

E911 Service Board Meeting
May 8, 2014
10:00 AM - CESC

Members Present: D.A. Middleton – Acting Chairman
David Von Moll
Jim Junkins
David Ogburn
Diane Harding
Kathleen Seay

Danny Garrison
Anthony McDowell
Bob Layman
Robert Kemmler
Pokey Harris via Audio Bridge
Athena Plummer via Audio Bridge

Members Absent: Samuel Nixon, Jr.
J.D. Diggs

Remote Abingdon
Culpeper

Staff Present: Dorothy Spears-Dean
Steve Marzolf
Terry Mayo

Lewis Cassada
Lisa Nicholson
Sam Keys

1. CALL TO ORDER

The meeting of the E911 Services Board was called to order at 10:02 AM by Acting Chairman Douglas Middleton. Ms. Dorothy Spears-Dean did a roll call of the Regional Facilities calling in remotely. All Regional Facilities were on-board and accounted. Acting Chairman Middleton called for a roll call of Board Members present and remotely.

2. APPROVAL OF THE MINUTES FROM MARCH 13, 2014

Acting Chairman Middleton asked for changes/additions to the March 13, 2014 Board Minutes. Lt. Col. Robert Kemmler made a motion to accept the Minutes as presented, and Mr. David Von Moll 2nd the motion to approve the Minutes. The motion passed **10-0-0**. (Chief Anthony McDowell had not arrived at CESC, and Athena Plummer had not signed on via audio bridge at that time.

3. APPROVAL OF THE FY2016 PSAP GRANT GUIDELINES

Ms. Spears-Dean addressed the Board and gave a quick run through of the PSAP Guidelines. Ms. Spears-Dean said that for the "Shared Services Project" a shared services grant type was added with a definition and a reference section. The definition for a Shared Services Project, is one in which the provisioning and use of 911 equipment and/or services occur between two or more PSAPs in order to "share" the funding and resourcing of the 911 equipment and/or services used to process 911 calls. Ms. Spears-Dean said that "Shared Services Projects are limited to projects from the Continuity and Consolidation Program for priorities 1-6. Grant awards amounts were established for \$350,000 for shared services involving two PSAPs, and \$500,000 for shared services project involving three or more PSAPs. The Committee also defined and updated the "Regional Initiatives section of the PSAP Grant Guidelines. The section was updated by limiting the priorities that can be considered by multiple primary PSAPs for a Regional Initiative to Continuity and Consolidation for priorities 7-17 and the Enhancement program priorities. Regional Grant awards were decreased as follows: \$200,000 for a regional initiative involving two primary PSAPs; \$225,000 for a regional initiative involving three primary PSAPs; \$250,000 for a regional initiative involving four primary PSAPs; and \$275,000 for a regional initiative involving five or more primary PSAPs. Ms. Spears-Dean said that "Regional Initiatives and Shared Services" were also discussed and the outcome is that the Committee recommends that a Primary PSAP may not participate in a shared services project and a regional initiative in the same application cycle. However, a Primary PSAP may participate in an individual and a shared service or a regional initiative. The Committee also talked about "Consolidation". The definition of a Consolidation was updated to clearly identify that consolidation means the physical combining of two or more Primary PSAPs into a single Primary PSAP. The Committee recommends that once a physical consolidation award has been approved, the PSAPs named in the grant award are ineligible to receive another physical consolidation grant award. Also, once a physical consolidation grant has been awarded, the PSAPs can only apply for grant funds as an individual PSAP. Secondary Consolidations were also discussed at the PSAP Grant Committee Meeting. The Committee recommends that the funding level for a secondary consolidation is contingent upon when additional PSAPs join the initial physical consolidation: If the PSAPs join before the initial physical consolidation is complete, the maximum award possible is \$150,000; and if the PSAPs join after the initial physical consolidation is complete, funding will be commensurate with a shared services project. Adjustments were made for Secondary Consolidation grant awards as follows: \$350,000 for a secondary physical consolidation of an already consolidated PSAP and an additional PSAP; \$500,000 for a secondary physical consolidation of an already consolidated PSAP and two or more additional PSAPS. A "Grant Award Amendment Section" was added by the Committee which states that once a grant award has been approved by the Board, no changes can be made to that award, unless approved by the Board. Also in this section the Committee said a PSAP may submit a written request to the Board for an award amendment to include additional cost if: an unforeseen allowable cost item was not included in the original application; and all reasonable efforts were taken into account in determining the total allowable costs. The Committee also discussed "Financial Contingency". The Committee said that when considering the total allowable cost of a project, it is permissible to include a financial contingency (up to 10%) to help offset unanticipated expenses or price increases. Ten percent is typically a reasonable contingency amount for project costs. Ms.

Spears-Dean said that the Committee made updates to the Wireless Education Program (WEP). The Committee said that vendor training will no longer require a waiver with the application, and that required training course material is eligible for cost recovery. Ms. Spears-Dean concluded her presentation of proposed changes to the Grant Guidelines for FY2016, as recommended to the Board by the Committee, by asking if there were any questions or comments. Several Board Members, Mr. David Von Moll, Kathleen Seay, Jim Junkins, Diane Harding, Robert Kemmler and Acting Chairman Doug Middleton, all had questions, so a lengthy discussion ensued. After the discussion, Acting Chairman Middleton called for a motion from the Board to approve the changes to the FY2016 PSAP Grant Guidelines as recommended by the PSAP Grant Committee. Mr. Jim Junkins made a motion to approve the Committee's recommendation, and Lt. Col. Robert Kemmler 2nd the motion for approval of the recommended changes. The motion passed; **12-0-0**.

