E911 Service Board Meeting
June 22, 2016
1:00 PM - CESC

Members Present:	Jeffrey Stern	Jeffrey Merriman
	David Von Moll	Danny Garrison
	James Junkins	Diane Harding
	Kevin Hall	Robert Layman
	Jolena Young	Nelson Moe
	Anthony McDowell	Dennis Hale
	Kathleen Seay	Richard Clark, Jr.
	Lee Miller, III	Shawn Talmadge - Advisor
Members Absent:		
Remote	Culpeper	Abingdon
	Roanoke	
Staff Present:	Dorothy Spears-Dean	Joshua Heslinga - Counsel
	Steve Marzolf	Stefanie McGuffin
	Lewis Cassada	Terry Mayo

Lisa Nicholson (Remotely)

1. CALL TO ORDER

Chairman Stern called the meeting of the E911 Service Board to order at 1:04 PM. Dr. Dorothy Spears-Dean did a roll call of the Remote Regional Facilities on the audio bridge. All Regional Facilities were on-board and accounted. Chairman Stern thanked staff for helping him out with expertise in Next Gen911 and other committees for the Department of Commerce. He also commended the Board members around the table for their help during the storm last week.

Chairman Stern then acknowledged and welcomed to the Board its two new members, Captain Lee Miller with the Virginia State Police, and Chief Richard Clark of the Galax Police Department.

2. APPROVAL OF THE MINUTES FROM MARCH 10, 2016

Chairman Stern asked for changes/additions to the March 10, 2016 E911 Service Board Minutes. Mr. Jim Junkins made a motion to approve the Minutes of March 10, 2016, and Comptroller David Von Moll 2nd the motion for approval. The Minutes of March 10, 2016 were approved; **14-0-0**. (Sheriff Kevin Hall had not yet arrived.)

3. DATA ANALYTICS DECISION PACKAGE

The Coordinator, Dorothy Spears-Dean, addressed the Board and said that Stefanie McGuffin, Regional Coordinator and Project Lead, will give the Board a brief presentation on Data Analytics. Ms. McGuffin gave the Board a brief rehab of the project and what has been done. Ms. McGuffin informed the Board that staff is going to make a recommendation to the Board concerning the project. Ms. McGuffin went over the problem statement; the "solutions path," and reminded the Board that at the March meeting a request of $1M was approved and allocated for the Data Analytics Project. Ms. McGuffin also refreshed the Board about the "Data Sharing Agreement". She said that the PSAPs and the Board will enter in this agreement together. Ms. McGuffin informed the Board that the Agreement that the Board looked at in March has been revised. Ms. McGuffin said that the PSAPs are the owners/custodians of the data, and that the Board/ISP staff would refer requests for data (as a part of FOIA) to the PSAPs. Ms. McGuffin said that requests that come to the Board/ISP staff for aggregate or statewide data will be responded to in accordance with the Board's and VITA's policies and decision making. Ms. McGuffin then went over the planning and outreach development implementation plan with the Board. Ms McGuffin said that she will be working with the Vendor and put a packet together that will go out to the PSAPs, and that right now the Vendor and staff are working on the installation and time-frame scheduling. She said they are looking at the late October – November timeframe. Ms. McGuffin said that staff is recommending that the Board approve the "Data Share Agreement', and give the ISP Director authority to sign for the Board. The 2nd recommendation is that the Board approves this project as a conditionally mandatory implementation that will be based on Board financing. Ms. McGuffin said that failure to participate will result in PSAP Grant Program ineligibility. Ms. McGuffin also said that an exception process will be allowed based on considerable hardship of the PSAP. The PSAP must be able to provide the necessary data, and that the E911 Service Board's approval is required for the exception.

Chairman Stern asked for questions from the Board Members. A lengthy discussion ensued with questions from Danny Garrison; Nelson Moe; David Von Moll; James Junkins; Robert Layman; and Kathleen Seay.

Chairman Stern then called for a motion from the Board to approve the "Data Sharing Agreement and the Authorization of the ISP Director, Steve Marzolf, to sign the agreement on behalf of the Board. Mr. Nelson Moe made the motion and James Junkins 2nd the motion for approval. All approved the motion; **15-0-0**.

