

**Commonwealth of Pennsylvania**  
**911 Advisory Board**  
**Funding Subcommittee**  
**NG911 Structure**

**OVERVIEW**

The 911 Advisory Board was established by Act 12 of 2015 (Act 12) to provide advice and recommendations to the Pennsylvania Emergency Management Agency (PEMA) on the administration and operation of 911 systems in the Commonwealth.

The Board has elected to create Subcommittees to study and provide advice to PEMA on specific technical and program areas. Subcommittees formed to date are the Technical Subcommittee, Funding Subcommittee, and Operations Subcommittee.

Act 12 has been successful in creating a collaborative, proactive approach to advancing 911 service in Pennsylvania toward the next generation. Our next logical progression is to identify areas related to 911 within a maturing statewide approach that would be technically, operationally, and financially beneficial to Pennsylvania. As we begin our transition to a statewide next generation 911 (NG911) system, a strong governance framework is needed to establish roles, responsibilities, policies, and procedures to support the implementation and operation of NG911 and statewide 911 initiatives. As part of this effort, a common need cited by Subcommittee members has been to define a formal representative structure for the Funding Subcommittee. The following framework is intended to formalize Subcommittee membership, operations, and responsibilities/expectations of Subcommittee members to offer PEMA advice and recommendations in support a statewide NG911 system.

**EFFECTIVE DATE:**

The Subcommittee structure and rules outlined in this document will take effect January 1, 2022.

**DUTIES OF SUBCOMMITTEE:**

The Funding Subcommittee has the duty to provide advice and recommendations related to:

1. Develop and adopt formulas and methods to distribute money from the Fund. *(35 Pa. C.S. § 5303(c)(2)*
  - a. Provide advice/recommendations to assist PEMA with establishing the distribution formula
  - b. Provide advice/recommendations to assist PEMA with defining interconnectivity funding responsibilities
  - c. Provide advice/recommendations to assist PEMA with planning interconnectivity funding activity
2. Plans to deploy NG911 technology in Pennsylvania 911 systems. *(35 Pa. C.S. § 5303(c)(4)*
  - a. For desired or requested NG911 system changes, change requests will be submitted and reviewed through a formal process defined by PEMA. Provide advice/recommendations to assist PEMA with implementing NG911 service changes in a coordinated and financially sustainable manner.
3. 911 planning guidelines *(35 Pa. C.S. § 5303(c)(1)(vi)*
  - a. Provide PEMA advice/recommendations related to the 911 System Plan process
4. Cost-saving measure to include joint purchasing opportunities *(35 Pa. C.S. § 5303(c)(1)(iii)*
  - a. Provide PEMA advice/recommendations related to opportunities for efficiencies and cost savings
5. Other areas as agreed to with PEMA

**SUBCOMMITTEE STRUCTURE**

To ensure membership provides a diverse representation from across the Commonwealth and to allow for stability, the Funding Subcommittee shall have the following membership structure:

1. (1) One Primary Representative from each of the (7) seven NG911 service regions
2. (1) One Alternate Representative from each of the (7) seven NG911 service regions
3. (1) member from each of the following entities that serve in an advisory role:
  - a. PEMA
  - b. County Commissioners Association of PA

**SUBCOMMITTEE MEMBERSHIP:**

1. Prior to January 1, 2022, the Primary and Alternate representatives shall be recommended by the counties within a NG911 service region to PEMA.
  - a. The Primary and Alternate representatives should be from different counties within a region.
  - b. The current Funding Subcommittee membership has provided advice & recommendations that have led to many improvements and accomplishments since its inception. To allow for continuity with these efforts and to facilitate a successful transition to this new structure, at least one of the initial Primary or Alternate representative recommendations from a NG911 service region shall be a current member of the Funding Subcommittee where current members exist within a region.
2. The NG911 service region shall recommend a new Alternate representative prior to the 4th quarter 911 Advisory Board meeting.
  - a. The method used by the counties within a NG911 service region to identify an Alternate representative is at the discretion of the participating counties. However, the counties shall ensure all counties within a NG911 service region are provided an opportunity to have a representative participate as a member of the Funding Subcommittee.

