

# Regional Advisory Council Meeting

## Tuesday, April 25<sup>th</sup>, 2017

### Council Members on Audio Bridge

Joell Kight      Melissa Foster      Jolena Young      John Powers  
Terry Hall      Tony Castillo      Steve McMurrer  
Jason Malloy      Virginia Fowler      Carl Levandoski

### Staff Members on Audio Bridge

Dorothy Spears-Dean      Stephanie McGuffin      Steve Marzolf

#### 1) Call the Meeting to Order

Mr. Terry Hall called the meeting to order at 10:00AM. Ms. Dorothy Spears-Dean performed a roll call for the Council members on the audio bridge.

#### 2) Approval of the Minutes from March 30<sup>th</sup>

Mr. Hall called for a motion to approve the minutes from the March 30<sup>th</sup> meeting. Mr. John Powers made the motion, and Ms. Joell Kight seconded it. The motion was approved without opposition.

#### 3) Election and Appointments for RAC 2.0

Ms. Spears-Dean discussed the election and appointment process for RAC 2.0. It will be the same process as RAC 1.0. Ms. Spears-Dean said that the announcement has been sent to the PSAP Listserv soliciting candidates for PSAP representatives. Required materials are due by May 10<sup>th</sup> and elections will take place from May 15<sup>th</sup> to May 26<sup>th</sup>. Ms. Kight said that the APCO Board would like for the current RAC 1.0 to approve the RAC 2.0 charter, and then the new RAC would be able to modify the charter. There was discussion about the 2.0 Charter being a draft document, not a final document. It can be modified until the RAC 2.0 adopts it.

#### 4) Standard Capabilities and Services Document

Mrs. Spears-Dean discussed the Standard Capabilities and Services Document. She stated that the document would be reviewed annually for potential updates. The PSAP Grant Program may provide funding for components of some standards, but not for all. Many components are funded locally and will need to continue to be funded in this manner. Capabilities and services that are required are noted with a “must” or “shall” statement, and those that are recommended or suggested are noted with a “should” or “may” statement. Ms. Spears-Dean said there were no revisions since the last call, and asked for its acceptance from the Council. Ms. Kight stated there were concerns about

the review period for the final draft, and the review timeline for Best Practices. There was staff/council discussion. Ms. Kight made a motion to accept the Standard Capabilities and Services document, to have it be presented to the Board on May 11<sup>th</sup>, with a recommendation to the Board that there be an open comment period, the document posted to the VITA website, and with final approval at the July E9-1-1 Board Meeting. Mr. Jason Malloy seconded the motion. The motion passed without opposition.

**5) Best Practices**

Ms. Stefanie McGuffin presented an update on Best Practices. The 9-1-1 Addressing Operational & Administrative Best Practice, and Public Safety Call Processing Best Practice are ready to take to the Board at the May 11<sup>th</sup> meeting. Ms. Kight made a motion to accept the two Best Practice documents, have them presented to the Board on May 11<sup>th</sup>, with an open comment period, and final approval in July. Mr. John Powers seconded the motion. There was staff/council discussion. Ms. Kight amended her motion. The new motion was to accept the two Best Practice documents, have them presented to the Board on May 11<sup>th</sup>. Mr. John Powers seconded the motion. The motion passed without opposition. Ms. McGuffin presented the Call Routing Best Practice. It is ready for acceptance and release to stakeholders. There was staff/council discussion. Council consensus was to have the Call Routing Best Practice re-vetted by the PSAP Listserv members for 30 days. Ms. McGuffin reviewed the Best Practice flow chart, the need to define the workgroup, and have a goal to compile a draft best practice within 45 days. Also reviewed were the timelines for draft release and review. There was staff/council discussion. The future best practice topics of Dispatching, Governance, and Staff Retention were discussed.

**6) PSAP Budget Survey Analysis**

Ms. Spears-Dean discussed the PSAP Budget Survey data. The purpose of gathering the data was to see if the data collected through the survey could be used to identify any potential financial gaps that would impede the deployment of NG9-1-1 in Virginia. The data analyzed were call handling equipment, CAD, mapping, and voice logging. The graphs of the results were presented. Also discussed were critical infrastructure costs, which is in line with the deployment cost model. Personnel costs would be discussed further at the next meeting.

**7) Public Comments**

The next RAC call is scheduled for May 9<sup>th</sup>.

8) **Adjourn**

The meeting ended at 11:40AM.