

E911 Wireless Service Board Meeting
May 13, 2010
10:00 AM - CESC

Members Present:	Michael Cline, Chairman John Knapp, Jr. – Vice Chairman David Von Moll - Comptroller Pat Shumate Linda Cage Fred Vincent Robert Layman Denise Smith	Phil Heins Lt. Col. Robert Kemmler Battalion Fire Chief Tracy Hanger Chief Ron Mastin Robert McAvoy Samuel Nixon Sheriff Fred Newman
Members Absent	Chief Ed Frankenstein	
Remote	Abingdon Culpeper	Roanoke Tidewater
WSB Committees Representatives	John Knapp, Jr. (Funding Methodology)	Fred Vincent (Grant Committee)
Staff Present:	Dorothy Spears-Dean, Coordinator Steve Marzolf, ISP Director Samuel Keys, Regional Coordinator Lisa Nicholson, Project Manager	Terry Mayo, Administrative Assistant Lewis Cassada, Project Manager Susan Siegfried, AG Stefanie McGuffin, Regional Coordinator

1. CALL TO ORDER

Mr. Cline called the meeting to order at 10:04 AM. Mr. Cline welcomed everyone. Ms. Spears-Dean did a roll call to the Regional Facilities. Mr. Cline introduced Mr. Samuel Nixon as the newest Board Member. Mr. Nixon is the CIO of VITA.

2. APPROVAL OF THE MINUTES FROM MARCH 11, 2010

Mr. Cline asked for changes/additions to the March 11, 2010 minutes, and there were none. A motion was made to approve the minutes, and the minutes were 2nd for approval. All approved the March 11, 2010 Minutes, **15-0-0**.

3. FINANCIAL REPORT

Ms. Spears-Dean addressed the Board and said that three financial documents are included in the Board packet for the Board to review at its leisure. Ms. Spears-Dean gave a brief summary of the awards for each fiscal year (see attachment). Mrs. Spears-Dean said that there have been some significant changes in the outstanding grant award

amounts since the last Board meeting (see slide of PSAP Grant Program financials). Ms. Spears-Dean asked for questions and there were none.

4. CMRS MONTHLY STATUS SUMMARY

Ms. Spears-Dean addressed the Board and referred them to the spreadsheet in the handouts, and said there Southampton County has deployed Phase II. This means that only one Phase I deployment and three Phase II deployments remain (see attachment). Ms. Spears-Dean asked for question and there were none.

5. STATE CONTRACTS FOR WIRELESS 9-1-1 SERVICES

Mr. John Knapp excused himself from this discussion. Mr. Steve Marzolf addressed the Board and said that his intention was to relay information on the State contracts for wireless 9-1-1 services. Mr. Marzolf gave a brief history of the contract between the Public Safety Communications Division and the LECs, Verizon and CenturyLink. Mr. Marzolf said the negotiations were taking longer than he had expected with Verizon. As a result, Mr. Marzolf said he asked Board member, John Knapp, for help in moving the negotiations forward. And with Mr. Knapp's assistance, negotiations did move forward. Mr. Marzolf said the majority of the contract cost is routing and database services. He said that trunking is about 10% of the contract cost. Mr. Marzolf said that Verizon has provided the costs; however, it has not been received in writing because of the proprietary nature. Mr. Marzolf said that looking at the total picture of the cost; the costs were not looked at to see if they were appropriate. Mr. Marzolf said the Board is only paying for the services that the PSAPs will consume. Mr. Robert Layman asked how the proposed costs compare to what the Board has paid in the past. Mr. Marzolf said that \$4.2 million is what the Board paid last year as compared to the \$3.76 million proposed. He also said that at the time of the contract, 30% of the calls processed were wireless, and now 50% of the calls are wireless. Mr. Marzolf said the cost information that is being provided is appropriate considering the infrastructure. Linda Cage asked if she could get a cost break down on the \$3.76 million. Mr. Marzolf said he can break it down according to trunks and other services. Mr. Layman made a comment that he could not see how the database and routing costs on the wireline side should not be as much as those on the wireless side. Mr. Marzolf said no. Mr. Marzolf said that \$3.76 M is what wireless is paying. Sheriff Newman asked if staff retained the numbers they started with from Verizon. Mr. Marzolf said we did not keep a running score. Mr. Robert McAvoy asked if there is any way to take the contract through a competitive process. Ms. Susan Siegfried, Office of the Attorney General, said that if the PSAPs want the Board to go into a competitive contract than they can. Mr. McAvoy wanted to know what percentage of the PSAPs would have to be in favor of this for the Board to pursue a competitive contract. Ms. Siegfried said only the PSAPs who wanted the Board to pursue a competitive contract would be included in the process. Mr. Cline asked if this proposed cost is substantially lower than what the Board has been paying. Mr. Marzolf said