4. OLD BUSINESS

- **Update on NG9-1-1 Feasibility Study:** Mr. Spears-Dean addressed the Board and said that at the March 13, 2014 Board Meeting staff had presented a document and had asked the Board to provide comments. Ms. Spears-Dean thanked the Board for their comments, and said that she has placed an updated document on the Web-site, but there are still some actions that need to be done. Ms. Spears-Dean said that the consensus from those who provided comments is that staff needs to focus on a single statewide IP-based 911 network; include PSAPs that are currently transitioning to an IP-based solution; better define capacity and role of secondary PSAPS in the study; and, the need to develop metrics to support limitations. Ms. Spears-Dean said that staff has recently had activities that have included participating in discussions at recent Regional PSAP Managers Meetings. Staff has also continued to work with the firm that manages VITA's IT Contingency Labor Program to ensure that the Statement of Requirements (SOR) document will generate equality responses to achieve the desired outcomes. Staff has continued with outreach to VA APCO and VA NENA to get feedback from their membership. Ms. Spears-Dean said that staff will be participating in a conference call to understand No VA stakeholder needs and to discuss the Metro Washington Council of Government's (MWCOG) NG911 Feasibility Study, as well as attend additional meetings, before finalizing the SoR. The release date for the SoR document is June 16, 2014. Acting Chairman Middleton asked for questions from the Board. A discussion ensued by the Board with questions from Acting Chairman Middleton and Robert Layman. Ms. Spears-Dean concluded the presentation by saying that staff is looking for multiple design solutions for a single statewide NG911 Network.

5. NEW BUSINESS

Ms. Spears-Dean addressed the Board on the following:

- **Review of 9-1-1 Baseline Survey Data:** Ms. Spears-Dean addressed the Board and said staff will be using compiled data to derive value for NG911 planning by focusing on the following: the concentration of vendors for CPE, CAD and Mapping Systems that may help with the development of statewide contracts; increasing the frequency of mapping updates by localities with NG9-1-1; PSAPs' level of IT support; and obtaining information on who provides CPE maintenance in future surveys. Ms. Spears-Dean asked for questions, and Ms. Kathleen Seay asked if the compiled data that staff has, if it can be shared and made available to the Board. Ms. Spears-Dean said she is going to post it to the Web-site, as it is public information.
- **Grant Award Amendment Request:** Ms. Spears-Dean addressed the Board and said she has an additional agenda item that staff has received by the Eastern Shore Virginia (ESVA) 911 Center, in which they are requesting that their FY2013 grant award be amended. The original award was for a tablet GIS project and there is a balance of \$19,686 left after the project's completion. ESVA 911 Center would like for the Board to consider approving that they keep the balance left to purchase channel back equipment that will allow for radio connectivity with Chincoteague and the Northampton County Sheriff's Office. Ms. Spears-Dean said that Jeff Flournoy is present at CESC and would like to address the Board. Acting Chairman Middleton asked Mr. Flournoy to come before the Board and present the request. Mr. Flournoy addressed the Board and said he is seeking authorization to use the remaining funds for the following purposes: Provide the needed hardware (channel bank equipment) at the Chincoteague Police Department to allow for future radio connectivity needs including potential future transmit needs (using the fiber network provided by the Eastern Shore of Virginia Broadband Authority); to allow for the potential transfer of data between the ESVA 9-1-1 Center and the Chincoteague Police Department (now a secondary PSAP), and to allow for potential future needs related to serving as a back-up facility for the ESVA 9-1-1 Center. They are also asking that the money be used to provide the needed hardware (channel bank equipment) at the Northampton County Sheriff's Office to allow for future radio connectivity needs (using the fiber network provided by the Eastern Shore of Virginia Broadband Authority); to allow for the potential transfer of data between the ESVA 9-1-1 Center and the Northampton County Sheriff's Office, and to allow for potential needs related to serving as a back-up facility for the ESVA 9-1-1 Center. To summarize, the funds would install the needed hardware to allow needed connectivity (using a local fiber network) between the ESVA 9-1-1 Center and two of the secondary PSAP's on the Eastern Shore. Mr. Flournoy concluded by saying that because of the timing of the consolidation with

Chincoteague, they were not able to ask for a grant request for this project. Acting Chairman Middleton commented to the Board that this seems to be a “new project” and not a continuation of the initial original project request. Mr. Flournoy said he agrees with Acting Chairman Middleton’s comment, but that the current project is the result of the consolidation. A lengthy discussion ensued with questions from Robert Layman, Kathleen Seay; David Von Moll; David Ogburn; Diane Harding; Athena Plummer; and Mr. Steve Marzolf. Ms. Spears-Dean was asked by the Board what is the Grant Committee’s recommendation. Ms. Spears-Dean said that they did not recommend the funding. Mr. Von Moll asked the Committee’s view about how unique is this request. Mr. David Ogburn asked if this requests meets the definition of an “Emergency Grant Request”. Ms. Spears-Dean said it does not. Ms. Athena Plummer asked for clarity and if this request was a part of the “Original Consolidation” would it had been approved as part of it. Ms. Spears-Dean said yes it would have been approved. Acting Chairman Middleton called for a motion from the Board. Ms. Kathleen Seay made a motion to award the request; and Ms. Athena Plummer 2nd the motion for approval. Counsel, Joshua Heslinga offered to explain the word “precedence” to the Board, and Mr. Danny Garrison had a comment about the consolidation itself as an emergency. Acting Chairman Middleton called for a vote. The motion failed; **1-11-0**.

6. PUBLIC COMMENT

Acting Chairman Middleton called for public comments at CESC and the remote locations, and there were none.

7. ADJOURNMENT OF THE MEETING

Acting Chairman Middleton called for a motion to adjourn the meeting of the E911 Services Board at 11:20 AM. All approved, and the meeting was adjourned. Next meeting is July 10, 2014.

Respectfully Submitted:

Terry D. Mayo

(Date)