

North Carolina 911 Board Meeting
MINUTES
WebEx and Conference Bridge
Friday, January 18, 2019
10:00 AM – 12:00 PM

<u>Members Present</u>	<u>Staff Present</u>	<u>Guests</u>
David Bone (NCACC) Martin County - <i>via phone</i>	Tina Gardner (DIT)	*Several from the PSAP Community joined the call but individual names were not captured*
Secretary Eric Boyette (NC CIO) Board Chair - <i>via phone</i>	Pokey Harris (DIT)	
Heather Campbell (CMRS) Sprint - <i>via phone</i>	Danette Jernigan (DIT)	
Eric Cramer (LEC) Wilkes Communication - <i>via phone</i>	Jesus Lopez (DIT)	
Greg Foster (Director, Comm.) NC Association of Rescue EMS - <i>via phone</i>	Gerry Means (DIT)	
J.D. Hartman (Sheriff) Davie County - <i>via phone</i>	Don Rice (DIT)	
Jeff Ledford (NCACP) City of Shelby PD - <i>via phone</i>	Marsha Tapler (DIT)	
John Moore (VoIP) Spectrum Communications - <i>via phone</i>		
Niraj Patel (CMRS) Verizon - <i>via phone</i>		
Jude O'Sullivan (CMRS) Carolina West - <i>via phone</i>		
Mike Reitz (APCO) Chatham Co 911 - <i>via phone</i>		
Jeff Shipp (LEC) Star Telephone - <i>via phone</i>		
Amy Ward (LEC) CenturyLink - <i>via phone</i>		
Donna Wright (NENA) Richmond Co Emergency Services - <i>via phone</i>		
<u>Members Absent</u>	<u>Staff Absent</u>	
Bo Ferguson (Deputy City Manager) Durham County	Richard Bradford (DOJ)	
Chuck Greene (LEC) AT&T	Ronnie Cashwell (DIT)	
Buddy Martinette (Fire Chief, Wilmington) NCSFA	Angie Turbeville (DIT)	

Call to order — Pokey Harris called the meeting to order at 10:01 AM, welcoming everyone and thanking them for participating. Vice Chair David Bone asked Ms. Harris to call the roll of attendees.

1. Chairman's opening remarks — Chairman Boyette welcomed everyone to the meeting and thanked them for taking the time out of their busy day to join the call.

2. Ethics Awareness/Conflict of Interest Statement — Chairman Boyette read the Ethics Awareness/Conflict of interest statement printed in the agenda. There were no conflicts.

3. Public Comment — Chairman Boyette read the invitation to public comment printed in the agenda, but no one had pre-registered to speak and no one present or on the phone asked to.

4. Consent Agenda— Chairman Boyette asked Ms. Harris to proceed with the consent agenda. Ms. Harris stated that a corrected version of the agenda had been posted to the website. Also, Jude O’Sullivan’s name was misspelled and would be corrected before last month’s minutes are posted as approved.

- a) Minutes of Previous Meeting – December 7, 2018
- b) NG 911 Fund
 - November 2018 Fund Balance \$27,867,858
 - November 2018 Disbursement **-\$15,088**
 - December 2018 Fund Balance \$40,483,294
 - December 2018 Disbursement **-\$13,699**
- c) CMRS Fund
 - November 2018 Fund Balance \$5,406,737
 - November 2018 Disbursement **-\$349,034**
 - December 2018 Fund Balance \$5,546,074
 - December 2018 Disbursement **-\$450,008**
- d) PSAP Fund
 - November 2018 Fund Balance \$6,744,278
 - November 2018 Disbursement **-\$4,273,829**
 - December 2018 Fund Balance \$8,727,79
 - December 2018 Disbursement **-\$4,273,829**
- e) Grant Fund
 - November 2018 Fund Balance \$46,994,633
 - November 2018 Disbursement **-\$30,856,441**
 - December 2018 Fund Balance \$34,343,095
 - December 2018 Disbursement **-\$29,930,421**
- f) Grant Project Updates per Reports
- g) Peer Review Approvals – Presented as Recommendations of Standards Committee
 - i. Vicki Callicutt
 - ii. Megan Daub
 - iii. Greg Dotson
 - iv. Mark Reavis
 - v. Tracy Trogdon
- h) Orthoimagery September, October and November 2018 Reports

Chairman Boyette entertained a motion to accept the consent agenda as presented. Donna Wright put forward the motion and it was seconded by Amy Ward. The motion carried unanimously.

