

E911 Wireless Service Board Meeting
November 19, 2009
10:00 AM - CESC

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

1. CALL TO ORDER

Mr. Cline called the meeting to order at 10:19 AM Mr. Cline welcomed everyone. Ms. Spears-Dean did a roll call to the Regional Facilities and asked them to put up the slides, as the host site does not have web-ex available. All Regional Facilities were accounted for and they did have the slides available. Ms. Spears Dean also informed the Board that all True- Ups have been received and accounted for by staff.

2. APPROVAL OF THE MINUTES FROM SEPTEMBER 24, 2009

Mr. Cline asked for changes/additions to the September 24, 2009 minutes, and there were none. Mr. Coulter made a motion to approve the minutes, and Mr. Heins 2nd the motion for approval. All approved the September 24, 2009 Minutes; **11-0-0**.

3. FINANCIAL REPORT

Ms. Spears-Dean addressed the Board and said that the ISP Director has requested that staff provide all the source documentations that are used by VITA to report financial information and to provide that same information to the Board at its meetings (see attachment). Ms. Spears-Dean began her report with the Budget versus the Expenses Report since it provides the most information. This document is a snap shot of the budget versus the expenses of the Division. The next document is the Balance sheet for the period ending September 2009. The last document is the changes in net asset for the period ending September 2009. Ms. Spears-Dean said that this information is being provided so there is full disclosure.

Ms. Spears-Dean gave a summary of the PSAP Grant Program Financials. She said that in FY2008 there were no changes since the last report. There was \$5,331,100 in grant awards with \$1,136,350 in outstanding drawdown requests. In FY2009 there was \$9,326,004 in grant awards with \$2,770,691 in outstanding drawdown requests. Ms. Spears-Dean said that in FY2010 there is \$16,345,527 in grant awards with \$13,639,003 in outstanding drawdown requests. Ms. Spears-Dean asked if there were any questions concerning the PSAP Grant Program Financial, 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 that there were no changes since the last Board meeting. There are two Phase I and four Phase II deployments remaining. Mr. Layman asked about the AT&T and T-Mobile locations. Ms. Spears-Dean referred him to the hand-out and said that the locations are the Southside Virginia localities.

5. UPDATE ON WIRELESS FUNDING COMMITTEE

Mr. Knapp addressed the Board and said that since the last Board meeting the Wireless Funding Committee has gotten under way. Mr. Knapp informed the Board of the names of the representatives on the Committee. They are: John Knapp, Jr. - Chairman, Lt. Colonel Robert Kemmler – Vice Chairman, Carol Adams, Carolyn Cios, Mark Cvetnich, Dana Felton, Mike Goetz, and Denise Johnson. Mr. Knapp gave an overview and outcome of the Committee meetings. Mr. Knapp said the Committee's task is to review the Wireless Fund distribution percentage methodology, and if appropriate, recommend changes to the baseline calculation and improve the predictability of the process for fiscal planning. Mr. Knapp said the Committee has already had two meetings (October 23 and November 6) and will meet again on December 4. Mr. Knapp informed the Board that he is providing an interim report to the Board today. The Committee is recommending that in FY2010 (beginning with the October 2009 payment) that the current distribution formula and allocation process remain in effect. He said that the Committee needs to continue to work on determining a new distribution

formula and allocation process going forward. Mr. Knapp said that he is recommending that the Committee going forward also fix the timing process. Mr. Knapp said that the Committee will have at its next meeting four baseline scenarios to consider. These scenarios are: Status Quo, Wireless Calls only, Wireless Call percentage by Personnel, and 50/50 Split between Calls and Personnel.

