



pennsylvania
EMERGENCY MANAGEMENT AGENCY

9-1-1 Advisory Board Meeting Summary

Thursday, March 1, 2018, 10:00 a.m.

Pennsylvania Emergency Management Agency (PEMA) Headquarters

1310 Elmerton Avenue, Room 112

Harrisburg, Pennsylvania 17110

I. Roll Call

Director, Richard D. Flinn, Jr., Pennsylvania Emergency Management Agency

Executive Deputy Director, Jeffrey Thomas, Pennsylvania Emergency Management Agency

Mr. Jeffrey Boyle, Deputy Director 9-1-1, Pennsylvania Emergency Management Agency

Major Diane Stackhouse (Designee), Commissioner, Pennsylvania State Police

Mr. Nathan Silcox (Designee), Chairman, Senate Veterans Affairs & Emergency

Preparedness Committee

Mr. Ron Jumper (Designee), Minority Chairman, Senate Veterans Affairs & Emergency

Preparedness Committee

Mr. Sean Harris (Designee), Chairman, Veterans Affairs & Emergency Preparedness Committee
for the House of Representatives

Mr. Harry Booker (Designee), Minority Chairman, Veterans Affairs & Emergency Preparedness
Committee for the House of Representatives

Mr. Mark Wheeler (Designee), Mayor of a first-class city, City of Philadelphia

Mr. Michael Vest (Designee), County Commissioner of a county of the second class A,
Montgomery County

The Honorable Jim Hertzler, County Commissioner of a county of the third or fourth class,
Cumberland County

The Honorable Mark McCracken, County Commissioner of the fifth, sixth, seventh, or eighth class,
Clearfield County

Mr. Mitchell Yanak, 9-1-1 Coordinator of a city of the first class, Philadelphia County

Mr. Gary Thomas, 9-1-1 Coordinator of a county of the second class, Allegheny County

Mr. Todd Neumann (Designee), 9-1-1 Coordinator of a county of the second class A, Bucks County

Mr. Gary Hoffman, 9-1-1 Coordinator of a county of the third or fourth class, Monroe County

Mr. Chris Clark, 9-1-1 Coordinator of a county of the fifth, sixth, seventh, or eighth class,
Jefferson County

Mr. Frank Jannetti, 9-1-1 Coordinator of a county of the fifth, sixth, seventh, or eighth class, Mercer
County

Mr. Frank Baier (Designee), Governor's Office of Administration

Sergeant Todd Abromitis, Fraternal Order of Police

Mr. J. David Jones, President, Pennsylvania Emergency Health Services Council

Mr. Scott Krater, Association of Public-Safety Communications Officials

Mr. Kale Asp (Designee), Pennsylvania Chapter of the National Emergency Number Association

Mr. Todd Lake, Keystone Emergency Management Association

Ms. Barbara Burba, Pennsylvania Wireless Association

Mr. Steven Samara, Pennsylvania Telephone Association

Mr. Dave Holl, Pennsylvania Chiefs of Police Association
Mr. Stephen J. Shaver, Pennsylvania Fire & Emergency Services Institute
Mr. Arthur Martynuska, Pennsylvania Professional Fire Fighters Association
Mr. John Wilkes, Jr., Pennsylvania State Association of Township Supervisors
The Honorable Nate Silcox, Commissioner, Pennsylvania State Association of Township Commissioners
Mr. Marcus Brown, Member of the General Public

II. The minutes of the December 7, 2017, 9-1-1 Advisory Board meeting were accepted on a motion by Mitch Yanak.

III. **9-1-1 Program Update**

- **9-1-1 Fund Annual Collections**

- Under Act 12, the 9-1-1 surcharge revenue collections fund annually average \$316 million annually.
- The 9-1-1 Fund represents PEMA's largest appropriation.
- Excess revenue does not exist in the 9-1-1 Fund for the following reasons:
 - 83% of the quarterly revenue is distributed by formula to the counties.
 - Providers are continually remitting revenue to the Fund which is accumulating for future formula payments.
 - Formula payments will not show as a commitment on the 9-1-1 Fund as they are not associated with a grant agreement.
 - 15% of the quarterly revenue is distributed through a grant process.
 - Funds must accumulate to make grant awards.
 - Grant funds will not show as a commitment until a grant agreement is executed.
 - PEMA and the Board have set aside funds for statewide initiatives such as the aerial imagery project.

- **GIS Initiatives**

- The contract for the aerial imagery has been completed. It is being routed through the approval process. The intent is to fly the entire Commonwealth in calendar year 2018. If the flyover is not completed in Spring 2018, we'll look to finish the entire Commonwealth in Fall 2018. Buy-up options will be distributed to the PSAPs once process details are finalized.
- PEMA is working with the NG9-1-1 GIS Working Group on a statement of work for a GIS data gap analysis of the data sets submitted by each county.

- **Statewide ESInet & Next Generation Core Services (NGCS) Procurement**

- The request for information (RFI) process to gather information on options for implementing a statewide ESInet and NGCS has been completed. PEMA continues to work with the Technical Subcommittee to finalize requirements for a statewide RFP.

- **9-1-1 Requirements for 9-1-1 Plans, Training and Quality Assurance**
 - PEMA is currently working with the Technical and Operations subcommittees to set new policies and procedures for 9-1-1 Systems, training, certification, and quality assurance.
 - Once the policies and procedures are completed, PEMA will need to determine the appropriate platform to meet the needs of a new planning process as well as new processes for training, certification, and quality assurance.

- **Provider Audits**
 - PEMA has an executed MOU with the Department of Revenue to conduct audits of a service providers assessment, collection, and remittance of 9-1-1 surcharge revenue.
 - Training of Revenue staff is scheduled for March 2018.
 - Provider audits will begin the 2nd quarter of 2018.

