

E911 Service Board Meeting  
May 10th, 2012  
10:00 AM - CESC

Members Present:	Michael Cline, Chairman John Knapp, Jr. – Co-Chairman David Von Moll - Comptroller Tracy Hanger Robert Kemmler Linda Cage	Ron Mastin Danny Garrison Robert Layman Danny Diggs Mickey Sims Chris McIntosh - Advisor
Members Absent:	Pat Shumate Samuel Nixon, Jr.	Denise Smith D.A. Middleton
Remote	Abingdon Culpeper	Roanoke Tidewater
Staff Present:	Dorothy Spears-Dean, Coordinator Steve Marzolf, ISP Director Jerry Simonoff, ESG Director Sam Keys, Regional Coordinator Terry Mayo, Board Administrative Assistant	Lisa Nicholson, Project Manager Lewis Cassada, Project Manager Attorney General's Office

**1. CALL TO ORDER**

Chairman Michael Cline called the meeting to order at 10:02 AM. Ms. Dorothy Spears-Dean did a roll call to the Regional Facilities.

**2. Approval of the Minutes from March 8, 2012**

Chairman Michael Cline asked for changes/additions to the March 8, 2012 minutes. Mr. Cline had a question about the wording in the Minutes under "Legislative Updates," 2<sup>nd</sup> paragraph; 1<sup>st</sup> sentence. Mr. Marzolf said that the wording is wrong and that staff will correct the sentence. Mr. Cline then called for a motion to approve the March 8, 2012 Minutes, noting that a correction was to be made by staff in the wording of the Legislative Update in the 2<sup>nd</sup> paragraph; 1<sup>st</sup> sentence. Lt. Colonel Robert Kemmler made a motion to approve the Minutes with the modification to be made. Mr. Danny Garrison 2<sup>nd</sup> the motion for approval. All approved; **11-0-0**. The Minutes of March 8, 2012 were approved with the modification to be made by staff.

### **3. PSAP Grant Program Award Extensions**

Ms. Spears-Dean addressed the Board and referred the Board Members to a spreadsheet in their packets (see attachment). The spreadsheet is a list of "Grant Extension" requests from Localities that the PSAP Grant Committee received. Ms. Spears-Dean informed the Board that the PSAP Grant Committee met on April 19, 2012. The Committee had eleven requests from PSAPs. Ms. Spears-Dean asked Sheriff Danny Diggs if he wanted to make any comments on behalf of the PSAP Grant Committee since he Chaired the meeting. Sheriff Danny Diggs addressed the Board and said that there are substantially fewer requests this year. The Grant Committee is recommending that all the "Extension Requests" be approved. Ms. Spears-Dean then addressed the Board and said that she will go over each request and would like for the Board to vote on each recommendation.

Ms. Spears-Dean discussed the Wythe and Wytheville Consolidation Project. Ms. Spears-Dean said that July 2012 is the timeframe for completing the construction of the new Center. The Center is scheduled to be operational in October 2012. The PSAPs are requesting that their Award be extended to the end of the year (12/30/12). Mr. Cline called for a discussion on the request, and there was none. Mr. Cline then called for a motion to approve the request. Chief Ron Mastin made a motion to approve the request, and Lt. Colonel Robert Kemmler 2<sup>nd</sup> the motion for approval. All approved the request; **11-0-0**. Ms. Spears-Dean addressed the Board again and showed the Board Members a picture of the construction of the new Center.

