

E911 Service Board Meeting  
May 23, 2013  
10:00 AM - VDEM

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

**1. CALL TO ORDER**

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

**2. Approval of the Minutes from February 21, 2013**

Chairman Cline asked for changes/additions to the February 21, 2013 Board Minutes. Lt. Col. Robert Kemmler made a motion to approve the minutes, and Danny Garrison 2<sup>nd</sup> the motion of approval. The Minutes were approved; **8-0-0 (D.A. Middleton and Ron Mastin had not arrived).**

### **3. FY2015 PSAP Grant Guidelines**

Ms. Spears-Dean addressed the Board and said there have been a couple of E911 PSAP Grant Committee meetings since the last E911 Service Board Meeting in February. Ms. Spears-Dean said that staff generated a survey that was taken a couple of months ago. She also said that when she presents the changes to the Board, she would like to break the changes down into three sections. The PSAP Grant Committee's 1<sup>st</sup> meeting was held on December 5, 2012, and staff did a presentation on the "consolidation white paper." This paper was a historical paper and staff wanted to go over how the guidelines addressed consolidations and the types of awards approved by the Board. The Committee requested a survey on WEP utilization for their next meeting. Since then, the Committee has had two additional meetings: April 11<sup>th</sup> and May 9<sup>th</sup>. Ms. Spears-Dean said that the consolidation feasibility study was not included in the grant guidelines discussion at this time. Ms. Spears-Dean talked about the WEP Survey. Ms. Spears-Dean said that in each year, there are some PSAPs that receive money but do not use it within the allotted year. She said that applications have increased, but usage has remained flat. Staff wanted to look at why this is occurring. There were some reasons why this was occurring which included a comment from 30% of the respondents who said that sub-regional training would be useful, and that sometimes it is difficult for PSAPs to backfill their positions to have staff attend training. Staff received some feedback on how to improve the program. The recommendation to the Grant Committee from staff is to do no harm to those PSAPs already using the program, but find ways of getting the other PSAPs involved. The recommendations from the staff did not include any more funding for the program, but to find ways of increasing usage of the program. Unfortunately, the solution of bringing in someone to provide training on-site is more than the allotted \$2000 per PSAP funding. Also, clarification was made that this funding could be used not only for APCO or NENA training, but other training.

Ms. Spears-Dean went over the proposed changes to the Grant Guidelines that the Grant Committee is recommending. The recommended changes are: to change the annual grant application deadline from October 31 to September 30; multi-year funding for same project no longer allowable; clearer language for eligibility included – extends to draw down requests; explain appropriate use of budgetary quote; clarify programmatic and financial report requirement – does not apply to WEP grant awards (please see attached copy of the proposed grant guidelines). The proposed changes to WEP is to include 911 and GIS specific group education/training opportunities; waiver process for out of state events and vendor sponsored events; can combine individual and regional grants within \$2000 limit; and also to include meals and training objectives. Proposed Changes to Consolidation as recommended by the Grant Committee are: add consolidation and consolidation feasibility study to continuity and consolidation program priorities – 20% local match for consolidation studies; essential 911 priorities within the continuity and consolidation program should be consecutively ranked for out of service and non-vendor support tiers – CPE; primary mapping system; GIS: High Priority; call accounting equipment; CAD; and voice loggers. The Grant Committee has decided to not address consolidation projects in tiers right now. They are recommending that consolidations become rank #13 after adjustment to current rankings are made, which will result in an increase in funding priority based on FY2014 grant awards data; consolidation feasibility study would be added to rankings as #20. Ms. Spears-Dean asked the Board members of any questions or changes. Mr. Von Moll and D.A. Middleton had questions. Chairman Cline asked for a motion to approve the recommendations from the Grant Committee. Mr. David Von Moll made a motion to approve the Grant Committee's recommendation; and Lt. Col. Robert Kemmler 2<sup>nd</sup> the motion for approval. The Board

passed the motion; **10-0-0**.

#### **4. E911 Distribution to PSAPs**

Ms. Spears-Dean introduced the Department of Taxation to the Board. Mr. Jay Doshi introduced himself and said that he is from the Department of Taxation, and introduced his staff: Sherman Chung, Tracy Sanders and Rose Curtain (via phone). Mr. Doshi gave a brief background on the Department of Taxation. Mr. Doshi said that the Department of Taxation has been responsible for the administration of the Communications Sales Tax, the Landline E-911 and Cable right of way fee since January 1, 2007. The Department was to assume distribution of the Wireless E911 fund beginning July 2012. For Administrative convenience, the Dept. did not take over the distribution until March 2013. Ms. Tracy Sanders walked the Board through the process of collecting and distributing the E911 funds. Ms. Sanders said the returns are due on the 20<sup>th</sup> of the following month, and monthly distributions are done by the 20<sup>th</sup> of each month. Ms. Sanders referred the Board and members of the locality to their web-site for information on their distributions. The website is: [www.tax.virginia.gov](http://www.tax.virginia.gov). Ms. Sanders said that there is a section on the left hand side called facts and figure and this is where the information is located. You can go to this site and get your distribution. This will list your E911 distribution and the information is updated monthly. This will include all the 2013 distribution. The contact information is on this site also. Ms. Sanders is the 1<sup>st</sup> line of contact. Sherman Chung is the manager of customer relations, and Jay Doshi is the director of special taxes and services. Ms. Sanders asked for questions. There were none. Chairman Cline thanked them for coming.

