

**Text-to-9-1-1 Subcommittee**  
**December 9, 2014**  
**10:00AM – VITA/CESC**

**Members Present**

Chief Doug Middleton    Major Carl Mueller    J. R. Powell  
Steve McMurrer         Dianne Harding

**Members Absent**

Kathleen Seay

**Staff Present**

Buster Brown         Dorothy Spears-Dean    Lewis Cassada  
Steve Marzolf         Sam Keys

**1) Call to Order**

The Text-to-9-1-1 Subcommittee was called to order by Chief Middleton at 10:00AM.

**2) Approval of Minutes**

Chief Middleton asked for the approval of the minutes from October 24th. Carl Mueller made the motion to approve and Mr. McMurrer seconded. The motion was approved 5-0.

**3) Text-to-9-1-1 White Paper - Presentation by Ms. Spears-Dean**

Ms. Spears-Dean highlighted four areas where Staff was making recommendations for changes.

- Nomenclature update, using “Text-to-9-1-1” as the standard throughout the document, since that is the standard used by the FCC.
- Page 1, updating transferability for urban PSAPs.
- Page 2, web browser solution has the capability for full duplex conversations

- Page 3, enhanced functionality and capabilities offered by the text aggregator solution.

It was the consensus of the Subcommittee to allow Staff to make the recommended changes/updates to the white paper.

Ms. Spears-Dean presented two additional white paper items for consideration. First, an implementation guide should be created before dedicated Text-to-9-1-1 funds are available. Second, how will staff ensure that Text-to-9-1-1 will be considered a basic feature of NG9-1-1 planning? Subcommittee discussion followed.

Major Mueller made a motion that encompassed the following: Staff will update the white paper with recommended changes; staff will develop and implementation guide by the end of March; and direct the PSAP Grant Committee to take into consideration the white paper and implementation guide while reviewing the PSAP Grant guidelines. Mr. Powell seconded the motion. There was no additional discussion. The motion carried 5-0.

**4) Subcommittee's Presentation to the E-911 Services Board**

Staff will work with Chief Middleton on developing the Text-to-9-1-1 presentation for the January 8<sup>th</sup> Board Meeting.

**5) Public Comment**

Mr. J.R. Powell asked VITA staff did they need any assistance in drafting the Text-to-9-1-1 implementation guideline. Staff welcomed any/all subcommittee members input for the development of the implementation guidelines. There were no further comments.

**6) Adjourn the Meeting**

The Text-to-9-1-1 Subcommittee meeting adjourned 10:36:AM.