

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

Members Present: Jeffrey Stern - Chairman  
Chief Doug Middleton – Vice Chairman  
David Von Moll – Comptroller  
David Ogburn  
Diane Harding  
Kathleen Seay  
J.D. Diggs

Danny Garrison  
Jim Junkins  
Bob Layman  
Pokey Harris via Audio Bridge  
Lt. Col. Robert Kemmler  
Samuel Nixon, Jr.

Members Absent: Athena Plummer  
Anthony McDowell

Remote Abingdon  
Culpeper

Staff Present: Dorothy Spears-Dean  
Steve Marzolf

Lewis Cassada  
Terry Mayo

## **1. CALL TO ORDER**

Dr. Dorothy Spears-Dean, Coordinator, did a roll call of the Regional Remote Facilities and to those calling in remotely prior to the start of the meeting. Culpeper and Abingdon Remote sites were accounted for, as well as Ms. Pokey Harris, Board member. Chairman Stern called the meeting of the E911 Services Board to order at 10:00AM.

## **2. OPENING REMARKS FROM NEW CHAIRMAN**

Chairman Stern addressed the Board, and welcomed everyone. Chairman Stern did a brief introduction about himself. Chairman Stern thanked everyone for their “public service,” and he also thanked Chief Doug Middleton for his role as “Acting Chair.”

### **3. APPROVAL OF THE MINUTES FROM May 8, 2014**

Chairman Stern asked for changes/additions to the May 8, 2014 Board Minutes. Chief Doug Middleton made a motion to approve the May 8, 2014 Minutes, and Lt. Col. Robert Kemmler 2<sup>nd</sup> the motion for approval. The Minutes were approved; **12-0-0 (Robert Layman had not yet arrived)**.

### **4. INTRODUCTION TO TEXT to 9-1-1**

Dr. Spears-Dean addressed the Board and said that she will provide the Board with an introductory presentation on what is “Text to 9-1-1.” Dr. Spears-Dean said that she has asked Buster Brown, Regional Coordinator to be a co-presenter. Dr. Spears-Dean started off the presentation by giving a brief overview of the purpose and goals for the Text 9-1-1 presentation, which are to provide an introduction to Text to 9-1-1; engage Board members in an interactive dialogue about Text to 9-1-1; and, to gain insight into what the Board would like to see related to Text to 9-1-1. Dr. Spears-Dean explained to the Board why Text to 9-1-1 has become an issue. This capability is no longer on the horizon, but here now. Dr. Spears-Dean also said that staff needs direction from the Board to determine next steps. Dr. Spears-Dean reviewed recent Text to 9-1-1 policies, which are 1) Consent decree with FCC, NENA, APCO, AT&T, Sprint, T-Mobile, and Verizon to provide Text to 9-1-1 service by May 15, 2014; 2) “Bounce-back” message when Text to 9-1-1 is not available; and 3) Covered text providers to support Text to 9-1-1 by end of calendar year 2014. Dr. Spears-Dean said that some guidelines and standards have been developed which include that ATIS J-STD-110 adopted as an industry standard in March 2013; and recommendations for aspects of Text to 9-1-1 included in an FCC’s CSRIC IV report (June 2014).

Dr. Spears-Dean then introduced Mr. Buster Brown, Regional Coordinator. Mr. Brown addressed the Board and gave a brief presentation on Text to 9-1-1 deployment in Martinsville/Henry; James City; Southampton; and, York, Virginia. Mr. Brown said that ISP Staff has begun to gather data from these deployments, as well as from the carriers, and will start collecting data from other stakeholders. After Mr. Brown’s presentation, Chairman Stern called for questions from the Board. A lengthy discussion and answer period occurred with questions from the Board members including a comment from Chief Middleton stating that he thought that Text to 9-1-1 is a statewide issue. Chief Middleton also said that we really need to start the process of Text to 9-1-1, or the state will fall behind on this issue. He thinks it should be a statewide initiative for a number of reasons which includes funding to provide this service. He also said that the solutions the Board comes up with today have to be well thought out, and some

standards need to be pushed out that the Board has developed. Chief Middleton said that this is an important part of what the E911 Service Board is about. A discussion ensued with Board members recommending that staff come up with some specific costs, etc. to deploy Text to 9-1-1 by doing a comparison and determining how it will impact going forward. Ms. Pokey Harris commented to the Board that perhaps a Committee should be formed to address the issues and bring them back before the Board. She said the deeper the Board drills down, the more questions will come up. Following the discussion and the question and answer period, Chairman Stern said he would like to take another approach and have staff take a look at what other states are doing and see if they are taking statewide approaches, and what the pros and cons of these different approaches are, and the potential application in the state of Virginia.

