

E911 Service Board Meeting  
January 9, 2014  
10:00 AM - CESC

Members Present:	Michael Cline – Chairman	Danny Garrison
	Chief D.A. Middleton – Co-Chairman	Jim Junkins
	David Von Moll - Comptroller	Bob Layman
	Samuel Nixon, Jr. – CIO VITA	Kathleen Seay
	Sheriff J.D. Diggs	Athena Plummer
	Lt. Col. Robert Kemmler	David Ogburn
	Chief Anthony McDowell	Diane Harding

Members Absent: Pokey Harris

Remotely	Abingdon	Regional Coordinators
	Culpeper	

Staff Present:	Dorothy Spears-Dean	Lewis Cassada
	Joshua Heslinga	Lisa Nicholson
	Steve Marzolf	Terry Mayo
	Samuel Keys	

## **1. CALL TO ORDER**

The meeting of the E911 Services Board was called to order at 10:00 AM by Chairman Cline. Ms. Dorothy Spears-Dean did a roll call of the Regional Facilities calling in remotely. All Regional Facilities reported in and were on-board. Chairman Cline asked Board members to identify themselves, and that was done.

## **2. Approval of the Minutes from November 14, 2013**

Chairman Cline asked for changes/additions to the November 14, 2013 Board Minutes. Chief Middleton pointed out an error for Westmorland County. The Board approved an emergency grant of \$7,400 to Westmoreland County, and not \$7.4M. A motion by Chief Middleton to approve the Minutes with the correction was made. Mr. Samuel Nixon 2<sup>nd</sup> the motion for approval. Chairman Cline called for the vote. The Minutes were approved with the noted change; **14-0-0**.

Chairman Cline announced to the Board that this will be the last E911 Service Board Meeting he is going to Chair, as he is retiring. Chairman Cline said that he has enjoyed working with the Board and especially the staff at VITA. Chairman Cline commented that VITA Staff is one of the most “top-notch” groups he has ever worked with.

### **3. FY2015 PSAP Grants**

Ms. Spears-Dean addressed the Board and said that the Grant Committee met on December 5, 2013. The Committee discussed the FY2015 grant funding cycle. The Committee received 166 grant applications totaling \$8,318,619. Ms. Spears-Dean said that 87 applications were for the Wireless Education Program (WEP) and that 79 applications were for the Continuity and Consolidation and Enhancements Programs. Ms. Spears-Dean said that given cash reserve requirements, \$7.1M is available for the FY2015 grant awards. The Grant Committee is recommending all the WEP and the Continuity and Consolidation applications be funded. The total amount of these grant applications is \$7,059,722. Ms. Spears-Dean said that funding any additional grants will exceed the available amount of \$7.1M. So, the Grant Committee is recommending that the E911 Service Board approve funding all grant applications through grant ID# 63. Chairman Cline called for questions and discussion from the Board. Ms. Kathleen Seay asked Ms. Spears-Dean to explain why there is a \$0 amount for funding in one of the columns of the spread-sheet provided in the Board’s packet. Ms. Spears-Dean commented that at the last Board meeting in November, the Board recommended not funding any grant applications for those PSAPs who did not complete and submit a “True-Up,” as required in order to submit a grant request. Chairman Cline called for a motion to approve the Grant Committee’s recommendation. Chief Doug Middleton made a motion to approve the Grant Committee’s recommendation, and Lt. Col. Robert Kemmler 2<sup>nd</sup> the motion for approval. All approved the motion; **14-0-0**.

### **4. NG9-1-1 Feasibility Study**

Ms. Spears-Dean addressed the Board and gave a briefing on staff’s planning activities, which includes the next edition of the 911 Comprehensive Plan and a NG911 Feasibility Study. Ms. Spears-Dean said the focus of the 911 Comprehensive Plan will be to provide the continued vision and path forward for 911 in the Commonwealth. The focus of the NG911 Feasibility Study is technical. This Study will identify the process for establishing a statewide ESInet. Ms. Spears-Dean said that this Study has been endorsed by the PSAP Grant Committee and the Policy Subcommittee. Ms. Spears-Dean said that the Study was presented as a “PSAP Grant Application” to generate awareness of the Study. Ms. Spears-Dean said the Study is needed to provide a concise list of statewide NG911 IP options to the E911 Services Board for infrastructure and related governance. Ms. Spears-Dean said it will also provide guidance and direction to localities on a statewide NG911 effort. Ms. Spears-Dean said that the Feasibility Study is a critical step in the statewide deployment of NG911 technology, and the Study will provide the blueprint for the Commonwealth of Virginia’s long-term planning efforts. Ms. Spears-Dean said that staff will be looking to include existing pilots and the Fredericksburg Regional ESInet request in the Study.

