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## **COMMONWEALTH of VIRGINIA** ***Virginia 9-1-1 Services Board***

### **PSAP Grant Committee Meeting Minutes**

**May 9, 2024**

**VDEM Headquarters**

**9711 Farrar Court, North Chesterfield, VA 23236**

Julie Henry  
Virginia State Police

Gary Critzer  
Emergency Mgmt/ EMS Dir  
City of Waynesboro

Todd Brewster  
Police Chief  
Town of Blacksburg

Terry Ellis  
Comcast

Michael Barakey  
Fire Chief  
City of Suffolk

Patricia Turner  
Loudoun County

Pete Hatcher  
AT&T

Michelle Painter Lama  
T Mobile

Matthew Ogburn  
Verizon Communications

Judson W. Smith  
Henrico County

Cynthia Thacker Gillespie  
Chesterfield County

Gabe Elias  
SWIC  
Advisor

Chief Todd Brewster*	Mary Binford**	Stephanie Robinson**	Marcus Grant**	Sonny Saxton*	Tom Nolan*
Jeff Flournoy*	Rae Fleming*	Cynthia Gillespie*	Dorothy Spears-Dean**	Amy Ozeki**	Brian Crumpler**
Melissa Wood**	Rodney Thompson	Tim Addington**	Rich Troshak**	Sam Burnette*	Tierra Dillard*
Amber Moore	Tim Webb	Doug Campbell*	Joe Sewash**	Matt Gerike**	Lewis Cassada**
Randy Ann Davis					

\*Board Members      \*\*VDEM Staff

### **I. Call to Order:**

- i. Meeting called to order by Chief Todd Brewster at 1003hrs.

### **II. Approval of Minutes:**

- i. Jeff Flournoy made a motion to approve previous meetings' minutes, Rae Fleming seconded. Motion unanimously approved at 1007hrs.

### **III. FY25 Enterprise GIS Software & Data Maintenance & Data Transfer (DMDT) Grant Program Applications:**

- i. Matt Gerike advised that at the March meeting, the committee recommended & the board approved opening FY25 applications for this grant program. The application window closed on April 15<sup>th</sup>, and we received 30 applications (1 late) for Enterprise GIS Software and 39 applications (1 late) for Data Maintenance & Data Transfer, which is similar to the amount received last year. The late applications were processed after receiving good reason (provided by the locality) as to why the application was late. Matt

advised the purpose of this program is to support elements of the VA 911 Services Board PSAP Capabilities & Services Document. Received 71 applications totaling \$293,000.00, which breaks down to \$3000.00 each for Enterprise GIS software & \$5000.00 each for Data Maintenance. Staff requests committee to recommend for board approval \$293,000.00 for the FY25 GIS & DMDT Grant. Discussion ensued. Motion to approve \$293,000.00 for FY25 GIS & DMDT Grant programs made by Jeff Flournoy and seconded by Cynthia Gillespie. Motion unanimously approved at 1013hrs.

**IV. FY25 PSAP Additional NextGen911 (NG911) Funding Guidelines & Application:**

- i. Mary Binford advised based on feedback from the group, as well as members in the 911 community, there was a request to provide additional funding for Delta payments. The FY25 PSAP Additional NG911 Funding Guidelines & Application was created based on this feedback. Mary suggested this application be made available for FY26. Discussion ensued. Motion to encumber \$8 million dollars toward this grant & at a later date fine tune the language in the grant was made by Tierra Dillard and seconded by Jeff Flournoy. Motion unanimously approved at 1031hrs.

**V. Alleghany-Covington Funding Request:**

- i. Mary Binford advised the request is from Alleghany-Covington for CHEi3. The Funding Review Team reviewed this request for \$57,006.92. The request was over the teams' approval limit and the Board needs to vote to approve. Discussion ensued. Jeff Flournoy made a motion to approve the Alleghany-Covington Funding Request for CHEi3 in the amount of \$57,006.92 and Tom Nolan seconded. The motion was unanimously approved at 1033hrs.

**VI. EMD Funding Request Lee County:**

- i. Mary Binford requested the committee recommend to the Board approving \$7,900.00 on behalf of Lee County's request. The request is for APCO EMD Training Products, Manuals, & EMD Guide cards. In addition, Lee County is requesting \$500 for Project 33. Amber Moore advised Project 33 is not a required product for implementation. Discussion ensued. Motion to approve EMD Funding for \$7400.00 (which is less the \$500 requested for Project 33) made by Sonny Saxton and seconded by Tom Nolan. Motion

unanimously approved at 1038hrs. Sam Burnette with OEMS abstained.

