

PSAP Grant Committee Meeting
Thursday, May 21st 2015
10:00AM VITA/CESC

Committee Members Present

Sheriff Diggs Shannon Williams Jerry Smith Allan Weese
Bob Layman Donna Brown

Committee Members Absent

Mike Goetz

Staff Present

Steve Marzolf Dorothy Spears-Dean Lisa Nicholson
Amy Ozeki Buster Brown Lewis Cassada
Brian Crumpler Lyle Hornbaker Stefanie McGuffin Tim Addington

1) Call Meeting of the Committee to Order

The meeting was called to order at 10:04AM by Mr. Layman.

2) Approval of the Minutes from April 9th

Mr. Layman called for a motion to approve the minutes from April 9th. Mr. Weese made the motion and Sheriff Diggs seconded it. The motion passed 6-0-0.

3) Review of PSAP Grant Committee Membership

Mr. Marzolf discussed the expiring memberships on the PSAP Grant Committee, and a member who has asked to not be reappointed. Ultimately, appointments are made by the E-911 Board Chairman (Mr. Stern). Currently Mr. Marzolf and Ms. Spears-Dean make recommendations on committee membership. Mr. Marzolf asked for Committee input on how to make future recommendations. Ms. Brown wanted assurances that a person who is appointed to the Committee has the time available to attend the meetings. Mr. Williams asked that a letter of commitment from the locality & organization that a person represents be provided. Mr. Smith stated that there hasn't been a problem with commitments, but he also asked to make it clear that the Board Chairman can remove appointments at-will. Mr. Smith also addressed the 9-member Committee and that it would be ideal if the terms were staggered with three seats expiring every year. Mr. Marzolf said that ISP Staff will put together language for Committee consideration when it is time to update the Grant Guidelines. ISP Staff will put more effort into advertising the open positions.

4) Discussion of Call Handling Equipment Requirements

Mr. Marzolf discussed the background for ISP staff researching call handling equipment requirements, and what other PSAPs inside and outside of Virginia have done with similar contracts. The goal would be for a PSAP to have maximum flexibility; these requirements would be a tool for the PSAPs to use. Negotiations of discounts would be possible as well. Mr. Marzolf

said between 3 and 4 vendors would be ideal, and would be possible while operating under current VITA procurement authority. VITA ISP would work with VITA Supply Chain Management in developing the requirements, and would additionally work the PSAP Grant Committee to review the vendor proposals. Mr. Marzolf wanted the Committee to focus just on call handling equipment requirements with expectations of lower-tier requirements for CAD, mapping, and voice logging requirements in the future. There was committee discussion. The consensus of the committee was to form a work group to assist ISP Staff to further develop the document. The work group will convene, meet in June/July, and present a new draft of the Call Handling Requirements document to the PSAP Grant Committee on July 14th.

5) Old Business

There was no old business to discuss.

6) New Business

There was no new business to discuss.

7) Identify Action items & Next Steps

A work group will be formed to assist ISP Staff to further develop the document. The work group will convene, meet in June/July, and present a new draft of the Call Handling Requirements document to the PSAP Grant Committee on July 14th.

8) Public Comment and Closing

Mr. Derrick Ruble from Tazewell County expressed his appreciation for the Committee's efforts.

9) Adjourn the PSAP Grant Committee meeting

Mr. Layman called for a motion to adjourn the meeting. Mr. Williams made the motion and Mr. Weese seconded it. Motion passed 6-0-0 and the meeting ended at 11:33AM.

Next meeting of the PSAP Grant Committee is July 14th.