#### **5. OLD BUSINESS**

- **Update on Legislative Agenda Subcommittee:** Mr. Spears-Dean addressed the Board and said on April 17<sup>th</sup> there was another meeting of the Legislative Agenda Subcommittee. This was to discuss NG911 decision points that included 911 governance structure for the Commonwealth; State level functions- planning and coordination; 911 Operations; operational/technical standards and requirements, and quality assurance; 911 funding; records confidentiality and privacy; and liability. Ms. Spears-Dean said that staff was given an assignment to address the following point: re-engage standard and guidelines IAT to address the following – Ops and Tech Standards and requirements; quality assurance. Staff is to also look at reasonable approaches to engage addition NG911 stakeholders groups; evaluate identifying 911 as an essential governmental service and defining 911 systems in code. The next meeting is scheduled for June 3<sup>rd</sup>, and the next step is to draft a report for the next Board meeting. Chairman Cline asked for suggestion from the Board. Mr. McIntosh addressed the Board with his concern about the topics being discussed. Chairman Cline asked that staff see if the June 3<sup>rd</sup> meeting could be rescheduled so that Mr. McIntosh could attend that meeting to address his

concerns. There were no other discussions.

## **NEW BUSINESS**

Ms. Spears-Dean directed the Board to the ISP Informational Sheets that each Board member was given in their meeting packets. Ms. Spears-Dean gave the Board an overview. The ISP Packets provides an overview of ISP and its products and services. Ms. Spears-Dean said that the Informational Packets were introduced during recent ISP regional outreach meetings. Also, these packets were introduced at the NENA Spring Conference last week in Virginia Beach, Virginia.

- **True-up Data Documentation Requirements:** Ms. Spears-Dean addressed the Board and said that staff is requesting new data documentation requirements for Call Load Data reported in the annual true-up. The requirements will begin in FY2014 – reporting period: July 1, 2013- June 30, 2014 – Submit as part of the annual true-up: September 2014. Staff wants to make sure that the documentation submitted is validated, and that the data is being supported by call accounting system reports – total 911 calls received by PSAP and total wireless E911 calls received by PSAP. Staff is recommending this new requirement to be done monthly so that the PSAPs are sure their equipment is working properly. This requirement will allow the PSAP Community to maintain data reliability and integrity moving forward. This is to ensure the monthly distributions are as accurate as possible. Chairman Cline asked for clarification about this becoming a requirement. Ms. Spears-Dean said yes. Chairman Cline called for a motion for approval on the staff recommendation. Chief Ron Mastin made a motion for approval, and Mr. Danny Garrison 2<sup>nd</sup> the motion for approval. All approved; **10-0-0**.
- **Emergency Grant Request – Orange County:** Ms. Spears-Dean directed the Board to the letter in their packet from Orange County. Ms. Spears-Dean said that Ms. Nicky Tidey is in attendance at this Board Meeting and would like to address the Board on this request. Ms. Spears-Dean gave the Board a brief introduction on the request. This is for a CPE replacement project. Locality has already received FY2014 PSAP grant award in the amount of \$131,000 for the same project, the application was assigned to most critical funding priority group. A revised quote for \$191,000 was received from the Vendor to the Locality. The Locality is requesting an additional \$19,000 – difference between current award and maximum potential individual PSAP award of \$150,000. Staff is recommending not funding this request. Ms. Spears-Dean gave a brief reasoning on the staff recommendation, and said that the PSAP Grant Committee is in concurrence with staff recommendation. Ms. Nicky Tidey addressed the Board and explained her reasoning for the request. She is requesting that the Board reconsider her request. Chairman Cline asked for questions. Questions and a discussion were received from Mr. David Von

Moll, Mr. J.D. Diggs, Chief Ron Mastin, Lt. Col. Robert Kemmler, Mr. Steve Marzolf, Battalion Chief Tray Hanger, and Chief D.A. Middleton. A recommendation was made that the request be granted with a contingency that the receiving locality come up with the \$40,000 that is needed to complete the project. Chairman Cline called for a motion from the Board. Chief D.A. Middleton made a motion to award the \$19,000 upon the contingency that the locality comes up with the \$40,000. Lt. Col. Robert Kemmler 2<sup>nd</sup> the motion for approval. The Motion was approved with one abstention (John Knapp); **9-0-1**.

Mr. Marzolf informed the Board that several Board members are retiring and will be stepping down. Mr. Marzolf said that Chef Ron Mastin and Mr. John Knapp are retiring. Chief Hanger has served twice and will not be eligible for reappointment. Lt. Col. Robert Kemmler and Mr. Bob Layman 1<sup>st</sup> term is expiring and is eligible for reappointment. Pat Shumate and Linda Cage are expiring and not eligible for reappointment. Denise Smith has 1<sup>st</sup> term expiring but does not want to be reappointed. Mr. Marzolf said that the Secretary of the Commonwealth's webpage has an online appointment application section if anyone wants to be reappointed or appointed. Mr. Marzolf thanked everyone who has served and anybody who is interested to please apply. Mr. Marzolf said the term would be effective on July 1, 2013. Chairman Cline asked for a round of applause for the service of the expiring and retiring Board members.

**6. PUBLIC COMMENT**

Chairman Michael Cline called for public comments at VDEM and at the satellite locations, and there were none.

**7. ADJOURNMENT OF THE MEETING**

Chairman Michael Cline called for a motion to adjourn the meeting of the E911 Services Board at 11:38AM. All approved, and the meeting was adjourned.

**Respectfully Submitted:**

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**Terry D. Mayo**

**(Date)**