absolutely. Mr. McAvoy asked if this was paid through the surplus in the past. Mr. Marzolf said yes; however, we do not have that surplus today. Mr. Marzolf said the decision is to decide where the Board should take the money since there no longer is a surplus. Mr. Marzolf said that an option the Board has is not to execute a contract, and have the money come from the PSAPs monthly 60% funding, or through the 10% grant funding, and this would only be for Verizon. Centurylink is staying the same at \$200K. Mr. Marzolf said the Board does not have to make a long term decision. Mr. Marzolf said the original plan to fund the subsequent contract was through the grant program. Mr. Marzolf said that up until recent times there was sufficient money in the grant program to do so. Eight million dollars was taken from the Grant Fund and given to the Comp Board for Sheriffs' Dispatchers. Ms. Cage said that she opposes that the money was taken from the PSAPs. Mr. Marzolf said the monthly funding to the PSAPs has not been reduced. Mr. Marzolf said that everybody is hurting. Mr. Von Moll asked if the Board does not execute the contract and decides to competitively compete the cost for services, how this affect the PSAPs ability to opt in or opt out. Mr. Marzolf said he has no idea as he did not know that the Board could competitively compete for services before counsel's statement that was just made that it could. Mr. Von Moll asked how this effects the \$3.76M, and if the change would result in the costs going down if localities are allowed to compete for services? Mr. Marzolf said there would be a decrease in costs if the localities decided to not opt in. Mr. Von Moll asked what that would be for the Board. Mr. Marzolf said that it would go down according to the locality. Mr. Marzolf's recommendation is that the Board move forward with the contract and take the contract costs from the 10% Grant Fund for FY2011 only. Mr. Marzolf said there is no problem with moving it back going forward. Mr. Marzolf is recommending taking it from the top. The Board could seek this from the legislative process during the General Assembly session requesting permission to take the money off the top from FY2011 only per the locality request, or have the localities handles the cost at the local level.

Mr. Marzolf informed the Board that the FY2010 issue with Verizon is still unresolved as of this meeting. Battalion Fire Chief Tracy Hanger asked if the \$3.76M contract is a Sole Source contract. Mr. Marzolf said yes, the Board does have documentation for a Sole Source to pay the bill for the localities. Mr. Layman asked Mr. Marzolf to clarify his recommendation. Mr. Marzolf informed the Board that he is looking for a recommendation from the Board as to how to pay for the FY2011 contract with Verizon. Mr. McAvoy said he believes taking the money out of the 10% Grant Fund would be better. Mr. Cline said the Board needs to make a decision to decide how to move forward, and that this decision will be a stop gap. Mr. Cline asked for questions from the Regions. Culpeper asked if the PSAPs could choose to opt out and be reimbursed for the costs through the "true-up" process. Mr. Marzolf said that there is no ability to revert back to the "true-up" process since that was a Legislative change. Carol Adams made a comment to the Board about the "opt out" option. Ms. Adams said she is hoping that the locals could be represented in the negotiations in the future. Mr.

Cline asked the room for comments, and there were none. Mr. Cline asked for a motion. Mr. Layman made a motion that the grant guidelines be modified to allow that the PSAPs to seek grant funding for their portion of the routing, database and trunking costs that were previously paid for from the fund balance, and that the funding would come from the current 10% Grant Fund in FY2011.

