

**9-1-1 Service Board Meeting  
May 20, 2019  
CESC**

<b>Members Present:</b>	Jeffrey Stern – Chairman	Kevin Hall – Vice Chairman
	David Von Moll – Comptroller	Danny Garrison
	Jolena Young	Pete Hatcher
	Scott Garber	Lee Miller
	Kelvin Wright	
<b>Members Absent:</b>	Seth Weise	Mary Blowe
	Bruce Edwards	Jeffrey Merriman
	Gary Critzer	Nelson Moe
	Terry Ellis	
<b>Advisor Present:</b>	Shawn Talmadge	
<b>AG Present:</b>	Joshua Heslinga	Julie Whitlock
<b>Remote</b>	Roanoke	Culpeper
	Abingdon	
<b>Staff Present:</b>	Dorothy Spears-Dean	Stefanie McGuffin
	Steve Marzolf	Joe Sewash
	Lewis Cassada	

**1. CALL TO ORDER**

Chairman Stern called the meeting of the 9-1-1 Service Board to order at 10:01 AM

Coordinator Spears-Dean did a roll call of the remote sites. All were accounted.

**2. APPROVAL OF THE MINUTES FROM MARCH 14, 2019**

Chairman Stern called for a motion to approve the March 14, 2019 Board Minutes, which had been distributed prior to this Board Meeting. Kelvin Wright made a motion to approve the Minutes, and Lee Miller 2<sup>nd</sup> the motion to approve. The Minutes were approved; **9-0-0**.

**3. NG9-1-1 DEPLOYMENT UPDATE**

Prior to giving an update on the NG9-1-1 Deployment, Coordinator Spears-Dean

gave the Board an update on the Virginia Beach RFP, and said it is on schedule.

Steve Marzolf addressed the Board and said he wanted to give the Board an update on NG9-1-1 Deployment since the last Board meeting. He said that the NOVA Deployment Schedule is now for August or September as that is when the Vesta product will be certified for Fairfax. Mr. Marzolf informed the Board that he is not going to ask for a vote on the schedule adjustment. He said the adjustment is not just impacting Virginia, but it is also impacting Kansas as well. Mr. Marzolf then asked for questions from the Board. Chairman Stern asked if technology projects have scheduled interruptions, and if staff put basic slack time in the project, or will the Board have to come in and vote to change the schedule each time. Mr. Marzolf said the slack time that was anticipated was not enough. However, he is not worried, as it is the first one up that is the challenge, and the others should fall in place.

Coordinator Spears-Dean talked about the expanded scope and process. She said that the Deployment Plan was voted on last year. She said that the Board has begun to approve funding requests and staff is looking at next steps to support the awards and projects. Coordinator Spears-Dean said that staff wants to keep an eye on the budget and make sure the three year planning documents for 9-1-1 and GIS take these next steps into account. She said that staff will continue to review planning documents and will provide updates at future meetings.

Jolena Young addressed the Board and talked about the NG9-1-1 Sustainable Funding Committee. Ms. Young informed the Board that the Committee has had a couple of meetings since the last Board meeting. She said that the Coordinator's team is doing some revenue and cost analysis. She said that VML has referenced the CUST study and the Committee is looking at 9-1-1 financial information contained in the study. Ms. Young said that the Committee feels strongly that the Committee needs some input from the 9-1-1 Community, so they are working with the Regional Advisory Council (RAC) and looking at ways costs can be reduced by distributing a survey. They are also looking at the methodology for distributing the funding. She said they are looking at if the split is correct between the monthly distribution and the grants, or if everything should stay as is or should there be changes.

Coordinator Spears-Dean then gave a short recap on where the Committee is with NG9-1-1 GIS data. She informed the Board about a meeting they had at Virginia Beach with West Safety a week ago. She said that they are continuing to work with localities (based on PSAP Boundaries), and have issued a tools document as a resource to PSAPs. She said they have continued to work all aspects of the Deployment Process.

#### **4. NG9-1-1 FUNDING REQUESTS**

Coordinator Spears-Dean addressed the Board and said she received funding requests from 12 localities. The requests totaled \$8,392,441.32. Coordinator Spears-Dean went over the PSAPs that submitted requests. She said that the PSAP Grant Committee and staff have reviewed the funding requests. They are asking the Board to approve the amount of \$8,392,441.32 in funding requests. Chairman Stern called for questions and a motion to approve from the Board. Mr. Danny Garrison made a motion to approve the requests; and Kelvin Wright 2<sup>nd</sup> the motion for approval. Chairman Stern then asked Mr. Marzolf if staff could do a press release. Mr. Marzolf said staff had not, but could do so. Chairman Stern then called for a vote. The motion passed **8-0-1** (Mr. Pete Hatcher with AT&T abstained).

Coordinator Spears-Dean informed the Board that staff has received several grant extension requests. She said that these requests were reviewed at the PSAP Grant Committee meeting on Tuesday, May 14, 2019. The localities requesting grant extensions were: Arlington, Charlottesville, Halifax, Norfolk and Tazewell. Chairman Stern called for a motion to approve the grant extension requests. Jolena Young made a motion to approve the requests, and Kevin Hall 2<sup>nd</sup> the motion to approve the requests. The motion was approved; **9-0-0**.

