

E911 Services Board Meeting
September 12, 2013
10:00AM - CESC

Members Present: Michael Cline - Chairman D.A. Middleton - Vice Chairman
David Von Moll - Comptroller Danny Garrison
Robert Kemmler Robert Layman
Pokey Harris (remote: Abingdon site) Danny Diggs
Athena Plummer Kathy Seay
David Ogburn Jim Junkins
Diane Harding Sam Nixon
Anthony McDowell

Members Absent: None

Remote Sites: Abingdon, Roanoke and Culpeper

Staff Present: Dorothy Spears-Dean, Coordinator Lisa Nicholson, Program Manager
Chris McIntosh, Advisor to the Board Lewis Cassada, Program Manager
Steve Marzolf, ISP Director Joshua Heslinga - Office of the AG
Sam Keys, Regional Coordinator

1. CALL TO ORDER

The meeting of the E911 Service Board was called to order at 10:01AM by Chairman Cline. Ms. Spears-Dean did the roll call of the Regional facilities calling in remotely. All Regional facilities were accounted for.

2. Approval of the Minutes from May 23, 2013

Chairman Cline asked for changes/additions to the May 23, 2013 Board Minutes. Mr. Kemmler put forward the motion. The motion was seconded. The Minutes were approved, 15-0-0

3. Announcement of new ISP staff hires

Ms. Spears-Dean announced two new hires to the ISP program. Ms Amy Ozeki is now the ISP Regional Coordinator covering the Shenandoah Valley. Mr Sam Keys has been promoted to the newly created position of ISP Regional Coordination Manager.

4. FY2013 Annual Report to the E9-1-1 Services Board

Ms. Spears-Dean presented the FY2013 Annual Report. Report highlights included Phase 1 and Phase 2 wireless deployments. One remaining wireline project, Lee County, is currently at

94.6% verification. Lee County needs to get to 95%, and they are expected to reach that goal by October 1st . Other points in the presentation were the impact of funding transfers on the E9-1-1 grant program and the lack of a current specific legislative agenda. Ms Harris congratulated Lee County on their verification efforts. Chairman Cline and Ms Spears-Dean asked for comments. There were none. Chairman Cline asked to approve the FY13 Annual Report. The motion was put forward and it was seconded. **Motion passed 15-0-0.**

5. E9-1-1 Baseline Project

Ms. Spears Dean started the discussion of the E9-1-1 Baseline Project. She discussed the purposes of the baseline and the proposed 9-1-1 essential data elements. There now is a simplified set of specific data elements that cover specific technological and operational needs of the PSAP. The distribution of the survey is scheduled to be September 20th, with a due date of October 21st. Ms. Spears-Dean asked that responding to the survey be made mandatory.

Chief Middleton put the motion forward to further discussion. Mr. Kemmler seconded the motion. Ms. Plummer asks if the information would be open to all the PSAPs, and if the information be transparent. Ms. Spears-Dean said yes. Mr. Nixon raised the issue of security issues in the survey. Mr. Heslinga advised of the possibility of FOIA issues. Mr. Layman asked to clarify impact of failing to respond to the survey, would that prevent them from receiving both a regular grant and education grant. Ms Spears Dean said yes. Mr. McIntosh raised concern with a substantial overlap on both public safety and broadband surveys. Chairman Cline asked if there is allowance for survey modification. Ms. Spears Dean said yes, but any requests needed to be in before September 20. Mr. Middleton and Mr. McIntosh had discussion on broadband grants, which was beyond the mission of E9-1-1 Services Board. Chairman Cline requested that in future ISP Staff and Mr McIntosh take advantage of efficiencies. Kathy Seay asked for a clarification on which grant cycle would impacted if a PSAP failed to respond to the survey, would it be new grants going forward? Ms. Spears-Dean said it would affect the FY15 grants. Ms. Plummer asked if whether mandatory requirements tied to the PSAP Grant program improved response the overall response from the PSAP community. Ms. Spears-Dean said yes. Mr. Von Moll and Ms. Spears-Dean had a discussion on if there was a need for the Board to vote on making the survey mandatory, or if ISP staff could require the survey to be mandatory on its own. Chief Middleton called the question. **The motion passed 15-0-0.**

6. Old Business - Update on NG9-1-1 planning activities

Ms. Spears-Dean gave an update on the NG9-1-1 pilots and 9-1-1 Baseline. Once those two items are complete, then it would be possible to reconvene the Legislative Agenda subcommittee. ISP Staff is also conducting an analysis of documents coming out from NHTSA. Right now, it is premature to make legislative recommendations at this time. There is a need to

reengage the Standards and Guidelines Initiative Action Team (IAT). Look at their exiting charter, they may or may not need to revise deliverables. Ms. Spears-Dean also discussed the start of the planning lifecycle for the 9-1-1 Comprehensive Plan. Ms Spears-Dean is working on a whitepaper proposal to define outcomes of the planning effort. She is in the middle of pulling together pieces and components for it. The full proposal is to be delivered at the January 2014 Board meeting. A whitepaper would be available by the November 2013 Board meeting. The Current IAT is composed of various PSAPs in the commonwealth. Chairman Cline opened the floor to questions and there were none.

7. New Business

Ms Spears-Dean made an announcement of Committee appointments:

Finance Committee : Von Moll (chair), Kemmler, Ogburn and Junkins

Legislative Agenda Subcommittee : Nixon (chair), Garrison, Middleton, McDowell and Harris

CMRS Subcommittee : Cline (chair), Von Moll, Kemmler, Nixon, Seay, Garrison, Junkins and Plummer as per the Code of Virginia

PSAP Grant Committee : did not change

Mr. Marzolf gave an update on the Finance Committee. As of right now there is nothing to report. Year-end financial statements are being prepared, and the finalization on the size of the new grant pool will be made soon.

Vice-Chairman nominations. Mr. Nixon nominated Mr. Middleton for Vice-Chairman. There were no other nominations. The motion to nominate Mr. Middleton as Vice Chairman **passed 15-0-0.**

Mr. Von Moll asked if it was possible for staff to draft a commending resolution for long serving board members who have now left the E9-1-1 Services Board or been replaced. Mr. Marzolf said that is possible for Staff to draft letter of recognition from the sitting board.

8. Public Comment

Chairman Cline called for public comments.

CESC - no comments

Roanoke - no comments

Abingdon - no comments

Culpeper - Ms Nicki Tidey from Orange County announced that her county is going forward with the necessary appropriations to expend the grant funding that was received at the last Board meeting.

8. Adjournment of the Meeting

Chairman Cline called for a motion to adjourn the meeting of the E9-1-1 Serviced Board at 10:47AM. All approved, and the meeting was adjourned.

Respectfully Submitted:

Lewis Cassada 9/19/2013