Mr. Von Moll 2nd the motion. Mr. Pat Shumate asked if an amendment could be made in the motion to address next year that the funding comes out of the 60% in FY2012. Mr. Layman said he is reluctant to add this and would suggest that this issue be addressed at the next meeting. Mr. Marzolf said he would also like to work with the PSAPs and come up with a recommendation at the next meeting. Chief Ronald Mastin asked if there is a timeline for staff to receive opt in or opt out information from the PSAPs. Mr. Marzolf said a deadline of at least two weeks prior to the July Board meeting is needed for the information to be received. Mr. Cline called for a vote on the motion. The motion was approved; **13-1-1** (Sheriff Fred Newman opposed the motion; and Mr. John Knapp abstained); the motion was approved.

6. WIRELESS FUNDING DISTRIBUTION METHODOLOGY

Mr. Knapp addressed the Board and gave them an overview of the funding distribution methodology and how it came about. At the January Board meeting the Funding Committee presented its preliminary recommendations to the Board. At that time the Committee had three recommendations, and then narrowed the recommendations down to one, and that is the “calls times cost” methodology. The decision to approve this recommendation was deferred to the March meeting until a code change could be made. At the March meeting the Board was advised that the code changes were pursued in the budget bill rather than the regular bill so the code changes were not made. The motion was tabled for the Committee and staff to determine options. Mr. Knapp is recommending that the Board approve the \$40,000 minimum and defer the “Calls times Cost scenario until the fall during the October timeframe when the Board can make a legislative code change (see attachment). Mr. Knapp made a motion that the Board adopt the change for a funding minimum of \$40,000 beginning now for the FY2011 cycle. Lt. Kemmler 2nd the motion. Chief Mastin made a comment that he needs to have more information on how the funding methodology will be done. Mr. Knapp said that this change will be for the FY2011 cycle. Mr. Cline asked for comments from the Regional Groups – there were no comments. Mr. Cline called for comments from the meeting site, and Tim Addington addressed the Board and said the minimum of \$40,000 is important to the small PSAPs. Mr. Cline called for a vote on the Funding Committee’s recommendation, and all approved **15-0-0**.

7. OLD BUSINESS

Update on PSAP Grant Program: Ms. Spears-Dean addressed the Board and said that the Program has been in a holding pattern since the Grant Committee met on February 9th. She is going to schedule another meeting as soon as possible since a decision has been made on the Verizon contract and the Committee can move forward since they know how much money they will have for funding. Mr. Cline asked for questions. There were none.

Emergency Grant Requests: Ms. Spears-Dean said that she will be asking the Board to make a decision in block format (Westmoreland County and Caroline County). Westmoreland is requesting \$150,000 in emergency grant funding for CPE and Carolina County submitted a grant request for CAD. Ms. Spears-Dean's recommendation is to deny both emergency grant requests and have the localities come back during the next grant cycle when hopefully more funding will be available. Mr. Pat Shumate asked if the locality did not get its request in on time. Ms. Spears-Dean said that they did not get a request in time (Westmoreland), and that Caroline County is asking that their request be moved higher in the priority order because of equipment problems. The PSAP Grant Chairman, Mr. Vincent, made a motion to deny both emergency grants at this time. Lt. Robert Kemmler 2nd the motion to deny the requests at this time. Mr. Cline called for a vote, and all approved **15-0-0**.

Eastern Shore is requesting a Grant Award Amendment: Eastern Shore is requesting to use two FY 2009 grant awards, one for GIS hardware and software, and the other for data manipulation (building footprints), for a different data manipulation project (emergency service zones). The new project will cost \$19,290 and \$27,298 will be returned to the Grant Fund. The Committee is recommending that the Board approve this request as these projects all have the same priority. Ms. Linda Cage made a motion to approve the recommendation by the Committee, and Mr. Fred Vincent 2nd the motion. All approved **15-0-0**.

