

E911 Wireless Service Board Meeting
Thursday, May 22, 2008
10:00 AM - CESC

Members Present:	Lem Stewart, Chairman Robert Layman David Von Moll Captain John Furlough Chief Ron Mastin Fred Vincent	Robert Woltz, Jr. – Co-Chairman Phil Heins Pat Shumate Denise Smith Battalion Chief Tracy Hanger
Members Absent	Bobby McAvoy Chief Ed Frankenstein	Sheriff Fred Newman Linda Cage
Remote	Southwest Virginia Northwest Virginia	Roanoke
Grant Committee	Bill Agee	George Thomas
Staff Present:	Dorothy Spears-Dean, Coordinator Terry Mayo	Sam Keys, Regional Coordinator

1. CALL TO ORDER

Mr. Lem Stewart called the meeting to order at 10:01 AM.

2. APPROVAL OF MARCH MINUTES

Mr. Stewart called for approval of the March 27, 2008 minutes as written. Mr. Robert Woltz made a motion that the minutes be approved for March, and Mr. Phil Heins seconded the motion. The motion was approved; **10-0-0**. (**Bob Laymen had not arrived**).

3. FINANCIAL REPORT

Ms. Spears-Dean gave the Board a recap of the Financial Report for the month of March 2008. The new fund balance is \$16,415,796.97 (see attachment). Mr. Stewart asked for questions and input from the Board, and there were none.

4. CMRS MONTHLY STATUS SUMMARY

Ms. Spears-Dean addressed the Board and referred them to the monthly status summary. Ms. Spears-Dean informed the Board that there has been some change since the last time. Phase II deployments are down to 24. There are still four Phase I deployments, but Warren County has recently made a Phase I request to T-Mobile. Within the next Board meeting Ms. Spears-Dean will have more to report. Mr. Stewart asked for questions and discussion. There were none.

5. FY 10 PSAP GRANT PROGRAM FUNDING CYCLE

Dorothy Spears-Dean briefed the Board on the FY2010 PSAP Program Funding Cycle. Ms. Spears-Dean informed the Board that the PSAP Grant Committee has done an extraordinary amount of work. The Committee met on four separate days. Dorothy Spears-Dean thanked them for their efforts and hard work. Ms. Spears-Dean gave the Board a brief overview and refresher on how the program operated. Ms. Spears-Dean informed the Board that the Public Safety Communications Division will have a new staff member coming aboard for this program. She also informed the Board that when the grant committee met in April, Chief Frankenstein chaired the meeting. Chief Frankenstein gave the Committee some desired outcomes he wanted the Committee to look at which included: Define the outcome of the short-term future of the PSAP Grant Program; address issues raised by members of the PSAP Committee since last year; act on Board directives with suggested grant program guidance; increase accessibility and fundability of PSAP Grant Program in relation to the needs of Virginia Primary PSAPs.

The Committee recommended no changes to the Grant Program's Funding Tiers. However, there was some adjustment made to the description of the Continuity and Consolidation Program, and the inclusion of three priorities: GIS: high priority projects; GIS: medium priority projects; and, time synchronization. The Committee also recommended a GIS-Related Grant Request Prioritization Matrix to be included with the FY 10 PSAP Grant Guidelines. Minor adjustments were also made to the Enhancement Program, as well as the inclusion of three priorities: GIS: high priority projects; GIS: low priority projects; and, EMD/Police Dispatch/Fire Dispatch software or protocols.

The Committee set programmatic changes to the Guidelines. The Committee was satisfied with the six existing funding tiers, but there was some discussion about the appropriateness of another funding tier to address statewide hosting. The Committee recognizes that it needs to be proactive and will attempt to align the PSAP Grant program to support the Board's intentions with the FY2011 Funding Cycle. The Committee is recommending that the Funding limits for regional initiative and consolidation grant awards be increased.

The Committee also recommended that the deadline to apply for a grant be changed to October 31 to avoid the deadline for the annual true-ups. In order for a funding request from a primary PSAP to be considered, the PSAP must have already submitted any required true-up for the previous fiscal year by the identified deadline, unless an exception has been granted by the PSC Coordinator. In order to increase participation among the most financially challenged PSAPs in the grant program; the Committee is

recommending not requiring the local match with Independent PSAP grant awards. The Committee feels this action will assist financially challenged PSAPs unable to secure local funding for a match, and consequently, have not yet participated in the PSAP Grant Program. Robert Woltz commented that this action could cause the amount of requests to exceed the amount of available funding. Ms. Spears-Dean answered that this may happen, but that the Committee is trying to target an extremely needy group of PSAPs and has an established a priority structure that will allow for the most critical projects to be funded first.

Data sharing requirements, maintenance, Committee member terms, and recommendations from the Attorney General's Office were also reviewed. A lengthy discussion incurred, and Mr. Stewart called for a motion. Mr. Woltz made a motion that the Committee's recommendation be approved with the exception of Committee member terms noted. Chief Ron Mastin seconded the motion, and all approved **11-0-0**.

6. Emergency and FY 08 PSAP Grant Extensions

Ms. Spears-Dean briefed the Board and said that there are two sets of extension requests for the Emergency and FY 08 PSAP Grant Extensions. These are grant execution extensions and financial reporting extension. For the Emergency Grants, Ms. Spears-Dean received three grant execution extension requests and seven financial reporting extension requests. For the FY 08 Grants, Ms. Spears-Dean received fifteen grant execution extension requests and seventeen financial reporting extension requests. Staff recommended approval of the three grant execution extensions and seven financial reporting extensions for the Emergency Grants; Staff recommended approval of the fifteen grant execution extensions and seventeen financial report extensions for FY08 Grants. Mr. Stewart called for the motion, and Mr. Von Moll made the motion to approve the extension. Pat Shumate seconded the motion. All approved; **11-0-0**.

