

Regional Advisory Council Meeting May 24, 2016

Members on Audio Bridge

Allan Weese	Jolena Young	Terry Hall	John Powers
CW Thomas	Steve McMurrer	Michele Surdam	Carol Adams
Jason Malloy	Jeff Shupe	Carl Levandoski	

Staff Present

Dorothy Spears-Dean Steve Marzolf Stefanie McGuffin

1) Call Meeting to Order

The meeting of the Regional Advisory Council began at 2:03PM. Mr. Terry Hall made opening comments on the project plans and the scheduling of the next face-to-face meeting. Ms. Dorothy Spears-Dean performed a roll-call of the members on the audio bridge.

2) Approve Minutes from the April 26th Meeting

Ms. Spears-Dean asked for approval of the minutes from the April 26th meeting. Mr. Jason Malloy made the motion to accept the minutes, Mr. Allan Weese seconded it. The motion passed 11-0-0.

3) Best Practices : Steering Committee Charter and Project Plan

Ms. Stefanie McGuffin reviewed the Best Practices Steering Committee charter and project plan. The consensus of the Council was for the Best Practices Steering Committee to have a chairperson. Selection of the chairperson would take place at the next RAC meeting in June. Ms. McGuffin reviewed the proposed responsibilities of the RAC in regards to the BP Steering Committee. The responsibilities of the RAC work groups and ISP Staff were also reviewed. There were no additional comments from the RAC members. Mr. Steve McMurrer made a motion to accept the Charter and Project Plan as is. The motion passed 11-0-0.

Ms. McGuffin discussed potential 9-1-1 best practices; 9-1-1 call handling, QA/QC of 9-1-1 call processing, disaster recovery, and contingency planning. Mr. John Powers suggested text-to-9-1-1 implementation as well.

Ms. McGuffin discussed potential GIS best practices; 9-1-1 addressing, MSAG and ALI database comparison to GIS data, GIS for local government, transfer of GIS data to the PSAP, QA/QC of GIS data, GIS Department asset management, and the use of contractors for GIS. Mr. Powers mentioned the Z-axis and how that plays into GIS data for a locality. Ms. Jolena Young asked about surrounding county boundary agreements and the utilization of response zones.

4) Project Plan Updates for Priority Tasks

Ms. Dorothy Spears-Dean reviewed project plan updates for priority tasks. The first workgroup covered was for Baseline Services & Capabilities. The second workgroup covered was for Budgets for Services & Capabilities. The third workgroup was for NG9-1-1 Funding Strategies. The overlapping scopes and interdependencies between these three workgroups were discussed. The suggested revisions to the workgroups milestones were covered. A high level timeline for these three workgroups was presented. There were no additional comments from the workgroup members.

Mr. Alan Weese updated the RAC on the Communications Plan workgroup.

Mr. John Powers updated the RAC on the Clearinghouse workgroup.

Mr. Jason Malloy updated the RAC on the Staffing Analyses workgroup.

5) Next In-Person Meeting

The next proposed meeting (audio bridge) date for the RAC is June 7th. The proposed in-person meeting date for the RAC is June 21st.

6) Public Comment

Ms. Spears-Dean asked for public comments. There were none.

7) Wrap-Up

Ms. Spears-Dean summarized the action items from the call. Ms. McGuffin reviewed the Best Practices action items. Project Plan updates and next steps were covered. Ms. Spears-Dean will compile project plan information. The next two meeting dates have been identified. The next E-911 Board Meeting will be on Wednesday June 22nd. There were no additional comments from the RAC members.