Chairman Stern then called for a vote from the Board to approve the "conditionally mandatory implementation" based on Board financing; and that failure to participate will result in the PSAP Grant program ineligibility, unless an

exception process based on considerable hardship of the PSAP is made. The PSAP must be able to provide necessary data; and the Board's approval is required for an exception. All approved; **15-0-0.**

4. FY2018 PSAP GRANT GUIDELINES

Dr. Spears-Dean addressed the Board and said the PSAP Grant Committee met on April 14th. She walked the Board through the guidelines and the changes. Dr. Spears-Dean said that the result is to include a Next Gen911 definition, and that two grant ranks were created. The Grant Ranks are: 1) Shared services projects are rank 15; and 2) Individual PSAP projects are ranked at 16. Dr. Spears-Dean said that only NG911 GIS projects that focus on data categories will be funded such as boundary issues; road centerline; and address points. Dr. .Spears-Dean said that priorities were developed identifying the most critical components of developing NG9-1-1 data. Dr. Spears-Dean said that Priority 2 – NG911 GIS replaces NG911 GIS Data. She also said that Priority 3- Mapping System replaces "Mapping System and GIS Equipment." Dr. Spears-Dean said that the definition of mapping system was identified which includes servers, mapping displays workstations, and software and miscellaneous hardware associated, if purchased separately to support the maintenance of NG911 data. Dr. Spears-Dean said that the GIX Matrix has been eliminated as it no longer relevant or of value. She said that ISP staff will provide examples of NG911 GIS projects that are eligible for funding. Dr. Spears-Dean said that the Committee defined "Geo-Diverse Approach". She said the goal is to provide maximum system survivability and data traffic and bandwidth usage. Dr. Spears-Dean said that the definition is rather lengthy. Dr. Spears-Dean also talked about additional language added for the "Shared Services Projects." Dr. Spears-Dean said that the term "MOU" was unclear in the Guidelines so it was redefined. In addition to a MOU, the Committee developed a "MA" which is "Multi-Jurisdictional Agreement". Dr. Spears-Dean said that "Other Definitions" in the Guidelines was changed, as was "Call Accounting/MIS". The Committee also discussed a new PSAP Grant Committee meeting schedule; 30-day follow-up period; business day deadline for PEP reimbursements; and new travel assistance and meals & incidental expenses changes." Dr. Spears-Dean said that all of the changes are reflected in "red" in the draft Guidelines. Dr. Spears-Dean also said that two PSAP Grant Committee members' terms will be expiring soon.

Dr. Spears-Dean and the PSAP Grant Committee are recommending that the Board approve the FY2018 Guidelines as presented, and that the Board "amend" the FY2017 Guidelines.

Chairman Stern called for a discussion from the Board members.

Jolena Young asked for clarification of the term "host solutions." She asked if it is

a priority over a "shared project," and what is the benefit of a shared over a host. Dr. Spears-Dean stated that "shared" is always over a "host". She said you can also have a shared hosted project. Ms Young then asked if "hosted" is more of an individual solution. Mr. Marzolf stated that with a "hosting solution" you get better pricing. He said "negotiation" power comes into play. Ms. Young asked if a statement in the "shared" section be included. Dr. Spears-Dean replied yes. Mr. Von Moll suggested that the date issue be sync-up on pages 20-21 to be consistent. Mr. Marzolf stated that the invoice date is what staff historically look at rather than the grant period. Mr. Von Moll stated that he recommends clarifying the date.

Chairman Stern then called for a motion from the Board members. Chief Dennis Hall made a motion to amend the FY18 Guidelines and Kathleen Seay 2nd the motion. All approved; **15-0-0.**

Mr. Nelson Moe made a motion to approve the amendment of FY2017 Guidelines as recommended by the Committee. Ms Kathleen Seay 2nd the motion and the motion was approved; **15-0-0**.

Chairman Stern requested that as to not take as much time during the Board meeting, that staff provide the information on the proposed changes to the Guidelines in advance of the Board meetings in the future.

5. OLD BUSINESS

- **York County's NG91-1 Project:** Dr. Spears-Dean addressed the Board informed the Board that staff received a letter from Terry Hall concerning the York-Poquoson-Williamsburg Emergency Communications Center, and the letter was presented to the PSAP Grant Committee. Mr. Hall is requesting that he be allowed six months to get another Vendor to complete his project. Staff and the Grant Committee are recommending that staff work with the locality on this issue. Chairman Stern called for discussion from the Board, and there were none. Chairman Stern then called for a vote on the motion to the recommendation. Sheriff Kevin Hall made the motion; and Chief Richard Clark 2nd the motion. All approved; **15-0-0**.

6. NEW BUSINESS

- **Regional Advisory Council (RAC) Report:** Dr. Spears-Dean addressed the Board and gave a brief update of the RAC recent meeting. She said that on the April 5th Meeting the Council prioritized tasks related to 911 Comprehensive Plan, and that information is posted on the ISP Website. Dr. Spears-Dean said that ISP staff was asked to develop a Charter and

Process Document for "Best Practices". Dr. Spears-Dean said that there was an April 26th meeting held to discuss the initial project plans completed for priority tasks. On May 24th a meeting was held to finalize the project plans. The RAC adopted a Steering Committee Charter and Project Plan. Dr. .Spears-Dean said that on the June 21st meeting the Council reviewed the best practices template and process document; and discuss preparation for a meeting with the E911 Services Board's Finance and Policy Committees.

