

Regional Advisory Council Meeting

Tuesday, November 8th, 2016

Council Members on Audio Bridge

Allan Weese Charlie Udriet Joell Kight Melissa Foster Jolena Young
Terry Hall Tony Castillo Steve McMurrer Michele Surdam Carol Adams
Jason Malloy Kurt Plowman Virginia Fowler

Staff Members on Audio Bridge

Dorothy Spears-Dean Steve Marzolf

1) Call the Meeting to Order

Mr. Terry Hall called the meeting to order at 2:00PM. Ms. Dorothy Spears-Dean performed a roll call for the Council members on the audio bridge.

2) Approval of the Minutes from November 1st

Mr. Hall called for a motion to approve the minutes from the November 1st meeting. Mr. Allan Weese made the motion, and Ms. Joell Kight seconded it. The motion was approved with no opposition.

3) PSAP Baseline Services and Capabilities Document

Mr. Hall reviewed the progress of the work group developing the PSAP Baseline Services and Capabilities Document. The purpose of work group is to create a document to define the operational and technical baseline levels of services and capabilities to include wireline, wireless, VoIP, EMD, location, security, NG9-1-1 Core Services (call routing, transferability, disaster recovery, TDD, and Text-to-9-1-1. Their goal is to establish descriptions of baseline levels of services and capabilities of 9-1-1 that will be used as a guide to ensure that localities are able to find a balance between requirements and local authorities. The major sections discussed in Mr. Hall's presentation were the provision of 9-1-1 & operations, recruitment and professional development, technical systems, data development/maintenance/support, analysis and planning. There was staff/council discussion.

4) PSAP Baseline Services & Capabilities Budgets Survey

Ms. Melissa Foster reviewed the progress of the work group developing the PSAP Baseline Services & Capabilities Budgets Survey. The purpose of the work group is to identify estimated costs for baseline services and capabilities and focus on closing the gaps, if any exist, with current funding model. They will also determine procurement authority. They have identified eleven survey categories : Personnel , computer aided

dispatch (CAD), call handling equipment (CHE), connectivity/infrastructure, voice/data recorder, GIS/mapping, facilities, office operations, mass notification system, public education, contracted services. Ms. Spears-Dean discussed how the survey will be combined with the annual locality profile update performed by ISP Staff. There was staff/council discussion.

5) 9-1-1 Communications Plan – Website Project

Mr. Allan Weese reviewed the progress of the work group developing the 9-1-1 Communications Plan. A piece of the overall communications plan is a web site. Mr. Weese discussed their draft document that contains the goals of the website, target audiences, scope, funding, ownership & management, planning and site content. There was staff/council discussion.

6) 9-1-1 Funding Analysis

Ms. Spears-Dean gave an update on the Funding Analysis document. A draft will be available soon, and in a standard white paper format. All of the additional work product will be available in a reference guide. The goal is to have it ready by the end of November or beginning of December.

7) Project Plan Updates

- Mr. Hall had no additional updates for the Baseline Services work group.
- Mr. Weese had not additional updates for the Communications Plan work group.
- There were no additional updates from the 9-1-1 Funding work group.
- Ms. Foster had no additional updates for the Baseline Services and Capabilities Budget work group.
- There were no additional updates from the 9-1-1 Clearing House work group.
- Mr. Jason Malloy said they were still working on the occupational analysis for the GIS position for the Staffing Analysis work group.

8) Public Comments

Mr. Hall asked for any public comments. There were none.

9) Next Meeting Dates of the Regional Advisory Council

Ms. Spears-Dean said the next meetings of the RAC will be on Tuesday November 22nd and Tuesday November 29th.