Ms. Spears-Dean addressed the Board and said that Allegheny and Covington are requesting an extension until 12/30/12 for their Consolidation Project. The localities have drawn down \$600,000. The building and consolidated dispatch should be completed by 6/30/15. Chairman Michael Cline called for a discussion from the Board Members. Mr. Robert Layman commented that 12/30/12 seems like an achievable goal. Ms. Spears-Dean asked Chief Broughman of Covington, participating from the Roanoke meeting site, to address the question. Chief Broughman addressed the Board and provided some background information on the project. Mr. David Von Moll wanted to know what the relevance of the June 2012 date was. Mr. Knapp asked about the process and did they wait until they got the money to begin the project? Mr. Knapp also wanted to know if the PSAPs knew that when they applied for the grants that they would not have the money to complete the project and whether or not this was the intention of the Board? Mr. Von Moll commented that the Finance Committee will have to work with the Grant Committee in establishing a process going forward, and not have the applicant come back for more money to complete the project, as well as timeline in completion of the project. Ms. Linda Cage asked if the PSAPs will get anymore extensions. Ms. Spears-Dean said no. Mr. Marzolf reminded the Board that the initial request from the PSAPs was speculative. Chairman Michael Cline asked for more discussion, and there were none. Chairman Cline called for a motion to approve the request for extension. Mr. David Von Moll made a motion to approve the extension requests, and Mr. Robert Layman 2<sup>nd</sup> the motion for approval. All approved the extension request for Allegheny and Covington; **11-0-0**.

Ms. Spears-Dean addressed the Board and said that Lee County is requesting a grant extension until 6/30/13. They were awarded \$68,950 for a 9-1-1 Training Project. The locality has drawn down \$4,837. Chairman Cline called for a discussion from the Board

members. Mr. David Von Moll asked Ms. Spears-Dean what is the difference between the 6 month extension request for the Training Project and the completion date of the E-911 projects. Mr. John Knapp commented that he thought that 2012 is when the locality would complete their E-911 projects, and that 2013 is when the Training Project would be completed. Ms. Spears-Dean confirmed that this was correct. Chairman Cline called for a motion to approve the request. Lt. Colonel Robert Kemmler made a motion to approve the request, and Mr. David Von Moll 2<sup>nd</sup> the motion for approval. All approved the motion to grant an extension; **11-0-0**.

Ms. Spears-Dean addressed the Board and said that James City County was awarded \$300,000 for a Data Sharing Project. The PSAP has drawn down \$150,000 thus far. The PSAP is requesting an extension until 6/30/13 since the project has experienced technical and physical delays. Chairman Cline called for a discussion from the Board Members, and there were none. Chairman Cline then called for a motion from the Board. Mr. David Von Moll made a motion to approve the grant extension request; and Lt. Colonel Robert Kemmler 2<sup>nd</sup> the motion for approval. All approved the grant extension request; **11-0-0**.

Ms. Spears-Dean addressed the Board and said that Charles City County was awarded \$96,000 for a CAD/GIS Mapping Upgrade Project. The Locality has drawn down \$65,896, and is requesting an extension until 12/30/12. Chairman Cline called for a discussion from the Board Members, and there were none. Chairman Cline then called for a motion from the Board. Mr. David Von Moll made a motion to approve the grant extension request; and Lt. Colonel Robert Kemmler 2<sup>nd</sup> the motion for approval. All approved the grant extension request; **11-0-0**.

#### **4. FY2014 PSAP Grant Guidelines**

Ms. Spears-Dean addressed the Board and reviewed the items that the PSAP Grant Committee is recommending be added to the PSAP Grant Guidelines. The first item is the FY 2013 Addendum, which includes adherence to reporting requirements as a prerequisite for participation in the PSAP Grant Program and the establishment of cost recovery for awardees. The second item is a change in the “Wireless Education Program to include all education/training opportunities offered in the Commonwealth of Virginia, with exception of those sponsored by vendors or private organizations. Also, the applicants applying for educational/training funding must follow the State of Virginia Travel Guidelines for in-state travel as reported in the CAPP Manuel. The third item is the creation of a separate grant extension request form. The fourth item is the elimination of the PSAP Individual Training Rank (#43). And lastly, the Committee directed staff to complete a consolidation report before their next meeting.

