Carl Levandoski, Kurt Plowman, Jeff Shupe, Carol Adams, Jason Malloy

Members Absent: Charlie Udriet, Nicki Tidey, Andrea Gaines, CW Thomas

Staff Present: Steve Marzolf Dorothy Spears-Dean

**1) Call Meeting to Order**

Ms. Spears-Dean called the meeting of the RAC to order at 2:01PM.

**2)Welcome and Announce Chair and Vice Chair**

Ms. Spears-Dean took role and announced that Mr. Terry Hall and Mr. Jason Malloy had been elected Chair and Vice Chair of the RAC, respectively. She asked both individuals to address the RAC, which they did.

**3) Approve Minutes from Nov 10<sup>th</sup> Meeting**

Ms. Spears-Dean asked for a motion to approve the minutes. Mr. Weese made a motion to accept the minutes from the Nov 10<sup>th</sup> meeting. Mr. Hall seconded the motion. The motion passed.

**4) Finalize Meeting Schedule**

Ms. Spears-Dean asked for a motion to approve the proposed meeting schedule. She reviewed the proposed meeting schedule and advised members that they are not limited to virtual meetings. When members think appropriate, ISP staff will help coordinate in-person meetings. Also, virtual meetings will be scheduled for an hour and a half. Mr. Hall proved comments and had a couple of logistical

questions for Ms. Spears-Dean. Ms. Foster made a motion to accept the proposed meeting schedule. Ms. Young seconded the motion. Mr. Malloy asked if staff would support scheduling in-person meetings after the E-911 Services Board meetings. Ms. Spears-Dean answered that ISP staff would work to secure a meeting room either at CESC or another location with a conference bridge and WebEx whenever the membership wanted to convene in-person meetings. These comments were echoed by Mr. Marzolf. The motion passed.

## **5) Finalize Charter**

Ms. Spears-Dean advised that all of the revisions discussed during the last call were incorporated into the current draft and she had not received any additional revisions or comments. Ms. Spears-Dean briefly reviewed the revisions and asked the RAC for a motion to accept. Mr. Weese made a motion to finalize the charter with revisions. Mr. Hall seconded the motion. The motion passed.

## **6) RAC Assignments**

Ms. Spears-Dean reviewed with RAC members the PowerPoint presentation that contains the 9-1-1 Comprehensive Plan Initiatives. This is the first area ISP staff has identified in which assistance is needed from the RAC. Ms. Spears-Dean reviewed the sixteen Initiatives contained in the Plan and reminded everyone that these Initiatives support the 9-1-1 ecosystem. To facilitate discussion, ISP staff took a first pass at prioritizing the Initiatives and grouped the Initiatives into areas of responsibility. Mr. Hall reminded RAC members that this is an important discussion and that members need to keep their regions informed. Mr. Marzolf reminded the group that this discussion extends beyond the PSAP community and should reflect the collective voices of the RAC, which includes GIS and IT. Ms. Adams said that SMEs may come from outside the RAC and should be invited to participate in RAC discussions when appropriate, such as the development of the ESInet. Mr. Hall asked Ms. Spears-Dean to differentiate between a standard and a best practice. Ms. Spears-Dean responded that a standard requires mandatory participation and that best practices provide guidance. Mr. Hall commented that this is an enormous undertaking and recommended developing tasks to support the Initiatives in a face to face meeting. Mr. McMurrer suggested that we address at least one of the Funding Initiatives now. Ms. Young concurred with Mr. McMurrer. Mr. Malloy asked a question about the current funding methodology.

Mr. Marzolf responded that there are two issues: (1) the current legislation and recalculation; and (2) NG9-1-1. We do not have enough money to transition to and sustain NG9-1-1. If the NG9-1-1 funding issue is addressed during the 2017 GA session, this would have a positive impact on the first issue, but we need to have a fallback position. Mr. Malloy asked a follow-up question as to a “drop dead” date, emphasizing that we can’t wait and need to allow enough time to develop the legislation. Mr. Marzolf responded that this date would be September 1, 2016. However, it would not just be the RAC that would advise the Board. There would be other parties, such as the carriers, VML, and VaCO. An inclusive process is needed or we will fail. Mr. McMurrer said he concurred with Mr. Marzolf’s comments and that’s why he recommends working on at least one of the Funding Initiatives now. Mr. Marzolf suggested at the next RAC meeting we begin to focus on the ultimate prize, which is funding for NG9-1-1. Mr. Weese and Ms. Adams had follow-up comments about the Funding Initiatives. Mr. Marzolf said the Funding Initiatives are related and that the RAC needs to decide whether to pursue these items separately or together. Mr. Marzolf said another option is a minor change to the current funding model language, anticipating a larger future change. Ms. Young suggested that we address funding sooner rather than later to avoid significant shifts in funding to the PSAPs. Keeping the long-term goal in mind, Mr. Marzolf said the RAC should focus on tasks during next meeting or two that consider the timeline. Ms. Spears-Dean confirmed that the Funding Initiatives will be considered high priority items.

## **7) Public Comment**

There was none.

## **8) Adjournment of the Meeting**

Since the meeting ran late, there was no motion to adjourn.