

Regional Advisory Council Meeting

September 26th, 2017 10:00AM

Council Members in Attendance

Steve Weis	Gerald Smith	Ben Duncan	Terry Hall
Rebekah Craft	Steve McMurrer	Michele Surdam	Kurt Plowman
Jason Malloy	Stephen Williams	Sharon Brady	

Staff in Attendance

Dorothy Spears-Dean Stefanie McGuffin Steve Marzolf

1) Call Meeting to Order

The meeting of the Regional Advisory Council was called to order by Mr. Terry Hall at 10:00AM.

2) Approval of the September 13th Minutes

Mr. Hall asked for a motion to approve the minutes from September 13th. Mr. Stephen Williams made the motion to approve, and Ms. Michele Surdam seconded it. The motion passed without opposition.

3) Statewide NG9-1-1 Solutions Provider

Ms. Spears-Dean reviewed the Statewide NG9-1-1 Solutions Provider information presented at the 9-1-1 Board Meeting on September 14th. The contract was awarded to AT&T/West. Language included in the contract enables Virginia local governments to also use the contract. It's the opinion of ISP Staff if we undertake our own RFP, the outcome would likely be the same. If we select another vendor, PSAPs can still use Fairfax's contract because of the rider. Procurement is a local decision. Additionally, we have limited internal support for a statewide RFP process due to the VITA/NG disentanglement underway. Staff is still analyzing the contract and pricing. Cost elements including local access diversity and GIS prep work are being reviewed. Board decision/direction is still needed to enable

ISP staff to move forward. Staff will present at the next Board meeting a NG9-1-1 solution, after which the Board would recommend that solution to the localities if they approve. Staff will need to develop 2020 NG9-1-1 funding guidelines; a PSAP grant meeting will be held on December 8th. Legislative negotiations will still continue until the next General Assembly session begins and NG9-1-1 readiness checklists and implementation plans have a deadline of June 30th, 2018. There was staff/council discussion. Consensus is that another meeting to discuss the recommendation is needed. This would give time for the RAC to reach out to constituents and receive feedback. Staff is waiting on additional cost elements from AT&T and a finalized statewide transition plan.

4) Priorities and Tasks

Ms. Spears-Dean reviewed Priorities and seven Tasks. The number one priority is NG9-1-1 Readiness; Technology, GIS data, and Human Resources. The other two priorities are COOP and Communications/Workflows. Staff will take on developing the project plans for the tasks, and then reach out to the RAC for the organization of task workgroups. There was Staff/Council discussion of the initial Staff draft of the project plans. The four new tasks are adopt and create baseline 9-1-1 professional and technical support staff development criteria; develop COOP template for Virginia PSAPs; identify ways to improve 9-1-1 and GIS coordination; and conduct GIS database review. The three ongoing tasks are Communications Plans and Clearinghouse; PSAP NG9-1-1 implementation plans; and standards development workflow document. There was Staff/Council discussion. The expectation is that RAC members will participate in at least one task workgroup. Each group will have a project plan. There will be progress reports and work products need to be complete by June 30, 2018. Ms. Spears-Dean will work to develop two draft project plans and identify chairs from the RAC members before the next RAC call. Ms. Spears-Dean presented a Task Completion schedule.

5) Best Practices

Ms. Stefanie McGuffin reviewed Best Practices for the council. The goal is to complete 6 to 8 documents over the next two years. ISP staff will create a framework draft document for each BP topic. Workgroups would be organized to refine and fully develop those BP draft documents. The prioritized topic chart was reviewed. Best Practices for Development were reviewed; 9-1-1 Dispatching; Optimal PSAP Staffing Structure; GIS QA/QC; GIS Data Standards; Wireless 9-1-1 Training. Ms. McGuffin reviewed the BP development schedule. The 9-1-1 Dispatching BP is in progress. Optimal PSAP Staffing Structure would be completed in December 2017. GIS QA/QC and GIS Data Standards would be completed by the end of Q1 2018. (Dates are for Draft development). Final acceptances would be in Q1/Q2 2018. Staff will put together a framework for these documents and then solicit workgroup participants.

6) Updates and Reminders

Ms. Spears-Dean reminded the group that the deadline for PSAP Grants is 5:00PM Monday October 2nd.

7) Public Comments

Mr. Hall discussed the need for Virginia State Police needing NG9-1-1 CPE in their dispatch centers. Mr. Marzolf stated the VSP is procuring CPE equipment. Mr. Hall also commented on Virginia not being on the FCC Diversion list.

8) Next Meeting

The next meeting of the RAC is on October 10th at 2:00PM.

9) Adjourn

The meeting of the Regional Advisory Council ended at 11:30AM.