

E911 Wireless Service Board Meeting
July 23, 2009
10:00 AM - CESC

Members Present:	Michael Cline, Chairman Fred Vincent Linda Cage Pat Shumate Battalion Chief Tracy Hanger Chief Ed Frankenstein Sheriff Fred Newman	Phil Heins Lt. Col. Robert Kemmler John Knapp, Jr. Robert McAvoy Chief Ron Mastin
Members Absent	Denise Smith Robert Layman	David Von Moll
Remote	Abingdon Culpeper	Roanoke
Grant Committee	Fred Vincent George Thomas	Chief Ed Frankenstein
Staff Present:	Dorothy Spears-Dean, Coordinator Terry Mayo, Administrative Assistant Lisa Nicholson, Project Manager Lewis Cassada, Project Manager	Steve Marzolf, ISP Director Sam Keys, Regional Coordinator Jerry Simonoff, ITIES Director

1. CALL TO ORDER

Mr. Cline called the meeting to order at 10:08 AM Mr. Cline welcomed everyone.

2. APPROVAL OF THE MINUTES FROM MAY 28

Mr. Cline asked for changes/additions to the May 28, 2009 minutes, and there were none. Mr. Heins made a motion to approve the minutes, and Mr. Shumate 2nd the motion for approval. All approved; **12-0-0**.

3. FINANCIAL REPORT

Ms. Spears-Dean addressed the Board and said that for this meeting she will only be presenting a financial report for the PSAP Grant Program. Since VITA has not completed their year-end reconciliation, she is unable to provide any new information on

the Wireless Fund. Ms. Spears-Dean reported that there were six outstanding grant awards totaling \$1,136,520 for FY 08 and twenty-five outstanding grant awards totaling \$3,525,108 for FY 09. In FY10 185 projects were awarded \$16,245,527.

4. CMRS MONTHLY STATUS SUMMARY

Ms. Spears-Dean addressed the Board and referred them to the spreadsheet in the handouts. Phase II has 16 remaining deployments, and Phase I has two remaining deployments. Mr. Cline called for questions, and there were none.

5. FY11 PSAP GRANT GUIDELINES

Mr. Vincent addressed the Board and referred everyone to tab number 5 in the hand-outs, which contained a copy of the new Guidelines. Mr. Vincent said that there were two minor adjustments that needed to be made. One, add a ranking for “PSAP Individual Training” in Appendix D. Mr. Vincent said this was not included in the final draft of the Guidelines and should be placed just before item #31 (GIS low Priority – out of service). Second, in Appendix B, a refinement needs to be made for “PSAP Individual Training”. This refinement is that priority will be given to funding requests for programs that are in-state and are available to multiple attendees over programs that are out of state and attended only by a few. The Committee recommended that the Guidelines be approved. Chief Hanger had a question in the wording of page 12 of the document in paragraph 2 under “Consolidation Projects.” Ms. Spears-Dean addressed the question and said that the Grant Committee reviewed this particular section several times in an attempt to have the language match their intent. Chief Mastin thought the wording, as it related to PSAPs ability to participate in secondary consolidation projects, was not clear. Ms. Siegfried addressed the Board and suggested the wording of “a PSAP involvedand may request additional funding before the three year time period expires”. Chief Hanger made a motion to approve the wording as suggested by Counsel, and Mr. Shumate made a motion to 2nd the approval; all approved **12-0-0**. The Board voted to approve the two changes as well as the wording of the Grant Guidelines.

