

PSAP Grant Committee

Purpose

The PSAP Grant Program financially assists primary PSAPs and secondary PSAPs currently served by a selective router pair with NG9-1-1 migration costs identified in each PSAP's migration proposal. The program also provides funding to primary PSAPs for 9-1-1 and GIS education and training prior to NG9-1-1 deployment. Funding is made available through the Code of Virginia and administered by the 9-1-1 Services Board (the Board).

The PSAP Grant Program has been established in the Code of Virginia, §56-484.17(D):

Wireless E-911 Fund; uses of Fund; enforcement; audit required:

... 40 percent of the Fund shall be distributed to PSAPs or on behalf of PSAPs based on grant requests received by the Board each fiscal year. The Board shall establish criteria for receiving and making grants from the Fund, including procedures for determining the amount of a grant and payment schedule; however, priority shall be given to grants that support the deployment and sustainment of NG9-1-1.

The PSAP Grant Committee (PGC) is as a committee of the Board. Its purpose is to recommend grant guidelines and funding priorities to the Board for the implementation of the statewide Next Generation 9-1-1 (NG9-1-1) emergency communications system and addressing training/educational needs of public safety communications and GIS personnel (in support of 9-1-1).

Membership

The Board chairperson makes appointments to the PSAP Grant Program's Grant Committee. Membership to the PGC will be staggered and appointments are made for two-year terms. Members can be reappointed for only one additional consecutive term. Committee members are appointed and serve at the discretion of the Board's chairperson. At all times, the Grant Committee membership shall consist of at least two current Board members.

Members of the PGC should adequately represent the following: geographic diversity of the Commonwealth, the varied operational capacities of Virginia primary PSAPs, diversity, equity, and inclusiveness that is representative of the Commonwealth, and public safety professional organizations. Membership can be fluid and updated based on the needs of the Board. Accordingly, a nine-person PGC is established, consisting of the following individuals:

- Two Board members (one of which will chair the committee)
- Four primary PSAP representatives (two of which will represent APCO and NENA)
- Three at-large members

Members with the same organizational affiliation will have different reappointment and replacement schedules:

- Replacement/Reappointment Schedule 1:
 - one Board member (co-chairperson)
 - two primary PSAP representatives (one of which will represent APCO)
 - and two at-large members
- Replacement/Reappointment Schedule 2:
 - one Board member (chairperson)
 - two primary PSAP representatives (one of which will represent NENA)
 - and one at-large member

Upon the failure of any member to attend three successive meetings, without sufficient reason to each meeting missed, his/her membership on the PGC shall terminate. The decision of the Board chairperson as to the sufficiency of such excuses, and allowing membership to continue, shall be final.

If a vacancy occurs before a member's term is complete, the Board chairperson will make a temporary appointment based on the seat vacated. The temporary appointment of any member does not preclude the person from permanent appointment at the end of the term, nor will it decrease the term of permanent appointment based on a previous temporary appointment.

Authority

The section on authority details whether the committee has authority, lacks authority and defines the limits on authority.

The committee has no expressed or implied power or authority.

Responsibilities

The Board has previously established the following responsibilities for the Committee:

- Recommend grant guidelines and funding priorities for the PSAP Grant Guidelines. This document will provide guidelines for a multi-year funding program to assist PSAPs in the deployment of NG9-1-1 and the PSAP Education Program.

- Propose any necessary changes to the administration of the PSAP Grant Program.
- Meet on an established schedule to carry out tasks assigned to the Committee by the Board.
- Evaluate all complete and eligible applications and award amendment requests
- Make recommendations, on a case by case basis, for approval or disapproval of all submitted applications and requests.
- Review and make recommendations on any other submitted requests the Committee receives.
- Report its activities to the Board at each meeting on current assignments and deliverables.
- Work together to fulfill all tasks assigned by the Board.

Meetings

The PSAP Grant Committee will meet monthly. The PGC chairperson and vice-chairperson will work with 9-1-1 and Geospatial Services Bureau staff to establish the agenda for each meeting. Virtual meetings held will be set up using the best available conferencing tool by NGS staff. In-person meetings will be set up by NGS staff in coordination with the PGC chairperson and/or vice-chairperson. NGS staff will also send out notices and agenda as prescribed by the PGC. A NGS member will take all minutes of meetings, and make available to the PGC and public.

The PGC chairperson or vice-chairperson will be responsible for making presentation to the Board, unless delegated to another PGC member, or NGS staff, by the chairperson or vice-chairperson.

The PGC constitutes a small assembly, being able to act only when a quorum a majority of the members is present (virtual or in-person). A roll call of participants will be taken for all PGC meetings in which any agenda item requires a vote. If a quorum exists at the beginning of a meeting and members leave during the meeting, causing the loss of quorum, the chairperson should state the loss of quorum before taking any vote. Other members may also make a point of order about the loss of quorum, but only when other members are not speaking.

The members present at a duly organized meeting can continue to conduct business unless there is a question that arises on the quorum. If a quorum cannot be obtained, those present may adjourn the meeting to such time and place as determined by the PGC chairperson. At any such previously adjourned meeting, at which a quorum

subsequently is established, such business may be transacted as might have been transacted at the meeting originally called.

All matters coming before any meeting of the members, except as otherwise limited herein, shall be decided by the vote of a majority of the voting members present at such meeting, and a quorum being present at the organization of the meeting.

A quorum must be present and maintained throughout the transaction of all business. Any business conducted without the presence of a quorum is null and void. A vote by a member may not be cast by proxy.

PGC Charter

The Charter will be reviewed annually by the PGC body. The Charter may be recommended for amendment by a two-thirds (2/3) vote of the membership present at a regular meeting, provided a written notice is made public at least thirty (30) days prior to the meeting date at which they are to be amended and the specific sections (scope of notice) to be voted on are included in the notice. The Charter shall be recommended to the Board for ratification by a 2/3 vote.

Except for as outlined in this Charter, in the case of dispute with regard to order in the conduct of the PGC, Robert's Rules of Order shall be referenced and prevail in governance.