

APCO Chapter Meeting
Friday November 15th, 2008
Waynesville, NC

Present

Marsha Withrow
Jeryl Brown
Donna Estes
Mike Reitz
Judy Capparelli
Tammy Watson
Frank Thomason
Ed Conran
Richard Batchelor
Janet King

Absent

Susan McLeod
Frank Thomason
Kevin Shook

President Withrow called the meeting to order and introduced the board. The Pledge of Allegiance was recited.

President Withrow welcomed everyone and thanked Haywood County and Joey Webb for hosting the meeting. President Withrow also thanked Embarq and Positron for providing lunch.

1st time attendees and past presidents were recognized.

Announcements

Remember the APCO East Coast Regional will be held in Concord April 25th-29th of 2010.

APCO renewals have started going out. If you are a PSAP manager you can check the website and make all the changes needed and request one invoice be sent.

NENA is having a bake sale and a raffle for their Christmas family.

Chairpersons/committee

CCAM – Chapter Commercial Advisory Member - Steve Lomax

Activities – Jeryl Brown and Donna Estes

Resolution and Bylaws – David Dodd, Cleveland County 911

Nominating – Mike Reitz, Orange Co. Emergency Management

Historical – Terry Bailey, Davidson Co. 911 (Ellis Frazier-Dwayne Condrey)

Operations Technology – Christy Shearin – Franklin Co.

Inter-Agency Communications – Barry Furey- Raleigh/Wake

CJIN – Steve Lingerfelt High Point

Frequency Advisory – Rodney Spelling NCSHP

E-911/Legislative Committee – Barry Furey – Raleigh/Wake

Training – Caryn Pipkin

Long Range Planning – Rob Robinson, Susan Waddell, Beth Smith

Audit Committee – Susan Waddell, David Dodd, Rob Robinson

Awards Committee – Non published – email link on website. The awards committee chair will not be announced to prevent people from trying to influence the decision of the committee. A link to submit awards will be available on the website.

National Conference Committee – Rob Robinson

Committee Reports

Frequency Advisory Committee – President Withrow read the following report:

On November 6th, the FCC released a public notice on Spring/Nextel (S/N) vacated spectrum. Recall, the FCC permitted S/N to release the spectrum in stages as band reconfiguration progresses in each NPSAC region. Based on this S/N has relinquished its channels in the 809-854.854.5MHz band segment in all 20 regions (20 channels in all). These channels will be made available for licensing exclusively to public safety entities for a three year period, and exclusively to public safety and CII entities for an additional two years. The FCC will announce procedures for eligible applicants to apply for vacated interleaved band channels by subsequent public notices. Each PN will identify (by region and frequency range) the vacated channels for which applications may be filed, and will specify the initial date that the Commission will accept applications for such channels.

Narrowbanding mandate in VHF/UHF – Any agency that relies on Part 90 VHF or UHF two way voice dispatch, paging, wireless data, telemetry, or SCADA radio for its private, internal mobile communications needs, you need to be aware of and preparing for FCC mandated technical changes known as “narrowbanding” that become effective January 1, 2013 – just over 4 years from now. These changes apply to all two way radio licensees operating legacy wideband (25KHz) voice and data radio systems in the 150-174 MHz (VHF) and 421.512 MHz (UHF) bands of the RF spectrum. For details on the “narrowbanding” mandate, check out the links below:

http://hraunfoss.fcc.gov/edocs_public/attachmatch/FCC-04-292A1.pdf
http://hraunfoss.fcc.gov/edocs_public/attachmatch/DOC-271692A1.pdf
http://hraunfoss.fcc.gov/edocs_public/attachmatch/FCC-08-127A1.pdf

CJIN – Steve Lingerfelt gave a report. See draft meeting minutes for September 18th at the end of this report. Highlighted areas of the minutes were covered during this meeting.