Town of Vinton is requesting a Grant Award Amendment: Town of Vinton has an FY 2010 grant award for a Voice Recorder, but was requesting a grant amendment request because of its merger with Roanoke County. Ms. Spears-Dean asked Captain Cook, who is representing Town of Vinton, to address the Board. Captain Cook addressed the Board and said that he would like to withdraw his amendment request. Ms. Spears-Dean addressed the Board and said that since Captain Cook is withdrawing his amendment request, then the Board need not take any action.

Existing PSAP Scholarship Program draw down – Ms. Spears-Dean addressed the Board and said that the Virginia chapter of NENA is requesting \$40,000 for the Spring NENA/APCO Conference in Virginia Beach. Mr. Samuel Nixon made a motion to approve the motion; and Lt. Robert Kemmler 2nd the motion for approval. All approved **15-0-0**.

8. NEW BUSINESS

- **ISP Business Plan:** Mr. Marzolf said he will come back to the next Board meeting to give a brief overview of the “ISP Business Plan.
- **Refresh of 9-1-1 Comprehensive Plan:** Ms. Spears-Dean addressed the Board on the refresh of the 9-1-1 Comprehensive Plan. Ms. Spears-Dean said that the Baseline Initiative has been completed and staff will be using the completed surveys to do some regional analysis. Staff also considers the IP Backbone Initiative closed as well. The initiatives for statewide 9-1-1 guidelines, a recruitment and retention program, and, a mechanism for advocacy are still ongoing. Staff will be reaching out to the Virginia chapters of APCO and NENA to partner with staff to complete these initiatives, as well as assist with the refresh of the 9-1-1 Comprehensive Plan. Ms. Spears-Dean said that coordination with also need to occur with the recently completed VGIN GIS Strategic Plan and the ISP Business Plan.
- **Grant Extension Requests:** Ms. Spears-Dean said that staff has tried to simplify the grant extension request process by including within the PSAP Grant Program’s Financial and Programmatic report. The Deadline to complete this report was May 7th, but staff was still receiving reports with grant extension requests until yesterday evening. Mrs. Spears-Dean said a complete list of grant extension requests totaling \$11,821,727 is included in the Board Members’s packets (see handout). Ms. Spears-Dean gave a summary of Programmatic and Financial grant extension requests. They are: \$848,214 for FY2008; \$2,316,627 for FY2009; and \$8,656,886 for FY2010. Staff feels that the requests are legitimate and are recommending that the Board approve the grant extension requests. Mr. Fred Vincent made a motion to approve the grant extension requests, and Ms. Denise Smith 2nd the motion for approval. All approved **15-0-0**.

Mr. Cline asked for more new business, and Mr. Marzolf addressed the Board and said that this is Mr. Fred Vincent’s last meeting as a Board member. Mr. Marzolf said that Mr. Vincent has given the Commonwealth outstanding service. Mr. Cline said he agrees with Mr. Marzolf’s statement, and thanked Mr. Vincent for his support and service to the Board. Mr. Vincent gave a brief response. Mr. Marzolf also announced that next week is the NENA/APCO conference and that he and former Board member, Jim McDonald, have

decided to sponsor a “Golf Outing Sponsorship” in remembrance of George Thomas at the Conference. Mr. Marzolf said the money would go to the education of Mr. Thomas’ children. Mr. Marzolf also said that if any Board member would like to contribute, to please see him after the meeting.

9. PUBLIC COMMENT

Mr. Cline called for public comments at CESC and Mr. Scott Moser from Carolina County addressed the Board. He is inquiring about his grant amendment. He thanked the staff for their help. Ms. Spears-Dean addressed Mr. Moser and said his grant request remains in the grant request ranking, as there has not been any recommendation from the Committee yet on funding. Ms. Spears-Dean said that just the accelerated request to move the grant to “emergency grant” status was denied. Mr. Cline asked the Satellite areas for comments, and there were none.

10. ADJOURNMENT OF THE MEETING

Mr. Cline called for a motion to adjourn the meeting of the Board at 12:31 PM. All approved; **15-0-0**.

Respectfully Submitted:

Terry D. Mayo

(Date)