Mr. Knapp said they are trying to find a fair way of doing the formula and not cause any pain. The Committee has to really think through these changes and will bring back recommendations to the next Board meeting. However, presently, the Committee is suggesting that VA Code be changed to “the Board shall calculate the distribution percentage for each **PSAP annually prior** to the start of each fiscal year based on cost and call load data **from all or part of a time period of up to three** previous fiscal years.” The Committee feels that the Board should have more authority to use multiple years of data to smooth out swings. The Committee would like to have staff move forward and work with Counsel to get the right wording. Mr. Cline thanked Mr. Knapp, and said it was an excellent report and asked for questions from the Board. Mr. Knapp made another comment and said that there may be controversy with funding allocation changes; however, the proposed Code changes were not controversial. Mr. Von Moll asked if the Committee is considering some type of regional benefit to localities for joining together and consolidating. Mr. Knapp said that the Committee has not gotten to that as an incentive yet. If that is something that the Board would like for them to consider that they would. Ms. Spears-Dean said that money is offered through the PSAP Grant Program for consolidations. Mr. Cline asked for more discussion or comments on the actions of the Committee. Mr. Bob Layman wanted to know what is causing the strife. What is driving the problem? Mr. Knapp said that the current utilization of cost and call load data is driving funding fluctuations and the Committee thinks averaging will help. Chief Ron Mastin asked for a clarification. He also asked are we looking at what other states have been using. Mr. Knapp said no; however, the Committee will be happy to look at what other states are doing. Mr. Coulter asked if the Committee has compared three year versus a single year. Mr. Layman asked if the PSAPs would be happy if you removed the cost allocations per call. The existing Code requires the use of cost and call load data. Mr. Knapp said the Committee is directed to use both of those and if one is eliminated, this will cause the Code to have to be changed. Ms. Susan Siegfried commented that the Committee make sure that the wording be done very carefully. Mr. Cline called for the motion to authorize the Board, at its discretion, to use more than a single year average. Mr. Knapp made a motion to approve the Committee’s recommendation, and Lt. Colonel Robert Kemmler 2nd the motion for approval.

Mr. Cline asked for discussion. Mr. Shumate asked if we use three years, will we not be eliminating the previous fiscal year. Mr. Knapp said yes that is why “all or part” is being used. Mr. Bill Agee made a recommendation to change wording to “and/or”. Mr. Simonoff made a statement that there needs to be a Patron for this

legislative change. Ms. Siegfried said that if staff normally has a Patron for legislative changes, then they will have to go through the same process. Mr. Simonoff clarified his statement and said that if the changes are controversial, then a Patron would not be in order. Mr. Knapp said that what the Committee is proposing today is not controversial. Mr. Cline asked that staff let the Board know if they run into any problem with putting the recommendation through. Mr. Cline asked for discussion or comments. Stephen Souder addressed the Board and said he is representing Fairfax County. Mr. Souder said he is agreement with Chief Mastin about looking at what other states are doing. He said that Northern Virginia PSAPs are concerned about how the funding allocations will affect them since they currently receive a large portion of the funding. He said that what is proposed will be detrimental to ¼ of the Commonwealth's population. Mr. Knapp thanked him for coming and making his suggestion. Mr. Cline asked that Mr. Souder appoint a representative from the Northern Virginia area to come to the Wireless Funding Committee meeting. Mr. Cline also asked that the Committee consider the suggestions and recommendation that Mr. Souder has put forth. Steve Basnett from Culpeper County addressed the Board and said the four formulas do take into account call load data. Mr. Cline and Mr. Knapp were in agreement with this statement.

Mr. Cline is brought the motion on the floor for the two elements which are the legislative wording changes, and getting the legislature submitted. There were no more discussions, and the Board voted in favor of the legislative changes; all passed **11-0-0**.

Chief Ron Mastin asked for a clarification on the call spreadsheet. Mr. Knapp said that both have a description of what counts and what does not count, capital expense and on-going expense. The process the Committee is taking will eliminate the confusion in the future.