## **VII. NG911 Funding & Amendment Request:**

- i. Melissa Wood reviewed the monthly breakdown of activities for the Funding Review Team. Discussion ensued. Next meeting May 28<sup>th</sup>, 2024.

## **VIII. Old Business:**

- i. Jeff Flournoy asked has there been any progress on the possibility of remote-meeting participation. Mary Binford advised there was a letter drafted in reference to this. The letter was going to be presented to the Board today but after discussions with stakeholders, there needs to be more of a vetting process for remote-meeting participation. Discussion ensued. Mary advised there will be more to come on this topic.
- ii. Jeff Flournoy asked about the status of secondary consolidation. Mary Binford advised that secondary consolidation was passed by the Board. Also advised there's 1 consolidation pending but have not received documentation from them.
- iii. Jeff Flournoy asked about committee appointments & the process the agency represented should follow for appointments once a term expires. Mary Binford advised there's no written policy and to contact the agency being represented and staff will work with the members at large for best practices.
- iv. Jeff Flournoy advised he's been given feedback in reference to PSAP's not receiving their Delta payments. Rae Fleming advised that there's several PSAP's complaining that they have not received any funds and don't know what to do next. Dorothy Spears-Dean advised Delta payments is self-directed process, there was previously a backlog in payment processing, but that issue has been resolved. Advised the localities must fill out the required reimbursement request form & send it in and that a conservative turnaround time is about 60 days from reimbursement request received to the PSAP receiving their money. Discussion ensued. Dorothy advised as an action item, she will send out an email to the PSAP community on the reimbursement request form & the process to receive Delta payments.

## **IX. New Business**

- i. CIVIX (EM Grants) Grant Management Programs & Processing Update: Marcus Grant advised CIVIX is the software company that hosts grants for VDEM and will be adding the 911 Grants onto this platform. Advised utilizing the CIVIX platform allows for a 91% cost savings over 5-year period versus obtaining a new grants management system. Marcus discussed how the CIVIX platform works, the benefits, and reviewed the grant processing timeline.

Advised over the last 3 months, there was half a million dollars or more per batch; each batch includes 10-15 reimbursements each week. Marcus also advised the NG911 Grants will not be added to this system.

- ii. Tierra Dillard advised regarding PEP Grants, there's a concern regarding not being able to pay for memberships with this grants' funds, specifically for memberships with VA APCO & VA NENA. Amber Moore reviewed the program concepts for PEP Grants. Matt Gerike suggested placing all grants on the same pay cycle. Mary Binford advised she will take this feedback and investigate putting the grants onto the same cycle. Discussion ensued.

## **X. Public Comment**

- i. Matt Gerike discussed the recent email (forwarded by Mary Binford) in reference to MSAG ALI Maintenance after go-live & 911Net. Matt advised if you are not live on NextGen, AT&T and Intrado should complete MSAG ALI maintenance as part of the deployment process. If you are already live and unsure of who completes the 911 maintenance for your locality, it's important to find that information out. Matt advised that keeping up with 911 maintenance helps ensure the systems can continue to work efficiently. Also advised, Intrado has offered open training for certain processes that may have fallen through the gap.

## **XI. Adjournment**

- i. Motion to adjourn meeting by Tom Nolan and seconded by Tierra Dillard. Meeting adjourned at 1123hrs.
- ii. Next meeting will be at the end of July or September.

Action Items	Owner(s)	Status
Approval of Minutes	Jeff Flournoy, Rae Fleming	Approved
Motion to approve \$293K for FY25 GIS & DMDT Grant	Jeff Flournoy, Cynthia Gillespie	Approved
Motion to encumber \$8M for FY25 PSAP Additional NG911 Funding	Tierra Dillard, Jeff Flournoy	Approved
Alleghany-Covington Funding Request for CHEi3 for \$57,006.92	Jeff Flournoy, Tom Nolan	Approved
EMS Funding Lee County for \$7900.00	Sonny Saxton, Tom Nolan	Approved Sam Burnette (OEMS) abstained
Adjournment	Tom Nolan, Tierra Dillard	Approved