

E911 Service Board Meeting
Thursday, February 21, 2013
10:00 AM - VDEM

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| Members Present: | Michael Cline - Chairman David Von Moll - Comptroller Samuel Nixon, Jr. Patrick Shumate Robert Kemmler | Doug Middleton Danny Garrison Robert Layman Denise Smith |
| Members Absent: | Danny Diggs Ron Mastin Mickey Sims | Tracy Hanger Linda Cage |
| Remote | Regional Coordinators | |
| Staff Present: | Dorothy Spears-Dean, Coordinator Christopher McIntosh, Advisor Steve Marzolf, ISP Director Terry Mayo, Board Administrative Assist. | 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 10:20 AM by the Chairman.

2. Approval of the Minutes from September 13, 2012

Chairman Michael Cline asked for changes/additions to the September 13, 2012 Board Minutes. Lt. Colonel Robert Kemmler made a motion to approve the minutes, and Mr. Danny Garrison 2nd the motion of approval. The Minutes were approved; **8-0-0** (Bob Layman had not arrived).

3. City of Portsmouth's Request

Mr. Steve Marzolf addressed the Board and reminded them that the City of Portsmouth owes the Board \$1,084,126.46 as a result of the "Validation" process adopted by the Board in July 2012. A letter was sent to Portsmouth requesting a check in the full amount to pay the money back. Portsmouth responded with a letter to the Board stating they would be unable to repay the amount in this manner. Staff worked with Portsmouth and with Counsel to the Board to come up with a solution. The recommended solution is to withhold all future payment to the City of Portsmouth until the amount is repaid in full.

Mr. Marzolf also informed the Board that, because of the cash reserve that was established by the Board within the Wireless E-911 fund, staff can process the reimbursements to the localities owed additional funding from the Validation process without having to wait until all of the money from Portsmouth is repaid. Mr. Marzolf recommended that the Board approve this resolution. Mr. Marzolf asked for questions and concerns from the Board members. Mr. David Von Moll asked what impact this would have on the grant payments. Mr. Marzolf said it would have no bearing on the Grant Program since the cash reserve would be utilized. Mr. Pat Shumate asked about the reserve funding and if this solution would negatively affect the reserve fund. Mr. Marzolf said no, since the cash reserve will likely be adjusted lower for next fiscal year because of the transfer of the monthly payments to the Department of Taxation. Chairman Cline asked for anymore questions. There were none. Chairman Cline called for a motion from the Board. Lt. Robert Kemmler made a motion stating “I move that the E911 Services Board fully resolve the past overpayments to the City of Portsmouth by continuing to withhold Portsmouth’s future monthly payments from the Wireless E911 Fund until the full overpayment amount of \$1,084,126.46 has been recovered. I further move that E911 Services Board complete redistribution to the PSAPs of all past overpayments, as detailed in the full correction analysis adopted by the Board in July 2012, during this fiscal year by reallocating from the Board’s Wireless E911 Fund cash reserves the difference between the full Portsmouth overpayment amount and the amount that will be recovered by withholding Portsmouth’s future monthly payments through June 2013. I further move that the remainder to be recovered from Portsmouth by withholding future monthly payments after June 2013 be returned to the Board’s Fund cash reserves once recovered by such withholdings. Finally, I move that the Board’s staff be authorized to work with Portsmouth and the Department of Taxation as needed to implement this motion.” Chief Doug Middleton 2nd the motion for approval. The motion was approved by all; **9-0-0**.

4. FY2014 PSAP Program Grants

Ms. Spears-Dean addressed the Board and gave an overview of the 2014 applications. Ms. Spears-Dean said that staff received \$9,426,131 in funding requests. The PSAP Grant Committee reviewed and prioritized applications at their December 5th meeting. Ms. Spears-Dean said that applications from Brunswick and Chincoteague were not considered because the PSAPs did not adhere to the Grant Guidelines. Chincoteague’s name was dropped from the Listserv by mistake. They were unaware of the requirement for their True-Up. Ms. Spears-Dean directed the Board to a letter in their packet from Chincoteague asking for the Board to reconsider. Staff is recommending that: (1) The ranking of Virginia Beach’s CPE application change from #21 to #3; (2) Chincoteague’s application be recommended for funding as staff has advised the Grant Committee, and they expressed no rejection to staff’s recommendations.

