

E911 Service Board Meeting  
March 13, 2014  
10:00 AM - CESC

Members Present: Chief D.A. Middleton – Acting Chairman Danny Garrison  
Samuel Nixon, Jr. Anthony McDowell  
J.D. Diggs Bob Layman  
David Ogburn Lt. Col. Robert Kemmler  
Diane Harding Pokey Harris via Audio Bridge  
Athena Plummer

Members Absent: David Von Moll Kathleen Seay  
Jim Junkins

Remote Abingdon  
Culpeper

Staff Present: Dorothy Spears-Dean Lewis Cassada  
Steve Marzolf Terry Mayo  
Sam Keys

**1. CALL TO ORDER**

The meeting of the E911 Services Board was called to order at 10:00 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. Members present introduced themselves.

**2. APPROVAL OF THE MINUTES FROM JANUARY 9, 2014**

Acting Chairman Middleton asked for changes/additions to the January 9, 2014 Board Minutes. There were none. Acting Chairman Middleton called for a motion to approve the January 9, 2014 minutes. Lt. Col. Robert Kemmler made a motion to approve the Minutes, and Athena Plummer 2<sup>nd</sup> the motion for approval; all approved **10-0-0** (Robert Layman had not yet arrived).

### **3. UPDATE ON NG9-1-1 FEASIBILITY STUDY**

Ms. Spears-Dean addressed the Board and said there is a Contingent Labor Statement of Requirements for the NG9-1-1 Feasibility Study included in the Board's packet. Ms. Spears-Dean went over the document with the Board and said that she is seeking comments from the Board members, and not requiring a vote from them at this meeting. Ms. Spears-Dean gave a brief presentation on how the document was developed. Ms. Spears-Dean said that the primary piece of the document is the technical economic study. She asked that the Board members take the time to review the document, and to provide comments by the end of March to staff. Ms. Spears-Dean informed the Board that this document is a "draft" document at the present time, and that staff hopes to get a final document out in April and then bring the document to the Board at its May meeting. Mr. Samuel Nixon asked if there is anything in this document that specifies vendor qualifications. Ms. Spears-Dean said not as yet. Mr. Nixon asked if this was a draft, and Ms. Spears-Dean said yes, and that staff will be seeking help from VITA Staff, as well as CAI staff, for guidance in selecting the vendor. Acting Chairman Middleton commented to the Board members that this study will have a large impact throughout the State of Virginia, so it is important to get back to Ms. Spears-Dean with their comments and input. Mr. Ogburn asked about an electronic copy. Ms. Spears-Dean said that a copy of the document will be posted to the web-site.



NG9-1-1  
Feasibility Study - D

### **4. OLD BUSINESS**

- **CMRS Subcommittee Update:** Mr. Spears-Dean addressed the Board and said that it was an oversight at the January 9 Board meeting that the findings of the CMRS Subcommittee Report were not given. Ms. Spears-Dean said that the Subcommittee met before the January 9 Board meeting. Ms. Spears-Dean gave an update of what the Subcommittee talked about, and made a recommendation that the requests be approved by the Board.

### **5. NEW BUSINESS**

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

- **PSAP Grant Committee Update:** Ms. Spears-Dean addressed the Board and said that at the PSAP Grant Committee met on March 6, 2014. The Policy direction was to establish a consolidated shared-services approach as the preferred

procurement strategy for 9-1-1 equipment and services beginning with the FY2016 PSAP Grant Program funding cycle. Ms. Spears-Dean said that in order to facilitate the meeting on March 6, staff created a draft document with proposed changes to the current Grant Guidelines. Ms. Spears-Dean said that the Committee met for several hours and came up with a conceptual frame. The Committee would like to confirm with the Board that they are on the right path or direction and that the Board wishes for them to continue. The Committee discussed defining what is a “Shared Service Project and coming up with a definition to define “Shared Service Project”. The Committee defined “Shared Service Project as “a project in which the provisioning and use of 9-1-1 equipment and/or services occurs between two or more PSAPs in order to “share” the funding and resourcing of the 9-1-1 equipment and/or service used to process 9-1-1 calls (Priorities 1 through 6). The purchase of hardware and software is included in this definition. The Committee also discussed Regional Initiatives and what it means. The Committee defined a regional initiative as “a project or projects involving multiple primary PSAPS. Regional initiatives can include projects from the Continuity and Consolidation Program (Priorities 7 through 17), the Enhancement Program, or both. Regional initiatives are interpreted broadly. All participants must benefit directly from the regional activities implemented with the grant award”. Ms. Spears-Dean showed the Board members a priority list of funding for the Continuity and Consolidation portion of the Grant Guidelines. The list of priorities are: (1) CPE; (2) Primary Mapping System; (3) GIS: High Priority; (4) Consolidation; (5) Call Accounting Equipment; (6) CAD; (7) Voice Logging Recorder Systems/Install Recall Records; (8) Consolidation Feasibility Study; (9) GIS: Medium Priority; (10) Time Sync; (11) UPS/Generator; (12) PSAP Recruitment Programs; (13) PSAP Recruitment Programs – hardware and software; (14) PSAP Group Training Program – including public education; (15) PSAP Group Training Program – hardware and software; (16) PSAP Training Program; and (17) GIS – low priority.