6. FY2009 TRUE-UPS

Ms. Spears-Dean addressed the Board regarding the FY 2009 True-Ups. Ms. Spears-Dean said that staff needed to have all localities complete their FY 2009 True-Up to continue making wireless payments and that the last submission was received at 5 PM the day before. Ms. Spears-Dean reviewed the new distribution percentages and the change in percentages from FY 2009 to FY 2010 (see handout). Mr. Knapp made a motion to accept the FY 2009 True-Ups, and Mr. Bob Layman 2nd the motion. Mr. Shumate asked about the total \$ 26,000,000 figure. Mr. Cassada addressed the Board and said that this is the statewide funding (total allowable) cost. Mr. Cassada said this formula is the same formula used last year. Mr. Cline asked about the 2009-2010 formula. Mr. Cline asked for more questions, and there were none. Mr. Cline called for the vote. All approved **11-0-0**.

7. OLD BUSINESS

Strategic Initiatives for Comprehensive Plan: Ms. Spears-Dean said that the development of statewide guidelines to foster a minimum level of 9-1-1 emergency response service across Virginia and implement a recruitment and retention program has not been acted upon since the last Board meeting due to a lack of staff resources.

PSAP Scholarship Program: Ms. Spears-Dean addressed the Board and said the APCO/NENA/SIEC conference was very successful. There were 544 individuals at the event, a significant increase over last year's attendance. Ms. Spears-Dean said there has not been adequate time to request from the recipients a detail report from the conference; however, she should have a report for the Board by the next Board meeting in January.

Greene County Request: Ms. Spears-Dean informed the Board that Greene County has sent a letter asking that the remaining money in their grant award be used to purchase static conductive flooring. Ms. Spears-Dean reminded the Board that usually this is considered "bricks and mortar," and that staff and the PSAP Grant Committee do not recommend approval. As a result, Greene County is bringing this item to the Board for reconsideration. Chief Frankenstein commented to the Board that he is in concurrence with Ms. Spears-Dean's recommendation and would vote to deny. Mr. Cline called for a motion to deny the request. Chief Frankenstein made a motion to deny the request, and Lt. Colonel Robert Kemmler 2nd the motion to deny. Mr. Cline called for the vote. All approved the recommendation for denial of the appeal; **11-0-0**.

8. NEW BUSINESS

FY11 Funding Cycle: Ms. Spears-Dean addressed the Board and said that more time is needed for PSAPs to complete their submissions for the FY 2011 funding cycle of the PSAP Grant Program. She is recommending that the deadline be extended until December 18, 2009. Mr. Pat Shumate made a motion to approve the extension as recommended, and Chief Ron Mastin 2nd the motion. Mr. Bob Layman asked if this extension will give the Board enough time to review the requests. Ms. Spears-Dean said yes. Mr. Cline asked for a vote on extending the deadline to December 18, 2009. All approved; **11-0-0**.

Other New Business: Mr. Sam Keys addressed the Board and asked that the Board pay respect to George Thomas who passed away last month. He asked for a moment of silence, and it was granted.

9. PUBLIC COMMENT

Mr. Cline asked for comments and questions from the Public. Ms. Pokey Harris addressed the Board from the Southwest Virginia Regional Satellite Facility, and asked that the Board grant a moment of silence out of respect for the passing of Mr. Don Scott of Lee County who passed away a week and a half ago. Mr. Cline asked for another moment of silence, and it was granted.

Gary Bartholomew from Loudoun County addressed the Board and said he has a spreadsheet he would like to distribute to the Board with call load data for the Northern Virginia PSAPs. Mr. Cline granted his request to distribute the spreadsheet to the Board.

Allen Weese, who is the 2nd Vice President for NENA and also represents Chesterfield E911 thanked the Board for its support of the APCO/NENA/SIEC conference, which was dedicated to George Thomas. He reminded the Board of the NENA/APCO conference coming up in May 2010 and asked the Board to continue its support. He said the May conference is a training conference and they would like to get more attendance. Mr. Cline made a comment that the money has already been allocated for that conference. Mr. Cline asked for more comments, and there were none.

10. ADJOURN MEETING OF THE BOARD

Mr. Cline adjourned the meeting at 11:42 AM. The next meeting is January 14, 2010.

Respectfully Submitted:

Terry D. Mayo

(Date)