#### **5. FY 20 PSAP GRANT GUIDELINES**

Coordinator Spears-Dean addressed the Board and said the Guidelines contain the two current funding programs: N9-1-1 Migration Program and PSAP Education Program (PEP). She said that the change in wireless funding to 40% for grants has been made in the Guidelines. She said that the financial language from the grant management process document has been included in the payment request process section in the Guidelines. Coordinator Spears-Dean said that NG9-1-1 Migration Program remains unchanged. She informed the Board that staff will begin preparing progress reports for PSAPs awarded NG9-1-1 funding. She said that the reporting schedule has been established and it uses the same dates as the funding request schedule. Coordinator Spears-Dean said the PEP will remain intact with no changes with the exception of adding “subscription-based learning programs” as an allowable use of grant funds. Coordinator Spears-Dean said that the new item included in the Guidelines is the “Text-To-911” Program. She said that funding is available in PSAPs’ Migrations Proposals for Text-to-9-1-1 implementations. However, Coordinator Spears-Dean said that staff has to make sure that transitional funding is available to PSAPs prior to NG9-1-1 deployment in order to meet the legislative requirement of July 1, 2019. She said that if PSAPs have already implemented Text-to-911 they are not eligible. The funding request will be for three (3) years from the date of approval by the Board, or until

the PSAP deploys NG9-1-1, whichever is sooner. The draft Guidelines document was reviewed by the PSAP Grant Committee at the May 14<sup>th</sup> meeting. Coordinator Spears-Dean said the Committee is recommending approval of the document. Chairman Stern called for questions from the Board. Danny Garrison asked if the Secondary PSAPs will be eligible to apply. Coordinator Spears-Dean said yes. Chairman Stern then called for a motion for approval from the Board. Kevin Hall made a motion to approve the recommendation; and Danny Garrison 2<sup>nd</sup> the motion for approval. All approved; **9-0-0**.

## **6. COIA TRAINING**

Joshua Heslinga addressed the Board and said that he brought Julie Whitlock, Senior Assistant Attorney General at the Attorney General's Office, with him to talk to the Board about COIA. Ms. Whitlock addressed the Board and gave a brief presentation on the State and Local Conflict of Interest. She said that the OAG looked at the topic of Money and Gifts (COIA today where members have a personal interest in a Contract with the Board). She talked about the difference between contracts and grants. She talked about filing the statement of economic interest form. Ms. Whitlock said that failure to file results in a \$250 fine. She talked about why it is important to comply with COIA. She said that if you violate the process, you could end up with a misdemeanor; negative publicity for the Board; and a violation of public trust. She went over what is a personal interest, and personal interest in a transaction. Ms. Whitlock said that the Virginia Conflict of Interest & Ethics Advisory Council and the Attorney General Office can give advice. She also said that the process changes with each Administration, but Joshua Heslinga can keep the Board informed.

## **7. OLD BUSINESS**

- **Update on Federal 9-1-1 Grant:** Coordinator Spears-Dean addressed the Board and said that the Commonwealth submitted a Federal 9-1-1 Grant on March 27<sup>th</sup> which had a deadline filing date of April 2<sup>nd</sup>. Coordinator Spears-Dean said that staff has received an email from the Program Administrator on the eligible use of funds. They wanted more information on the Diversity Projects. Coordinator Spears-Dean said the additional information was provided and staff should know by the next Board Meeting the outcome, and will brief the Board.

## **8. NEW BUSINESS**

- **Regional Advisory Council (RAC) Report:** Coordinator Spears-Dean gave a short report on the RAC. She said that the RAC is reviewing the election and appointment process for members of the

new RAC. She also said that the RAC is also reviewing the draft Charter for this new group.

- **Travel Assistance for VA NENA:** Coordinator Spears-Dean addressed the Board and said that approval of the VA NENA Travel Assistant rate is needed. Approval in the amount \$112 is being requested for each reimbursement request, and is within the GSA schedule. Coordinator Spears-Dean said that staff has started receiving reimbursement requests, and VITA Finance has approved the amount requested. Chairman Stern called for approval of the travel assistance rate. Lee Miller made a motion to approve the request, and Jolena Young 2<sup>nd</sup> the motion for approval. All approved; **9-0-0**.

**9. PUBLIC COMMENT**

**Abingdon** – None

**Roanoke** - None

**Culpepper** - None

**On-Site** – None

**10. ADJOURNMENT OF THE MEETING**

Chairman Stern called for a motion to adjourn the meeting of the 9-1-1 Service Board. Lee Miller made the motion, and Danny Garrison 2<sup>nd</sup> the motion. All approved; **9-0-0**, and the 911 Service Board Meeting was adjourned at 10:49 AM.

The next meeting of the 9-1-1 Service Board will be held on Thursday, July 11, 2019 at the Commonwealth Enterprise Solution Center (CESC).

**Respectfully Submitted:**

---

**Terry D. Mayo**

**(Date)**