5. Executive Director Report

- a) New Board Member Orientation – held December 14, 2018.
- b) Legislative Stakeholder Meeting – held December 19, 2018. Around 60 people participated in the meeting, with much favorable input. A compilation of feedback to be sent to Board and Ad Hoc committee members in the next week. Any additions Board members would like to have added should be turned in as soon as possible.
- c) Federal 911 Grant Program – no notification received. Perhaps this has been impacted by government shutdown.
- d) FY 2018 Biannual Audit – have already received letter of engagement and the preparation process is underway. Ms. Tapler will continue to work on this and a full presentation will be made to the Board at the end of the audit.
- e) Staffing – Don Rice who has been serving as a user support specialist as a contractor, is in the process of on-boarding to also begin supporting the customer service division of DIT. Niki Barnes, Financial Review Specialist, will not be returning to the 911 Board staff. Ms. Harris is working with HR to fill the position as soon as possible. The admin support position also needs to be filled and will be done so as a permanent position versus contract labor. Ms. Harris is also looking to advertise and bring on board the two 911 Regional Coordinator positions. She will keep the Board updated on HR matters as they progress.

- f) Reminder of Nominations for 911 Board Vice Chair – Ms. Harris advised that nominations can be sent in advance of the February meeting or can be made at that time.

6. Education Committee Report – Mike Reitz mentioned that the Committee was working through the eligible training classes and setting a committee definition of improvement program, which has not been defined by State statute. The third Telecommunicator Minimum Training Standards Summit is scheduled for March with details forthcoming.

7. Funding Committee Report – David Bone reported the Committee had a meeting on January 9 and discussed revising the PSAP funding model. With the implementation of NextGen 911 and ESInet there is an opportunity to look at the model in a different way. The Committee spoke about a transition strategy to remove costs from the 5-year rolling average of PSAPs who had made the full migration to ESInet.

The Committee also looked at the CMRS, PSAP and admin percentages and discussed reviewing the percentages annually. No recommendation is ready currently. They also spoke with the Ad Hoc Seat Committee about the base seat count and the formula for overflow seats. The Committee is working to develop a policy recommendation on how the number of personnel used at peak times should factor into the base seat count/overflow positions. They will continue to work on that recommendation. The Committee will also continue discussions on eligible expenditures, including CAD servers and base mobile software.

8. Finance Team Report – Danette Jernigan stated that she travelled to Gates County and met with their County Manager, PSAP Manager, Accounts Specialist, Finance Officer and Emergency Management Director. She answered their questions and worked with them to complete their 2018 revenue-expenditure report. Next week Ms. Jernigan and Marsha Tapler will travel to Rowan County 911 center to meet with five PSAPs to complete their 2018 reports. The finance team continues to work on the outstanding reports.

Ms. Tapler has been working on financial analysis for PSAP funding and the expenditures analysis for the Funding Committee. Also, she has been getting together information to prepare for the audit. Ms. Tapler had a conference call with Buncombe County and has worked through their 2016/2017 reports. They continue to work together on their 2018 report.

9. Grant Committee Report — Heather Campbell reminded everyone a new grant cycle would begin soon. The tentative timeframe for the grant cycle to begin is the first of March. The committee will hold a grant workshop. The location and date will be announced later. The workshop will cover grant priorities, the grant application, what a cycle will look like and will answer any questions.

10. Standards Committee Report — Donna Wright reported the Standards Committee met to discuss the peer reviewer nominations and are working to set up training for them. Two subcommittees were established, one to revisit the technology upgrade plan for PSAPs and another dealing with NextGen to see if updates need to be made to the Committee's rules or policies as NG911 becomes a reality.

11. Technology Committee Report — Jeff Shipp said they have 97 PSAPs committed to the ESInet project. The Committee discussed updates to their ESInet implementation, development of the NMAC facility, and staffing for that facility. Gerry Means has been working with Ms. Tapler and Ms. Harris on contracts and how they will affect the schedule for switching PSAPs to ESInet. Applications for NMAC staff are being considered and equipment has been ordered for the NMAC area at DIT. The evaluation team plans to choose the GIS vendor the first week of February. Gerry also laid out a plan to leverage open capacity in the NG911 conversion schedule by adding additional sites for the third and fourth quarters of 2019. The additions will be necessary to reach the goal of 40 PSAP migrations in 2019. By the second quarter, Mr. Means hopes to have the GIS component running in parallel with the ESInet conversion.

12. 911 Regional Coordinator Reports — Tina Gardner commented the Legislative Stakeholder meeting went well. She has met with the new director of Hertford County. She and Angie Turbeville will

be working closely with her to help her understand the 911 legislation and rules. Ms. Gardner attended a demo of the Viper CPE and both she and Ms. Turbeville attended a mini-regional meeting in Buncombe County. A meeting is planned next week with Alleghany and Wilkes counties to discuss NextGen 911. The Peer Review for Wilson County was conducted with no deficiencies.

13. Other — No other items.

The next Board Meeting will be held on February 22, Bush Street, Raleigh

Adjourn — Chairman Boyette adjourned the meeting at 10:40 AM.

APPROVED BY NC 911 BOARD 02/22/2019