**TERMS:**

1. Primary representatives shall serve a (1) one-year term
2. Upon resignation or expiration of the Primary’s term, the Alternate representative shall assume the role of Primary for a (1) one-year term.
  - a. With the exception of the initial Primary representative, individuals will serve a two-year term on the Funding Subcommittee. The first year will be served as an Alternate representative and the second year as a Primary representative.
3. A region may recommend their Primary and Alternate representatives continue to serve in their respective roles if no other representatives within a region are interested in participating on the Subcommittee.

**MEMBER QUALIFICATIONS:**

1. Counties within a NG911 service region shall ensure their representatives are sufficiently proficient in PEMA 911 Program Guidelines, PSAP administration/budgeting, or budget/cost considerations associated with 911/NG911 systems and service.

**OFFICERS:**

1. The funding Subcommittee shall select a Chairperson who is a Primary representative

2. The Subcommittee shall select a Chairperson at whichever occurs first between the first Funding Subcommittee meeting of the calendar year or the 1<sup>st</sup> Quarter 911 Advisory Board meeting.

**RESIGNATION OR REMOVAL:**

1. Any member may resign from a Subcommittee by giving written notice to the Chairperson or PEMA.
  - a. The resignation will be effective immediately upon receipt of such notice.
2. The Subcommittee may remove a member by two-thirds consent of voting members present.
3. PEMA may remove a member who is not fulfilling their duties or responsibilities under these rules and request a new representative from the region.
4. The Alternate will assume the role of Primary for the region. A new Alternate member shall be recommended by the NG911 service region in the case of resignation or removal

**COMPENSATION:**

1. Participation in a Subcommittee is voluntary.
2. Members of a Subcommittee shall serve without compensation.

**VOTING:**

All votes by the 911 Advisory Board shall be votes to recommend action to PEMA pursuant to Section 5303(c) of Title 35 of the Pennsylvania Consolidated Statutes. Votes by the Subcommittee shall be votes to provide an action for the 911 Advisory Board to present as a recommendation to PEMA. PEMA will consider a recommendation from the Board when fulfilling its powers and duties under law.

1. A quorum is 5 regions represented whether by the region's Primary or Alternate representative
2. Each region shall have (1) one vote
3. The Primary representative shall have the region's vote except when, in the primary's absence, the Alternate shall have the region's vote.
  - a. Both representatives have an equal voice in discussions of the Subcommittee but only the Primary has a vote to represent the region and the Alternate assumes that vote in the absence of the Primary.
4. Votes shall be cast by the roll call voting procedure.
5. Votes may be cast by Subcommittee members in person, by telephone, by electronic means, or any other live communications medium.
6. PEMA shall serve as the tie-breaking vote and cast said vote only in a tie.

**MEETINGS:**

1. The intent is for the Subcommittee is to meet in person at least quarterly on the same date as 911 Advisory Board meetings. Where possible, PEMA will make reasonable alternative arrangements for virtual participation if an in-person meeting is not possible for the Subcommittee or individual members.
2. Additional sessions may be scheduled as agreed to by the Chairperson and PEMA
  - a. These meetings may be held in person or remotely
3. Minutes of all meetings will be published and provided to all Subcommittee and Board members

**REPORTING:**

1. The Chair of the Subcommittee or an alternate shall report to the 911 Advisory Board at each Board meeting if there are items for discussion.
2. The majority opinion of the Subcommittee shall be reported.

**MEMBER RESPONSIBILITIES:**

1. Attend and participate in Subcommittee meetings
2. Work cooperatively with Subcommittee members and PEMA to assist the Subcommittee with developing advice & recommendations to assist PEMA with statewide decisions.
3. Inform the counties within their NG911 service region of Subcommittee activities as well as gathering information to assist with developing advice and recommendations to support statewide decisions.
4. Communicate with and seek the input of the counties within their NG911 service region.