6. UPDATE ON NG-9-1-1 PILOTS

Mr. Marzolf addressed the Board and said that at the last meeting the partnership with NG had failed because of liability concerns, etc. However, staff has spent time working with the local governments on the projects since that time. Mr. Marzolf briefed the Board on the progress on the Southwest and Southside Projects. Mr. Marzolf said the Board had previously approved \$1,000,000 for Next Generation Projects for FY07 and FY08. Funds from the PSAP Grant Program also went towards these projects. Mr. Marzolf said that the good news is

that he believes sufficient funds have been allocated to continue the projects. Mr. Marzolf said that the project team may be coming back to the Board for restructuring guidance, but not for additional funding. Mr. Marzolf informed the Board that he does not have a final dollar figure for the amounts expended thus far on the projects; however, he should have this amount by the next meeting in September. Mr. Marzolf asked for questions from the Board. Mr. Cline asked about the timeline of the current project. Ms. Spears-Dean said the Southside project should be completed in about six months, and that the Southwest project, which is a phased approach for CPE and CAD replacement would take longer. Ms. Spears-Dean said that there is not a definite timeline for Southwest. However, she said that at the next meeting she would have a better idea on the timeline for the Southwest pilot. Ms. Cage asked if NG was out of the Pilots, and Mr. Marzolf said yes.

7. ENHANCE 911 ACT GRANT PROGRAM

Ms. Spears-Dean addressed the Board regarding information previously sent to members regarding a funding opportunity available through the ENHANCE 911 Act of 2004. \$43.1M has been appropriated in the E-911 Grant Program for the implementation and operation of Phase II enhanced 911 services and for the migration to an IP-enabled emergency network. This program is administered by NHTSA. The minimum grant award for Virginia is \$758,028.12. Ms. Spears-Dean said that the final rules for the grant program were published in the Federal Register on June 5th. Only states are eligible to apply and there is a 50% required match of non-federal funds. The deadline to submit an application is August 4th. Ms. Spears-Dean walked the Board through the grant submission process. She said that since hosted 911 services were identified by the 911 stakeholder community as a critical element for Next Generation 911 in Virginia, this concept would be developed into a funding request. Applicants will be notified by September 30 as to whether or not funding was approved. Ms. Spears-Dean reminded the Board that the next two funding cycles of the PSAP Grant Program will be lean, and this grant would help. Ms. Spears-Dean asked for questions. Ms. Cage asked about the State Police funding and whether or not this was going to cause a problem. Mr. Marzolf answered the question and said no because the funding is used to answer wireless 9-1-1 calls. Chief Mastin asked a question about the 50% match, and wanted to know if in reality it was a 100% match? Ms. Spears-Dean said the match has caused confusion among state 9-1-1 directors, but that they were advised by NHTSA that it was a dollar for dollar match. Sheriff Newman asked if there is a specific plan for any funds received. Ms. Spears-Dean said that the plan developed would include PSAPs from all ISP regions. Mr. Cline asked if staff was presenting a concept. Ms. Spears-Dean replied yes, and that the project plan and associated timeline would provide additional information. Chief Frankenstein said he would like to commend Ms. Spears-Dean and her staff in getting this done. Mr. Cline asked if the Board would approve. Chief Frankenstein made a motion to approve staff applying for

this grant, and Sheriff Newman 2nd the motion. All approved **12-0-0**.

8. 9-1-1 SERVICES RFP

Ms. Spears-Dean said she had hope to give a more detailed presentation; however, staff's focus was on the ENHANCE 911 funding opportunity and time did not permit the development of a presentation. The Advanced Services contracts that have been used as a contract vehicle for various PSAP studies are going away at the end of August. In place of these contracts, Ms. Spears-Dean will be working with VITA staff to develop a 911 Services RFP. Mr. Cline called for questions from the Board, and there were no questions.

9. 9-1-1 STRATEGIC AND REGIONAL PLANS

Ms. Spears-Dean addressed the Board and said that the purpose of the Regional Plans was horizontal and vertical expansion. The creation of the Regional Plans would set the stage for the next planning cycle of the Wireless Services Board's Comprehensive Plan. The remainder of this year will be dedicated to data gathering and practitioner-driven interactions. In the future, the Wireless Service Board Strategic Plan will expand horizontally across all ISP disciplines (911, GIS, and radio operability) and vertically to establish links with interoperability communications planning paradigms, such as SAFECOM. This expansion will occur through regional ISP implementation plans managed by the ISP regional coordinators and through a partnership with CICO (also conducting regional plans and its own baseline initiatives). At the September Board Meeting Ms. Spears-Dean will start reporting on the Regional Plans. By the January Board meeting there will be an over-view given on an integrated macro/micro planning approach. The target completion date is Q3 with a report out to the Wireless Service Board at the September 2009 meeting. Ms. Spears-Dean said that the ISP Regional Plans are executable documents. Sections of the Regional Plans include: Part I: Status of Region; Part II; Regional interpretation of components of the Comprehensive 911 Plan; Part III: PSAP Grants. Ms. Spears-Dean asked for questions from the Board, and there were none.