Staff is recommending the Wireless Education Program (WEP) applications and grant applications in the Continuity and Consolidation Program through priority #5 be funded – \$5,386,812. Ms. Spears-Dean said that most of the grant awards excluding the WEP are for CPE replacement. A number of localities came to the Grant Committee requesting CPE replacement. In addition to that award, staff would like for the Board to consider the WEP Survey a mandatory reporting requirement for the PSAPs. Ms. Spears-Dean

commented that this survey was requested by the PSAP Grant Committee and will help both Committee members and staff understand why the Wireless Education Program is not being utilized to the same level as the other programs. Chairman Cline asked for questions or discussion from the Board. Mr. David Von Moll asked why the recommended funding amount is different from the amount listed on the spreadsheet. Ms. Spears-Dean clarified the spreadsheet. Mr. Von Moll commented that the Guidelines and related instructions are on the website, and regardless of emails sent, etc., all should be aware of these Guidelines as they are posted. Mr. Von Moll said that all should refer to the Guidelines on the website and adhere to them.

Mr. Samuel Nixon commented on Item 127. He is concerned about the Consolidation Project and its ranking. Ms. Spears-Dean stated that the PSAP Grant Committee is going to review this at their Spring Meeting. Mr. Nixon said that he would have thought that the Consolidation Project would be ranked higher. Mr. Marzolf stated that the Board has not had as much money in past years to fund those projects; however, the Board should in the future, and the Grant Committee will discuss this at their April meeting and present an update at the May meeting. Chairman Cline asked that at the May meeting that the Board receive an update. Chairman Cline called for the recommendation and approval of funding of Grants through priority #5 and the WEP Survey to be considered as “mandatory” in the PSAP Guidelines. Mr. David Von Moll made a motion to approve the recommendations, and Mr. Samuel Nixon 2nd the motion for approval. All approved the motion; **9-0-0**.

5. OLD BUSINESS

- **Update on Legislative Agenda Subcommittee:** Ms. Spears-Dean addressed the Board and said that the Legislative Agenda Subcommittee was formed and Chaired by Mr. Samuel Nixon. The Subcommittee met on December 10 to discuss NG911 Governance issues and also discussed level setting and the development of a Charter. Ms. Spears-Dean said the Subcommittee has given staff assignments which include comparing current Virginia Code to the recommendations included in the National 911 Office’s Guidelines for State Legislative NG911 Language Report. Also, staff will create a baseline for 911 resources and develop strategies to increase interaction between the E911 services and the VGIN Advisory Boards. Ms. Spears-Dean said the next meeting of the Legislative Agenda Subcommittee will be April 1. Staff is requesting the approval of the Legislative Agenda Subcommittee Charter. A copy is included in the Board’s packet. Chairman Cline called for the motion to approve the recommendation and Charter. Mr. Patrick Shumate made a motion to approve the Charter and recommendations from the Subcommittee. Lt. Colonel Robert Kemmler 2nd the motion for approval. All approved; **9-0-0**.

6. NEW BUSINESS

- **CMRS Subcommittee Report:** Ms. Spears-Dean addressed the Board and said the CMRS Subcommittee met prior to this Board meeting and reviewed the fiscal year report for FY2012 and five funding requests for FY2014. Chairman Cline called for the motion to approve the CMRS Subcommittee's recommendations. Lt. Colonel Robert Kemmler made the motion to approve the recommendations, and Ms. Denise Smith 2nd the motion for approval. All approved the motion; **9-0-0.**

7. PUBLIC COMMENT

Chairman Michael Cline called for public comments and 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 10:50 AM. Mr. Robert Layman made a motion to approve the adjournment of the E911 Services Board Meeting. Lt. Colonel Robert Kemmler 2nd the motion. All approved, and the meeting was adjourned.

Respectfully Submitted:

Terry D. Mayo

(Date)