Chairman Cline called for a discussion on the changes from the Board Members. Mr. David Von Moll asked about in-state as opposed to out-of-state travel regulation. Ms. Spears-Dean said that the Education Grant Program is for in-state travel only. Chairman Cline asked for more questions or discussions, and there were none. Chairman Cline then called for a motion to accept the changes as recommended by the PSAP Grant Committee. Mr. David Von Moll made a motion to approve the changes to the

guidelines; and Lt. Colonel Robert Kemmler 2<sup>nd</sup> the motion for approval. All approved the changes to the guidelines as recommended; **11-0-0**.

## 5. **OLD BUSINESS:**

- **PSAP Data Validation Process**

Mr. Steve Marzolf addressed the Board and said that staff has not received all the required data and documentation from the PSAPs. Mr. Marzolf reminded all of the PSAPs of the Records Retention Act. Mr. Marzolf also said that a more complete report will be supplied at the July meeting. Mr. Marzolf also informed the Board that the delay does not conflict with the Department of Taxation collection process. Chairman Cline then called for discussions from the Board Members. Mr. John Knapp asked Mr. Marzolf about the formula setting for 2017. Mr. Marzolf informed the Board that he has received clarification on this, and that the Board is expected to adopt the formula. Mr. Marzolf said that this information will be brought forward at the July meeting. Chairman Cline asked for more discussions/questions, and there were none.

- **Update on NG9-1-1 Implementation Plan**

Ms. Spears-Dean gave a brief update on what is going on with the NG9-1-1 Implementation Plan. Ms. Spears-Dean said that staff's focus is on "Governance" right now. Ms. Spears-Dean gave a brief report. Chairman Cline then called for discussions from the Board Members. Mr. John Knapp asked about sharing the report with the Board. Ms. Spears-Dean said that she will share the report with the Board. Mr. John Knapp asked about completing the report and preparing a legislative agenda for the 2013 General Assembly session. Mr. Steve Marzolf said that he thought that all of the necessary NG9-1-1 legislation would take longer than 2013, but that some initial recommendations would be presented during the 2013 session. Mr. Marzolf said that a consistent and fair method of providing the funding is what is needed for the Board to come up with, and that it is going to take time.

Chairman Cline called for additional discussion or old business from the Board, and Ms. Linda Cage addressed the Board to comment that she was in attendance with some State Police Dispatchers at a recent meeting and was "shocked" to find out that they do not have current "mapping equipment." Ms. Cage said she did not understand this since the E-911 Services Board gives the State Police funding. Mr. Steve Marzolf addressed the Board and said that the funding given to State Police is not for equipment purchases, and that the funding is mandated by the Legislature.

## 6. NEW BUSINESS

- **PSAP Grant Committee Member Appointments:** Ms. Spears-Dean addressed the Board and said two reappointments have been made to the PSAP Grant Committee, and they are Mike Goetz and Sheriff Danny Diggs, whom have agreed to continue to serve. Their terms will expire June 30, 2015.
- **CRMS Subcommittee Report:** Ms. Spears-Dean addressed the Board and discussed two agenda item from the CMRS Subcommittee meeting, a FY 2013 funding request from a Carrier and the FY 2011 Close Out Report. The CMRS Subcommittee denied the funding request since it was received after the deadline and accepted the Close-Out Report. Staff is recommending that the Board approve the actions of the CMRS Subcommittee. Chairman Cline called for a motion that the Board approves the CMRS Subcommittee's recommendations. Lt. Robert Kemmler made a motion to approve the Subcommittee's recommendations, and Chief Ron Mastin 2<sup>nd</sup> the motion to approve the Subcommittee's recommendations. All approved the motion; **11-0-0**.

## 7. PUBLIC COMMENT

Chairman Michael Cline called for public comments at CESC and at the satellite locations. There were none.

## 8. ADJOURNMENT OF THE MEETING

Chairman Michael Cline called for a motion to adjourn the meeting of the E911 Services Board at 11:05 AM. All approved, and the meeting was adjourned.

Respectfully Submitted:

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Terry D. Mayo

(Date)