The Committee looked at recommended funding amounts which included \$150,000 for individual PSAPs; Shared Services Projects - \$350,000 for two PSAPs (increase of \$25,000), and \$500,000 for three or more PSAPs. Five Hundred Thousand Dollars (\$500,000) for an initial, primary, or first physical consolidation project. Mr. Nixon asked about the distinction between consolidations? Acting Chairman Middleton asked for clarification of the term also. A lengthy discussion ensued by the Board members including comments from Athena Plummer, Danny Garrison and other Board members. Mr. Steve Marzolf gave a brief history of how the distinction came about in determining “shared (virtual)” and “physical” consolidation. Acting Chairman Middleton commented that between each 911 Centers, it is up to what works better with each Center, and he believes that it is best left up to each Center to determine the definition of what is shared or physical consolidation, as he does not want to dictate what is best for each locality. Ms. Spears-Dean said that the remaining amount the Committee is recommending is for Regional initiatives which include: (1) 200,000 for two primary PSAPs; (2) \$225,000 for three

primary PSAPs; (3) \$250,000 for four primary PSAPs; and (4) \$275,000 for five or more primary PSAPs. Ms. Spears-Dean said that the Committee is asking that the Board would identify if any member has any strong reservation on what was discussed? Acting Chairman Middleton commented that the above discussion on the PSAP Grant Committee update was a very good discussion. Ms. Spears-Dean informed the Board that the next PSAP Grant Committee Meeting will be held on April 10<sup>th</sup>, and the Grant Committee's direction and next steps are to validate the Committee's path and discuss multiple awards and limited funding; and to discuss secondary consolidations. Ms. Spears-Dean said that staff will create an updated draft document incorporating agreed upon Guideline changes and present them at the next Board meeting in May.

- **FY2015 PSAP Grant Award Correction:** Ms. Spears-Dean addressed the Board and said that an application from Green County was received on time; however, staff accidentally omitted it from the list presented to the Board at the January 9, 2014 meeting. Staff is asking the Board to approve funding for Green County.
  - **Greene County:** Application was reviewed for funding by the PSAP Grant Committee at December 5<sup>th</sup> meeting. Staff is recommending approval of the grant. Acting Chairman Middleton called for a motion to approve staff's recommendation that Greene County grant application be funded. Lt. Col. Robert Kemmler made a motion to approve the recommendation, and Athena Plummer 2<sup>nd</sup> the motion for approval. All approved the motion and recommendation; **11-0-0**.
  
- **FY2015 Additional Grant Request:** Ms. Spears-Dean addressed the Board and said that:
  - **Franklin City:** Is requesting an additional \$65,578.37 in grant awards for FY2015. Franklin City did receive a FY2015 grant award for a CPE upgrade in the amount of \$91,922.05. The Grant Committee is recommending funding contingent upon two conditions: (1) Funding is available; and (2) request limited to a total award of no more than \$150,000 maximum which is \$58,077.9. Staff's recommendation is to be consistent with other previous requests. Ms. Spears-Dean said that most recently a similar request was brought before the Board by Orange County. Ms. Spears-Dean also said that at this present time there is no policy in place to address this issue; however, it will be on a list in the future for the PSAP Grant Committee to address. Ms. Spears-Dean informed the Board that

Mr. Bruce Edwards from the City of Fredericks is present to address the Board. Acting Chairman Middleton asked Mr. Edwards to step forward and address the Board. Mr. Edwards said that he is the PSAP Manager for Franklin City, and after being hired for the job, he realized that the City has a lot of failing equipment that is at least 10 years old. He is coming before the Board to seek additional money to purchase equipment that is failing and he considers it an emergency. Mr. Edwards informed the Board that he is willing to answer any and all questions they may have to consider his request. Acting Chairman Middleton asked if the Board had any questions. There were none. Acting Chairman Middleton called for a motion from the Board to approve Franklin City's request for additional funds with consideration for the Grant Committee's recommendation. Mr. Danny Diggs made a motion to approve the request based on the PSAP Grant Committee's recommendation that a maximum addition of \$58,077.95 be approved for funding, and Mr. Danny Garrison 2<sup>nd</sup> the motion for approval. All approved the motion; **11-0-0**.

**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 10:49AM. All approved, and the meeting was adjourned.

**Respectfully Submitted:**

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**Terry D. Mayo**

**(Date)**