Chief Doug Middleton made a motion that the Board authorize an ad hoc committee that will develop a Virginia focus White Paper on the matter of Text to 9-1-1 and that the paper shall include: 1) Current technologies available; 2) the pros and cons of the technology; 3) the potential local costs; 4) deployment plans that have been tested; 5) lessons learned from other localities; and, 6) recommendations. Also, he would like to suggest that the document be completed by January 1, 2015 with a progress report delivered at each Board Meeting prior to that date. Chief Middleton said that he is requesting that people outside of the state be included to offer up ideas from the statewide perspective, in addition to the local level. Jim Junkins 2<sup>nd</sup> the motion, and then Chairman Stern called for discussion. There were no discussion but a question from Jim Junkins was raised to staff, as to what should come first, technology or is there a codification issue, and what is the big push to make a fast link to this approach? Steve Marzolf answered that this is much like the “Wireless” issue led by the FCC in which there was a lot of lobbying and negotiating on behalf of the service and related items. Mr. Marzolf also commented that he supports the report deadline of January 2015 and that the interim reports will need to be completed as they are related to the Annual Report and the development of a legislative agenda. Staff will need to know going into the 2015 session if there will be any code issues that need to be addressed to clarify the Board’s role in this, and the ability to use the Wireless Funds for this purpose. Mr. Nixon asked if we have the staff to do this, and Mr. Marzolf said yes and that this was on staff’s agenda and part of the ISP work plan. Staff always intended to have the PSAPs and localities involved as well in these discussions, as we have to because they are the ones doing the deployments and the subject matter experts.

Dr. Spears-Dean asked Chief Middleton if he could restate the motion. Chief Middleton gave the motion again, and Chairman Stern asked to add an Addendum to the motion which was to add that the report include a “snap shot” of what other states are doing as to whether they are taking a statewide or local approach and how they have approached the funding issue and the public messaging issue, as to what they are communicating as far as implementation. Chief Middleton clarified that the addendum Chairman Stern wishes to add is what he meant by including

“deployment plan testing” in his motion. Joshua Heslinga, Counsel for the Board, stated that by creating a Subcommittee for the Board that the Board is creating a “Public Body” and if that Subcommittee is to meet, that meeting must be a public meeting. He said that may be what the Board intends, or it could be that the Board really intends to direct the preparation of a report and anyone on or off the Board could have input through a designated staff person or member of the Board, or something like that. Mr. Heslinga said it is the Board’s decision on how it wants to proceed, but he just wanted the Board to be informed when creating a Subcommittee. Chief Middleton said that he has no objection to a “Public Meeting,” as that is how they are going to get transparency and the greatest amount of input. Mr. Marzolf stated that he absolutely support the “public meeting” approach, and it does not mean that in between the public meetings that there cannot be work groups and things like that that for staff to provide information. Mr. Marzolf said that the “public meeting” is the best approach to provide transparency. Chairman Stern stated that the Subcommittee will need a Chairman, and asked Chief Middleton if he would Chair that Subcommittee. Chief Middleton accepted the position to serve as Chair of the Text to 9-1-1 Subcommittee. Chairman Stern then called for a vote on the original motion. The vote was called and passed; **13-0-0**.

Chairman Stern said that since the motion has passed and Chief Middleton has agreed to serve as Chair, staff will need to get the information out to those who which to participate on the Subcommittee.

## **5. OLD BUSINESS**

- **Correction of Minutes for November 14, 2013:** Dr. Spears-Dean addressed the Board and said that it has come to her attention that the minutes from the November 2013 Board Minutes were incorrect. There was an Emergency Grant from Westmoreland County that was approved at this Board meeting. The Minutes captured that the Board approved the amount at \$7,400; however, the locality sent in a reimbursement request with receipts for \$7,958 and this was the amount of the Mapping System. Dr. Spears-Dean said she reviewed the audio of that meeting, and the Board did approve \$7,958 for the Mapping Server. So, Dr. Spears-Dean is requesting that the Board entertain a motion to make that change in the November 14, 2013 Minutes. Lt. Col. Robert Kemmler made a motion to amend the Minutes of November 14, 2013 to change the grant award amount from \$7,400 to \$7,958. Mr. Robert Layman 2<sup>nd</sup> the motion to approve the change. All approved, and the motion passed; **13-0-0**.