7. Identified Funding Need in FY10

Ms. Spears-Dean briefed the Board on how funding distributions from the PSAP Grant Program are done: distribute 10% of the Wireless E911 Fund collected during the current fiscal year as PSAP grants to support Wireless E-911; distribute any remaining funds from the 30% CMRS earmark collected during the previous fiscal year as PSAP grants to support wireless E-911; distribute to the PSAPs any uncommitted grant funding at the end of each fiscal year based on the same distribution percentage used during the fiscal year in which the funds were collected; retain any of the uncommitted grant or CMRS funding for an identified funding need in the upcoming fiscal year, which may include specified grant funding or special projects for the next fiscal year.

Ms. Spears-Dean said that the estimated uncommitted funding after the FY 09 PSAP Grant Cycle is \$2,798.50. Staff identified the following FY 10 funding needs totaling approximately \$3.9M: ten "End of Life" notices for Freedom Recorders, two potential PSAP consolidations, a need to provide an alternative funding solution for PSAPs that

have experienced a decline in wireless funding revenue in FY08, and a PSAP Scholarship Program. Ms. Spears-Dean said that the PSAP Scholarship Program will require additional research and discussion. This information will be presented at the July 24 Board Meeting.

Mr. Stewart called for a motion to approve the recommendation for the uncommitted grant and CMRS funding requests. Pat Shumate made the motion to approve, and Mr. Fred Vincent seconded the motion. All approved; **11-0-0**.

8. Wireless Funding Analysis

Ms. Spears-Dean briefed the Board about the Wireless Funding Analysis (see attachment). Mr. Robert Woltz commented that staff needs to look at the minimum and determined if it is still valid. Pat Shumate said you need to look at the funding methodology – what are the drivers and how do PSAPs compete with each other within this funding methodology. Mr. Shumate is recommending that staff look at the amount of calls, etc. in this analysis. Mr. Stewart and Mr. Shumate both agreed that a Committee should be formed to look at the funding analysis, and that it should be done and reported at the July 24, 2008 Board Meeting. Mr. Marzolf commented that if changes need to be made, then these changes need to be included as potential “Legislative” changes in the Annual Report, which must be completed by October 1, 2008.

9. Update on NG9-1-1 and Hosted Services Pilot Projects

Mr. Marzolf reminded the Board that they asked at the March meeting for more information on the NG9-1-1 and Hosted Services Pilot Projects. Mr. Marzolf asked the Board for its permission to begin using the money earmarked for FY08 and FY09 “Next Generation Projects. The total cost of the Southside NG pilot project is estimated not to exceed \$1,250,000. Currently, there is about \$250,000 remaining in the PSAP Grant Program award for this project. As a result, \$1M from VITA’s NG line item in the Commonwealth’s budget will be needed to complete this pilot. The total cost of the Southwest NG9-1-1 Hosted Services is estimated to not exceed \$1,100,000. Currently, the localities participating in this pilot have a \$450,000 PSAP Grant Program award. The remaining \$650,000 will need to come from the VITA’s NG line item in the Commonwealth’s budget. Mr. Marzolf said that total costs for the Montgomery, Blacksburg, and Christiansburg pilot have not yet been determined. Two of the participating localities have grant awards from the PSAP Grant Program totaling \$300,000. The amount of additional funding needed is not known at this time. Mr. Marzolf informed the Board that he is providing this information to them to keep them informed of what is going on with the NG9-1-1 and Hosted Services Projects.

10. OLD BUSINESS

FY 2007 and FY2008 PSAP Grant Award Amendment Requests: Ms. Spears-Dean informed the Board that she has several FY2007 and FY2008 Grant Award amendment requests. Ms. Spears-Dean briefed the Board on these requests. Mr. Stewart asked if there were any questions or comments. Several Board members asked questions. Mr. Stewart called for a motion to approve the amendments. Captain Furlough made a motion that the amendments be approved, and Denise Smith seconded the motion. All approved; 11-0-0.

FY2009 PSAP Grant Award Amendment Requests: Ms. Spears-Dean informed the Board that she has two Grant Award amendment requests for FY2009. Ms. Spears-Dean briefed the Board on these requests. Mr. Stewart asked if there were any questions or comments. Several Board members asked questions. Mr. Stewart called for a motion to approve the amendments. Captain Furlough made a motion that the amendments be approved, and Denise Smith seconded the motion. All approved; 11-0-0.

11. NEW BUSINESS

Ms. Spears-Dean informed the Board that the CMRS Committee met before the Wireless Service Board Meeting and is recommending approval of the FY08 CMRS Funding Close-Out and two FY09 CMRS funding submissions. Mr. Stewart called for a motion. Mr. Woltz made the motion to approve, and Mr. Vincent seconded the motion. All approved; 11-0-0.

Mr. Stewart addressed the Wireless Service Board Committee and said that this was his last meeting to Chair as the E911 Board Chairman. Mr. Stewart said that Mr. Michael Cline will assume the role of Chairmanship July 1, 2008. Mr. Stewart also informed the Board that he will continue to remain on the Board. He thanked everyone and said that he is pleased with the progress the E911 Wireless Service Board had made. Mr. Stewart said that he is also pleased with the Grant Committee, and he is looking forward to being a member of the Board.

Captain John Furlough addressed the Board and said that he has enjoyed being on the Board, and this is his last meeting. The Governor will be making another appointment to replace him by the July meeting.

12. ADJOURN MEETING OF THE BOARD

Mr. Stewart thanked everybody for coming, and asked for any questions, and there were none. Mr. Stewart called for a motion to adjourn the Board meeting.

The meeting adjourned at 12:22 PM.

Respectfully Submitted:

Terry D. Mayo

(Date)