Ms. Spears-Dean talked about how staff will go about funding the Study. She said that the Commonwealth currently budgets \$6.7M biennially for the Public Safety Communications Division. Each year \$1M of the Division's funding is to be used for the development and deployment of improvements in the statewide E911 Network. Ms. Spears-Dean explained to the Board that the \$1M in funding remains un-allotted until the expenditure is approved by the E911 Service Board. Ms. Spears-Dean said that ISP staff is requesting that the Board approve the expenditure of the \$1M to do the Feasibility Study.

Chairman Cline asked the Board for questions and discussion on the staff recommendation of expenditure of the \$1M. A brief discussion occurred with questions from several Board members: Mr. Nixon; Chairman Cline; Mr. Von Moll; Chief Middleton; Kathleen Seay; Tony McDowell; Kathleen Seay; David Ogburn; Athena Plummer and Lt. Col. Kemmler.

Chairman Cline called for a motion and vote to approve staff's recommendation of expending the \$1M from the ISP Division's budget to fund the E911 Feasibility Study. Chief Doug Middleton made a motion to approve staff's request, and Lt. Col. Robert Kemmler 2<sup>nd</sup> the motion for approved. The motion was approved; **14-0-0**.

## **5. OLD BUSINESS**

- **911 Comprehensive Plan:** Mr. Spears-Dean addressed the Board and said that at the last E911 Service Board meeting in November she provided the Board with information on the 911 Comprehensive Plan. Ms. Spears-Dean said that staff would like to request approval from the Board to allow staff to go through the process and complete the Plan. Ms. Spears-Dean said that staff has identified the process to complete the Plan, which will require staff to perform a capability analysis; develop a statewide 911 "requirements" document; and finalize the Plan and develop strategic initiatives. Ms. Spears-Dean said that staff wants acceptance from the Board to complete the Plan using this approach. Chairman Cline called for discussion and questions from the Board. There were none. Chairman Cline called for a motion and vote to approve staff's request. Chief Middleton made a motion to approve staff's request, and Athena Plummer 2<sup>nd</sup> the motion for approval. All approved the request; **14-0-0**.

## **6. NEW BUSINESS**

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

- **Grant Management System:** Ms. Spears-Dean addressed the Board and gave a presentation on the Grant Management System (GMS). Ms. Spears-Dean said that the information she is providing is for informational purposes only. Ms. Spears-Dean said that she will be working with Ms. Lisa Nicholson, Grant Program Manager, to develop the Grant Management System. Ms. Spears-Dean said that this system will "streamline" the grant application and management processes for end users, and will provide grant administrators with increased system manageability. Ms. Spears-Dean said that this system will help staff in

overcoming limitations in the current manual system. The proposed system will integrate the application and financial management processes. It will also allow access to current and historical grant related information for all involved in the grant process. Ms. Spears-Dean said that the system will allow staff to manage the lifecycle of the PSAP Grant Program, including all programmatic and financial aspects of the grant cycle. She said that internal and external stakeholders will be providing feedback so that staff can gather and develop a formal list of requirements for the Grant Management System. Ms. Spears-Dean stated that Ms. Lisa Nicholson is the lead person in developing this system.