## 6. NEW BUSINESS

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

- **Emergency Grant: Eastern Shore of VA:** Dr. Spears-Dean addressed the Board and said that the Eastern Shore of Virginia is requesting an “Emergency Grant” in the amount of \$86,800 for its consolidation with the Town of Chincoteague. Dr. Spears-Dean introduced Mr. Jeff Flournoy, who was in the audience, to speak on behalf of the Emergency Grant Request. Dr. Spears-Dean informed the Board that a copy of the request and a MOU is in the Board’s packet. Mr. Flournoy addressed the Board. After Mr. Flournoy’s presentation, Chairman Stern called for a discussion from the Board. Chief Middleton asked about the full cost of the project. A short discussion occurred. Chairman Stern then called for a motion to approve the request. Chief Middleton made a motion to approve the request, and Lt. Col. Robert Kemmler 2<sup>nd</sup> the motion to approve the “Emergency Grant” request. All approved, and the motion passed; **13-0-0**.
- **Grant Extension Requests:** Dr. Spears-Dean addressed the Board and said staff has received a “Grant Extension” request from Montgomery and Powhatan Counties. Dr. Spears-Dean said that staff is recommending approval of the grant extension requests. Chairman Stern called for a motion to approve the requests. Lt. Col. Robert Kemmler made a motion to approve the request, and Mr. Robert Layman 2<sup>nd</sup> the motion to approve the request. The “Grant Extension” requests for Montgomery County and Powhatan County were approved; **13-0-0**.
- **Brief Updates:**

Dr. Spears-Dean addressed the Board and said that there has been a submission change for the following:

- FY14 True-Up Process
- FY16 PSAP Grant Application Cycle

Dr. Spears-Dean said the reason for this process change is to enhance how the ISP Division supports the delivery of E911 Services to the Virginia PSAP Community. Staff has decided is to have the Regional Coordinators receive and review the True-Up forms and the PSAP Grant Applications before they are sent on to Public Safety Communications staff for review. This will enable all of staff to review the True-Up forms and PSAP Grant Applications more quickly and enable us to post the information sooner to the ISP website for public review. Dr. Spears-Dean wanted to inform the Board of this administrative change. Dr. Spears-Dean said that the form letters have been sent out to the PSAP Community by the Regional Coordinators for the FY2014 True up Process. There are three data elements that the PSAPs are required to supply and they are total 911 calls;

total wireless 911 calls; and PSAP personnel costs. This form letter has been sent to the PSAPs and the deadline for this form to be submitted is September 2<sup>nd</sup>. Dr. Dean said that staff has opened up the FY2016 Grant Cycle on July 1<sup>st</sup>. Dr. Spears-Dean said that staff will be accepting applications until September 30<sup>th</sup>. Dr. Spears-Dean also said that all the materials that the PSAPs will need for the grant cycle have been posted on the ISP website. Dr. Spears-Dean said that she is happy to report that staff has received a few applications, as well as, a few completed True-Up forms.

- **NG9-1-1 Feasibility Study**

Dr. Spears-Dean said a statement of requirements document went out using VITA's IT Contingency Labor Contract. The solicitation went out on June the 16<sup>th</sup>. Dr. Spears-Dean is happy to report staff has received four proposals and the deadline for the submission of the proposal was July 7<sup>th</sup>. Dr. Spears-Dean said that between July 7<sup>th</sup> and the Board meeting today, staff has not had an opportunity to do a detailed review of those proposals, but will. Dr. Spears-Dean said that she just wanted the Board to know that staff has received four proposals and will be making an award decision in the next couple of weeks. Dr. Spears-Dean asked if anyone had and questions based on the three quick updates.

**7. PUBLIC COMMENT**

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

**8. ADJOURNMENT OF THE MEETING**

Chairman Stern called for a motion to adjourn the meeting of the E911 Services at Board at 11:26 AM

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**Respectfully Submitted:**

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**Terry D. Mayo**

**(Date)**