

Regional Advisory Council Meeting April 26, 2016

Members on Audio Bridge

Allan Weese	Charlie Udriet	Joell Kight	Melissa Foster
Jolena Young	John Powers	CW Thomas	Steve McMurrer
Michele Surdam	Carol Adams	Jeff Shupe	Kurt Plowman
Carl Levandoski	Nicki Tidey		

Staff Present

Dorothy Spears-Dean Stefanie McGuffin Lewis Cassada

1) Call Meeting to Order

The meeting of the Regional Advisory Council began at 2:00PM. Ms. Dorothy Spears-Dean performed a roll-call of the members on the audio bridge.

2) Approve Minutes from the April 5th Meeting

Ms. Spears-Dean asked for approval of the April 5th meeting. Ms. Jolena Young made a motion to approve the minutes, with a correction clarifying that Regions 4 & 7 are assigned the NG9-1-1 Deployment & Sustainment Funding task item. Mr. Allan Weese seconded the motion. The motion passed 13-0-0.

3) Project Plans for Priority Tasks

Ms. Spears-Dean reviewed the six priority tasks. Leads from each project team presented their project plans

- Priority 1 – Create a baseline level of service and capabilities. The project plan was presented by Ms. Spears-Dean on behalf of Region 5.
- Priority 2 – Create a 9-1-1 stakeholder communications plan. The project plan was presented by Mr. Weese.

- Priority 3 – Create NG9-1-1 deployment and sustainment funding strategy. The project plan was presented by Mr. Steve McMurrer.
- Priority 4 – Develop PSAP baseline level of service and capabilities budgets. The project plan was presented by Ms. Melissa Foster.
- Priority 5 – Create a 9-1-1 clearinghouse. The project plan was presented by Mr. John Powers.
- Priority 6 – Conduct staffing analyses. The project plan was presented by Ms. Joell Kight.

Ms. Spears-Dean discussed the next steps for the project plans. Plans should be finalized by the May 24th conference call. Staff will assist with identifying resources, dependencies, and risks. Staff will also develop a master calendar of task-related deliverables.

4) Best Practices

ISP staff will assist VA APCO in developing a charter and a process document to help guide the development of best practices. The report will be provided at the May 24th conference call.

5) Data Analytics / ECaTS

Ms. Spears-Dean reviewed the revised Data Sharing agreement that has posted to the ISP website. ISP staff will provide additional outreach on three dates: April 27th (via webinar), May 5th (at the VA NENA conference), and May 12th (at the E-911 Board meeting). There was Council discussion on the agreement being reviewed by State and Local counsel, and the development of a proposed implementation schedule.

6) Public Comment

Ms. Spears-Dean asked for public comments. There were none.

7) **Wrap-Up**

Ms. Dorothy Spears-Dean announced that the May 10th call would be cancelled. The next call would be on May 24th. At that call, project plans should be finalized, an update on best practices will be provided, and next steps will be discussed. There were no further comments. The meeting of the Regional Advisory Council ended at 3:00PM.