- **PSAP Audits**
 - All 69 PSAPs were audited - 11 PSAP audit reports remain to be finalized.
 - Plans for 2018 - Maher Duessel will be completing 2017 audits for the North Central, Northern Tier, Region 13, and Lehigh Valley areas.

- **2017 Combined Report Review**
 - Review of reports will begin upon report submittal.
 - All reports are due to PEMA by April 15, 2018.
 - Over 12,000 entries were submitted in 2016 that totaled \$274.1 million in costs.

- **Personnel**
 - Audrey Kenny has been hired as the 9-1-1 Program Manager.
 - The Agency has brought in a classification specialist who is working closely with the Office of Administration and the State Civil Service Commission to assist in filling open positions and creating additional positions for the 9-1-1 Office.

- **2018 Program Guidance**
 - The current funding formula adopted in 2017, remains in place for 2018.
 - There are no major changes from the 2017 Program Guidance.
 - Insurance premiums were added to the Eligibility Factors List for 2018.
 - Professional Services were removed from the cost type personnel. On the 2018 Eligibility Factors List they are Cost Type = *Contracted Services* and Cost Category = *Professional Services*.
 - Anti-windfall provision takes effect in 2018 and will be based on the 2018 combined report. The annual disbursement from the fund to a PSAP may not exceed the PSAP's actual annual costs. Costs may include allocations to capital and operating reserves.
 - The 2018 Emergency Advance Process is the same as the 2017 guidance.

- **2018 15% Funds - Distribution**
 - PEMA is in the process of further defining priorities and the types of projects that will be considered for funding. The 2018 priorities will be finalized before the June 9-1-1 Board meeting.

- Amounts granted may be affected by statewide ESInet and NGCS procurement efforts.
- 2018 grant cycle timeframe mirrors 2017.
 - Application released July 1st
 - Applications due July 31st
- **2018 15% Funds - Consolidation**
 - PSAP consolidation remains a top priority for 15% funding.
 - Consolidation guidelines are in place.
 - A consolidation study will need to be completed prior to the June 2018 Board meeting if counties are wishing to begin a new PSAP consolidation initiative. Guidelines are posted on the PEMA website.

IV. **P25 Radio System/FirstNet Update**

Major Diane Stackhouse gave an update on the ongoing implementation of the P25 Radio System.

- Pilot #2 consisting of Troop E Erie, Crawford, and Venango counties went live October 31, 2017. The system had outstanding coverage testing results; however, end users did report periodic audio problems. The following actions were taken:
 - High failure rate of mobile antennas was identified and they had to be replaced.
 - Mobile video recording equipment was causing electrical interference in SUVs and sedans. Ferrite Bead suppression and antenna cable mounts were installed to resolve the issue.
- The next phase of the project implementation has begun in Region 13.
- The project implementation will then continue east through the southern counties of the Commonwealth, head north, then west with the anticipated completion of the entire project in 2021.
- Open Sky will be decommissioned in June 2021.

Major Stackhouse also reported on First Net efforts. She clarified that First Net will not replace land mobile radio and will be a data service.

V. **USDA Funding Opportunities**

Shaun Stehr from the USDA Rural Development Office was in attendance to talk about funding that is available to the 9-1-1 community in rural population areas. Funding comes in the form of a grant award or a direct loan at a fixed rate with low interest. Eligible applicants include all levels of municipal government, charitable non-profits, schools, and libraries. An environmental review of the area must be completed and accepted to meet eligibility requirements. If anyone is interested in exploring this additional funding option, please contact Shaun Stehr at 717-237-2291 or shaun.stehr@pa.usda.gov.

VI. **Subcommittee Reports**

- **Technical:**
 - There has been a change in leadership. Greg Kline is now the Chair of the Technical Subcommittee and Tim Baldwin is Vice-Chair.
 - Greg communicated that the group is working on wrapping up the due diligence meetings and compiling the information gathered at these meetings in response to

the Request for Information (RFI) that was released to the vendor community to create requirements for a multiyear statewide ESInet and NGCS solution.

- Review of existing 120b requirements continues.
- **NG9-1-1 GIS Workgroup:**
 - Justin Smith reported that the NENA NG9-1-1 GIS Data Model workshop held on January 29, 2018 was a success. 100 plus GIS/9-1-1 people were in attendance.
 - Future webinars on the imagery contract and standards are planned.
 - 65 counties responded to the PEMA collection of county GIS datasets effort. The next step is a GAP analysis to compare data and workflows used in a PSAP's CAD with the needs of ESInet Geospatial call routing. A statement of work for this project is in the development stage.
 - The NENA GIS Data Model document is in its 2nd public review.
 - The group is working on a PA GIS NG911 standards and best practices document. There is a need for GIS standardization.
- **Training/Certification/Quality Assurance:**
 - Mark Rothermel began by informing the board that the Training and Standards/Quality Assurance and Quality Improvement Subcommittee has adopted a new name – moving forward it will now be the Operations Subcommittee.
 - Review of 120c and 120d have been completed.
 - Near completion of the creation of Learning Management System requirements.
 - The subcommittee is in the end stage of developing statewide 9-1-1 training and quality assurance program requirements.
 - PEMA, in conjunction with the subcommittee, is planning on holding regional meetings to inform 9-1-1 personnel of the planned program changes.
- **Funding:**
 - The group is focusing on statewide interconnectivity funding priorities and the funding formula review.
 - The subcommittee will work to determine if improvements can be made to the current funding formula.

VII. **New Business**

Date for the next meeting is June 7, 2018.