Chairman Cline asked for questions and discussion from the Board. Mr. David Von Moll asked about the time-line for developing the project and implementing the project. Ms. Spears-Dean said that all will be done within a year. Mr. Von Moll asked if staff will be using existing VITA software such as PeopleSoft, etc., or will there be a cost involved? Ms. Spears-Dean said that staff has not yet made a decision, but that funding for the project is available within the ISP Division Budget. Mr. Marzolf addressed the Board and said staff is looking at using Microsoft Dynamics as a template, which is available for staff use within VITA. Mr. Marzolf said that staff wants to evaluate Microsoft Dynamics as he feels there will be some enhancements to the software that will need to be done. Mr. Marzolf said that the software is “free” to VITA staff. Mr. Marzolf said that staff must first figure out the requirements. Mr. Von Moll suggested that staff may want to discuss this system with the Finance Committee. Mr. Junkins asked about opening up other processes, such as the True-Up, to all Board members. Ms. Spears-Dean said that Ms. Stefanie McGuffin is currently working on a Process Development initiative that will provide greater transparency for processes that support the Division.

- **OEC 9-1-1 Governance Case Study:** Ms. Spears-Dean addressed the Board and said that Virginia will be participating in a 911 Governance Study that is being undertaken by the Department of Homeland Security’s (DHS’s) Office of Emergency Communications (OEC). OEC will be working with Virginia, and nine other states, to identify the common attributes and factors that contribute to the governance of emergency communications. The OEC case study will focus on governance structure and authority; state dynamics; NG911 status; coordination and planning efforts; and funding.
- **Policy Subcommittee Update:** Mr. Samuel Nixon, Jr., Chairman of the Policy Subcommittee addressed the Board and said the Subcommittee met on December 9, 2013. Mr. Nixon said that the Subcommittee discussed changing the name of the Subcommittee to “Policy” Subcommittee from “Legislative Agenda” Subcommittee, as the previous title sounded as if the Subcommittee was trying to perform a lobbying role, which is not the case. Mr. Nixon said that most of the Subcommittee’s discussion was to recommend that the Board adopt a NG911 policy direction to establish a consolidated shared-services approach as the

preferred procurement strategy for 911 equipment and services beginning with the FY2016 PSAP Grant Program funding cycle. Chairman Cline called for a motion and discussion on the Policy Subcommittee's recommendation to the Board. Mr. Nixon made a motion that the Board approves the Subcommittee's recommendation, and Chief Middleton 2<sup>nd</sup> the motion for approval of the recommendation. Chairman Cline called for discussion from the Board members. Chief Middleton asked that Mr. Nixon clarify what the Subcommittee meant by "shared services". Mr. Nixon said that the definition is in the eye of the beholder. Mr. Middleton commented that he is in agreement with Mr. Nixon's definition. Chairman Cline asked if staff would be responsible for disseminating the information. Ms. Spears-Dean answered yes. Ms. Athena Plummer recommended that staff go out and get feed-back and help from the Grant Committee and PSAP Community and present the findings at the next Board meeting. Mr. Nixon said it is important that the Public Safety Community understand what the Policy Subcommittee is trying to achieve. Mr. David Von Moll said he agrees with the approach. Mr. Von Moll said that this would necessitate some changes to the PSAP Grant Program. Chief Doug Middleton commented that Mr. Von Moll's point is good, and would make the grants more efficient. Mr. Jim Junkins commented that only the economic side would be affected. Chairman Cline called for the vote on the motion. All approved; **14-0-0**.

Chairman Cline called for more new business. There was none.

#### **7. PUBLIC COMMENT**

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

Mr. Samuel Nixon addressed the Board and said that since this is Mr. Cline's last meeting. He would like to make a couple of statements. Mr. Nixon said that as CIO of VITA and a member of the Board who has worked with Mr. Cline, he would like to thank Mr. Cline for his service and leadership, and that he would like to wish him the best. Mr. Nixon stated that Mr. Cline is retiring by choice. All applauded Mr. Cline.

Mr. Cline said that on behalf of VDEM and serving as Chairman of the E911 Service Board, it has been a pleasure to serve on the E911 Service Board, and he would like to re-iterate his comments stated previous at the opening of the meeting.

#### **8. ADJOURNMENT OF THE MEETING**

Chairman Michael Cline called for a motion to adjourn the meeting of the E911 Services Board at 10:53AM. All approved, and the meeting was adjourned.

**Respectfully Submitted:**

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**Terry D. Mayo**

**(Date)**