

Regional Advisory Council Meeting April 5, 2016 VITA-CESC

Members Present

Allan Weese Joell Kight Nicki Tidey Melissa Foster
Jolena Young Terry hall John Powers Steve McMurrer
Michele Surdam

Members on Audio Bridge

Charlie Udriet Jason Malloy Virginia Fowler Carl Levandoski

Staff Present

Dorothy Spears-Dean Steve Marzolf Stefanie McGuffin Lewis Cassada

1) Call Meeting to Order

The meeting of the Regional Advisory Council began at 10:00AM. Council members introduced themselves. Mr. Terry Hall asked for a moment of silence in memory of Trooper Chad Derymer.

2) Approve Minutes from the March 8th Meeting

Mr. Terry Hall asked for approval of the March 8th meeting. Mr. Allan Weese made a motion to approve the minutes. Mr. Steve McMurrer seconded the motion. The motion passed 9-0-0.

3) Prioritization of Tasks

Ms. Dorothy Spears-Dean reviewed twenty-three tasks, from which the Council would select their top five priorities. There was Council discussion. The Council voted for their top five choices. After discussion, the Council decided to keep six tasks, and each of the Regions selected one of the tasks to lead. They were:

- Create a baseline level of service and capabilities document. – 10 votes (Region 5)
- Create a 9-1-1 stakeholder communications plan – 6 votes (Region 1)

- Create NG9-1-1 deployment and sustainment funding strategy – 6 votes (Region 4 and Region 7)
- Development PSAP baseline level of service and capabilities budgets. – 5 votes (Region 3)
- Create a 9-1-1 clearing house. – 5 votes (Region 6)
- Conduct staffing analyses – 4 votes (Region 2 / APCO / NENA)

ISP staff would provide a project plan template to the Task Leads, and ISP staff would assist the Task Leads with conference bridges and/or WebEx. The individual Committees will report their progress at the next meeting on April 26th.

4) Best Practices

Ms. Spears-Dean gave the Council background information on what ISP Staff has been doing with Best Practices, and the Best Practices Working Group. ISP has produced two documents, the first on call handling and the second on addressing. Ms. Stefanie McGuffin continued the Staff presentation. For 9-1-1 Best Practices, Staff focused on 9-1-1 call handling, QA/QC of 9-1-1 call processing, and disaster recovery/contingency planning. For GIS Best Practices, Staff identified 9-1-1 addressing, MSAG-ALI database comparison, GIS for local government, GIS to PSAP data transfers, QA/QC of data and maps, GIS asset management, and finding contractors for GIS projects. There was Council discussion. Mr. Steve Marzolf stated a charter needs to be developed. Mr. Hall supported the adoption of these items, and the RAC is the appropriate place to review them and then bring them to the E-911 Board. ISP Staff will work with VA APCO to develop a charter and a process document that will guide the development of Best Practices. Those draft items will be presented to the Council on their next call.

5) Data Analytics Project Path Forward

Ms. McGuffin presented the path going forward for the Data Analytics project. The background, the needs, and the benefits of the ECaTS solution were discussed. The actions taken at the March 12th E-911 Board Meeting were covered. The draft of the Data Sharing agreement was discussed. FOIA, requests for data, and data retention were reviewed. It would be up to the individual policies of each locality as to who would be able to approve the installation of the ECaTS equipment. PSAPs would be able to change their levels of access. Staff and Council discussed whether or not the program would be mandatory or voluntary. The staff recommendation would be conditionally mandatory based on financing as long as the board pays for ECaTS. Council and Staff reviewed continued planning and outreach efforts including webinars, demonstrations, and presentation at the next Board meeting. There was additional discussion on the mandatory vs. optional decision the Board will make, and the impact on the rollout.

6) Public Comment

Mr. Hall asked for any public comments. Mr. Jason Malloy commented on the Spring APCO/NENA conference in Virginia Beach.

7) Wrap-Up

Ms. Dorothy Spears-Dean reviewed the topics covered this meeting. The next meeting of the RAC would be on April 26th.