10.COORDINATED PLANNING & OUTREACH

Ms. McGeorge addressed the Board and gave an update on "Joint Regional Planning." CICO and ISP have undertaken regional planning efforts and will be working in concert to share resources, promote common outcomes, and coordinate efforts. They will share resources such as: RPAC-I structure and participants and the ISP Regional Coordinators. The common outcomes they hope to achieve are: Baselines (CICO and WSB); regional plans, and interlocking strategic plans. They have coordinated efforts for outreach (Synergy of PSAPs and RPAC-Is); metrics/milestones and timelines have been syncing up. Ms.

McGeorge asked for questions, and there were none. Mr. Cline complimented Ms. McGeorge and Ms. Spears-Dean on working together.

11. OLD BUSINESS

Update on PSAP Grant Committee: Ms. Spears-Dean said that the online PSAP Grant Application should go live by the end of August. Ms. Nicholson is working with Timmons, and everything is on schedule. There will be a 60 day window for grant applications; preceded by an opportunity to complete the annual True-up. The True-up application is also being updated. Ms. Spears-Dean said that both processes will be the same and that the applications should be available soon.

Update on Wireless Funding Committee: Ms. Spears-Dean addressed the Board and provided an update. She said that in the 2006 General Assembly session code was changed and the Board approved a new funding methodology. This new methodology has been in place for three years. The result each year, for the past three years, has been that some localities have gotten more and others less. Ms. Spears-Dean said that she thought the Board needed to revisit the overall funding methodology, including the decision to keep or do away with the annual recalculation of the wireless funding distribution percentage, and any necessary legislative changes. Mr. McAvoy asked for clarification of the calculation process. Ms. Spears-Dean explained this process. Ms. Spears-Dean said a realization of the current funding methodology is that local governments, which contribute the most to PSAP operations with local dollars, receive a greater share of wireless funding. Mr. McAvoy commented that given current market penetration rates of wireless devices, you will start seeing a leveling-off of funding due to saturation. Mr. Marzolf expanded upon the previous comments regarding the annual recalculation. Mr. Knapp then asked if you do not do the recalculation, would you freeze percentages at the current amount. Mr. Marzolf said you could, but the larger issue has to do with forecasting and local budgets. Until the recalculation is done each October, it is difficult to predict what wireless funding will be in the upcoming fiscal year, which impacts the budget planning process for local governments. Mr. Cline asked if anything is lost in eliminating an annual recalculation. Mr. Marzolf said he did not know if that is an issue. Mr. Knapp said he needed more information on the recalculation process and different scenarios of “locking-in” PSAP percentages. His recommendation was to look at the previous three fiscal years. Ms. Spears-Dean said staff can address this at the September Board meeting. Mr. Knapp said he thinks the object is predictability, fairness and forward looking. Lt. Col. Kemmler asked who developed the cost calculation. Mr. Marzolf said it is in the Code. Mr. Cline asked if the Board could modify the percentages. Ms. Spears-Dean said yes. Mr. Cline said that he is not sure the Board has everything it needs to evaluate the funding recalculation. Mr. Cline asked staff to reach out to the Regions and do some research and report

back at the September meeting with some recommendations. Mr. Marzolf asked if the Board is asking to change the funding methodology and Mr. Cline responded that the prerequisite for any action would be a staff report at the September meeting. Ms. Spears-Dean said that staff has already completed some preliminary work on possible scenarios. Mr. Cline requested that these scenarios be included in a staff presentation at the September meeting.