- **PSAP Grant Extension Requests:** Dr. Spears-Dean addressed the Board and said that grant extension requests came in for Buchanan; Colonial Heights; Gloucester; Green; Newport News; Page; and Twin County. Dr. Spears-Dean said that the ISP staff and Grant Committee recommend that the grant extensions be approved. Chief Richard Clark recuses himself from the vote. Chairman Stern then called for a motion to approve the recommendation. Mr. Nelson Moe made the motion; and James Junkins 2nd the motion. The motion was approved; **14-0-0**.

- **Rockbridge County Payment Request:** Dr. Spears-Dean addressed the Board and said that received an invoice for $1,012.51. The invoice was submitted after the date grant cut-off date. ISP staff is not recommending approval of the request. Dr. Spears-Dean said that the guidelines did not reference that the invoice had to be presented during the grant period at the time the grant was approved. So, the Vendor sent the locality the invoice after the deadline. Dr. Spears-Deans said that it has been the practice to not pay invoice after the grant period. Chairman Stern asked if the recommendation is based on pass recommendations. Dr. Spears-Dean said yes. A discussion ensued with comments for Mr. Von Moll and Mr. Heslinga. Mr. Marzolf clarified that this payment is for the 2nd invoice of $16,000. Chairman Stern called for a motion and vote from the Board. Mr. Von Moll requested that this be an exception. Mr. Anthony McDowell made a motion to accept the exception and approve the invoice for payment. Captain Lee Miller 2nd the motion. All approved; **15-0-0**.

- **Floyd County Emergency Grant Request:** Dr. Spears-Dean addressed the Board and said that Floyd County is requesting an Emergency Grant to purchase a voice logger for $62,665.00. Dr. Spears-Dean said that staff said it meets the recommendation for an "Emergency Grant Request," and the Grant Committee agreed. Chairman Stern asked for question. Mr. Nelson Moe asked Floyd County via audio if this was not approve how would it hazard the people of their area. Floyd County said that it would impair the County. Mr. James Junkins asked was there a call recorder in place and failed or was there never one in place. Floyd County said they did have a recorder and it failed. They had an emergency repair on it and it failed. Mr. Junkins asked how long have they lived without a recorder. Floyd County clarified that it is still there, but has to be reset every other

day. Chairman Stern then called for a motion and vote from the Board. Mr. Jeffrey Merriman made a motion to accept staff's recommendation, and Ms. Jolena Young 2nd the motion. All approved; **14 -0-0** (Anthony McDowell had to step out).

- **Roanoke County Grant Award Request:** Dr. Spears-Dean informed the Board that they received a shared project request. She said that the use of paid staff as part of the grant award. Staff is recommending that the Board not approve the request because it encourages the use of interns and not personnel. Mr. Junkins asked if this was in the original scope of the request for some sort of labor force to do the work for interns versus consultants. Dr. Spears-Dean said it was in the grant request to hire personnel. Mr. Marzolf said that usually it is a "Scope of Work". Mr. Marzolf said that it is not something the Board usually approves. He said that Roanoke is correct, and it is cheaper to hire an intern versus a consultant. Dr. Stern asked that this be put in the next grant guidelines. Mr. Nelson Moe asked about a cost comparison. Roanoke County stated that it was a significance savings of $10,000 versus $40,000. Mr. Von Moll said that it would have to be a requirement of this particular task. He said that the Board will get in the "slippery slope" of future approving. Mr. Garrison asked about the agreement, and if there was an agreement from the University that the individual would be working on this project. Roanoke said he did not have an agreement with Radford or Virginia Tech at this time. Sheriff Hall said he is not in favor of the idea. Mr. Von Moll commented again that he thought it is a "slippery slope" concerning interns versus contractions. Chief Richard Clark asked if Roanoke has time to visit this issue with the University. Dr. Spears-Dean said she will work with Roanoke to see if there is time to work with Radford University or some other University. Mr. Marzolf stated that the University will add on a cost increase for working. Mr. Marzolf also said that this grant period begins July 1, 2016. Chairman Stern asked that maybe staff can work with Roanoke. Mr. Robert Layman stated that it is a pretty good savings, and thinks it is worth it. Chairman Stern then called for a motion and vote for staff to work with Roanoke to find a way to the solution. Captain Lee Miller made the motion to accept the recommendation from the Board. Mr. Garrison 2nd the motion. All approved; **15-0-0**.

7. PUBLIC COMMENT

Chairman Stern called for public comments at CESC and the remote locations, and there were one from Culpeper. Culpeper asked if the ECATS system connected to the internet is going to be supported through an opening in the firewall, etc. If so, staff will need to get the County Administrator and IT Department to buy into the project. Mr. Marzolf stated yes, and when the welcomed package is put together it will explain everything. He said it is an

outward push of data only, and will be started in the next couple of weeks.

There were no other questions from CESC or the remote sites. .

8. ADJOURNMENT OF THE MEETING

Chairman Stern adjourned the meeting of the Board at 3:14 PM. The next E911 Service Board Meeting will be held on September 15, 2016.

Respectfully Submitted:

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Terry D. Mayo **(Date)**