12. NEW BUSINESS

Ms. Spears-Dean informed the Board that it needs to appoint a Vice Chair. Mr. Cline asked for nominees or a volunteer. There were no volunteers. Mr. Cline asked for nominees. Mr. Shumate nominated Mr. Vincent; however, he declined. Mr. Vincent recommended Mr. Knapp. Mr. Knapp said that he would be happy to accept the nomination. Sheriff Newman made a motion to approve Mr. Knapp as the Wireless Service's Board Vice Chairman, and Mr. Vincent 2nd the motion. All approved **12-0-0**.

Mr. Cline addressed the Wireless Service Board and reminded members that at the last Board meeting staff was asked to prepare a report for the July meeting regarding member rotations and reappointments for the PSAP Grant Committee. The PSAP Grant Guidelines recommends two- and three-year staggered appointment for members, but a determination was never made for each member position. Mr. Cline asked Ms. Spears-Dean for an update. As approved by the chair, Ms. Spears-Dean reported that the APCO, NENA, and three at-large positions would have a two-year term and the two PSAP and two Board positions would have a three-year term. Committee members whose terms would end on 07/23/09 are: Bill Agee, Jane Areson, Mike Edwards, Constance McGeorge, and George Thomas. Committee members whose terms would end on 07/01/10 are: Tim Addington, Fred Vincent, Chief Frankenstein and Greg Staylor (see slide). Mr. Vincent said that the committee is a good group of people that works together well. Mr. Cline said that the Committee needs to maintain its collective experience and institutional knowledge moving forward. Mr. Agee addressed the Board and asked if they would delay a final decision until the next meeting. Mr. Agee recommended that the two PSAP positions and two Board positions not be grouped together. Mr. Cline added that moving forward all Committee appointment could be for three years. Ms. Spears-Dean pointed out that currently the PSAP Grant Committee is not in accordance with the Guidelines, and if no action was taken at today's Board meeting, than the Board would also need to approve an amendment to the FY 11 Guidelines. Ms. Siegfried said she recommends that the Board be consistent with the Guidelines. Mr. George Thomas addressed the Board and said that term limits should be staggered three year terms and that this issue has been a hold-over from day one. Mr. Cline asked if the Board would be willing to delay a decision, preferring to handle this at the September meeting. All were in agreement.

Ms. Spears-Dean addressed the Board and said that she has received a draw down request from APCO from the PSAP Scholarship Program for the Fall Conference. She recommended that this request be processed. All were in agreement.

Ms. Spears-Dean also said that staff has begun working on the FY 09 Annual Report and a draft would be available to the Board by the end of August.

Mr. Heins addressed the Board and requested that the Regional Coordinators be allowed to attend the APCO Fall Conference to conduct a grant workshop. Mr. Heins asked for the Board's support and permission from Ms. Spears-Dean and Mr. Steve Marzolf for the Regional Coordinators to attend the Fall APCO Conference. Ms. Cage commented that she agreed with the request. Mr. Vincent said that Mr. Marzolf and Ms. Spears-Dean would probably not be opposed to the request if APCO agreed to pay the cost. Ms. Spears-Dean said she is not opposed to the Regional Coordinators conducting a grant workshop or any other PSAP-related program at the Fall Conference. Mr. Simonoff addressed the Board and said that all discretionary spending is prohibited and approval would need to come from above the agency level. It would be up to the Cabinet Secretary to make a decision as to whether or not travel is necessary. Mr. Cline said it is reasonable that APCO ask for the Board's support for the request; but recognized that it would have to be reviewed at the Secretariat level. Mr. Cline thought the request would be approved if there was no cost to the Commonwealth.

Mr. Cline asked for public comment. There was none.

13. ADJOURN MEETING OF THE BOARD

Mr. Cline adjourned the meeting at 12:26 PM. The next meeting is September 24th.

Respectfully Submitted:

Terry D. Mayo

(Date)