Training – APCO CTO recently class hosted by Cary PD. More dates will follow. If you are interested in hosting a CTO class or have a class you would like offered by NC APCO – see Jeryl or Caryn Pipkin. 2009 TC mandatory in-service link is available. If you cannot make it to an update session you can download the information from the link; however, you will not be able to get any audio/video associated with the training without cost. You must come to a train the trainer session for those. There will be an update class in Edneyville 11/20 from 8-12pm and Salemburg on December 8th from 8am-12pm. If you cannot attend an update session but still want all the materials (audio/video) you can contact the Justice Academy bookstore and pay for the material.

NC APCO is looking to offer more APCO classes so if you know someone who is an APCO instructor have them go to the website for information and links to needed paperwork.

2009 Telecommunicator Conference is April 5th-8th in Salemburg. Registration is \$100. Slogan is “Cruising into the future with 911”. You can register now – payment is due prior to the start of the conference – so if you don’t have the money now you can still register. Remember that rooms are given out on a first come first serve basis. APCO will be offering two scholarships from each region that will cover the cost of registration – more information to follow.

Members at Large Reports –

- i. Region A – Ed Conran – Ed will hold off on reporting to the NENA meeting allowing the new NENA rep to report out. Ed talked about letter received from TracFone and feedback about what to do with these letters. Craig and Richard to address during the NENA meeting
- ii. Region B – Richard Batchelor – Franklin County is performing an upgrade of their radio system to a 6 site VHF simulcast system and has put out an RFP for upgrading their 911 phone system. Person County has redone their 911 Center using Plant CML Patriot and Watson Furniture. Raleigh-Wake installing Positron Viper next week and will be working out of their back-up center during the install.
- iii. Region C – Susan McLeod – President Withrow reported for Susan – Bladen County is in the process of transitioning to viper and they are also going live on Pro-QA. Cumberland County is merging with the sheriff's office on October 1st. They are going to OSSI and Pro-QA around the first of the year. Both centers will be in one essential room with new equipment. Hoke County went live with EMD in September. Moore County is getting a new CAD – Southern Software and they are scheduled to go live on December 15th.
- iv. Region D – Janet King – Randolph County 911 Director Neil Allen will be honored on Friday December 12th at the Randolph County Office Building from 2pm-4pm in recognition of his upcoming retirement that will take place at the end of this year after 25 years of service. His retirement day is his birthday as well. Rockingham County is still waiting to move into their new completed 911 center. Their hopes are to move in by January 2009. The issue that has caused the delay is a lack of water pressure. They will be getting a new phone system – Plant CML- the Patriot System and also new Motorola 800 MHz consoles with the state system. They are fully staffed at this time. Janet thanked the APCO and NENA members that made donations towards a member of her local volunteer fire department after he and his family suffered a loss of their home due to a fire. Randy Surratt thanked the organization for all the support, prayers and cards after the loss of his mother.

- v. Region E – Grayson Gusa – Charlotte Fire is having four demos next week for a new 911 system. This will also allow them to complete their backup center as well. Charlotte Fire hosted the 911 board information sessions and had a good turnout.

Executive Council Report – Frank Thomason – nothing to report

911 Report – David Dodd

The 911 Board has held two meetings since the last APCO/NENA meetings in Sunset Beach.

First meeting was held on September 26, 2008 in Raleigh. All APCO and NENA representatives were present. The following main issues were discussed.

City of Washington came before Board with a funding problem. City of Washington PSAP receives wireline 911 calls only, and dispatches police, fire, and EMS for the City of Washington, Washington Park, and Washington Township. They received wireline surcharge money, but did not receive wireless money, because all wireless calls were routed to the Beaufort County PSAP. Because they could not receive wireless calls as of January 1, 2008, the Washington PSAP could not meet the definition of a primary PSAP, therefore they were ineligible for funding. Further, the new statute prohibits the recognition of any new primary PSAPs. This lack of recognition as a primary PSAP also means the Washington PSAP does not qualify for grant funds from the 911 Board. After much discussion, the Board directed Richard Taylor to meet with the City of Washington and Beaufort County in an attempt to develop a MOU and possibly send funds to Beaufort County, which could pay for some equipment costs as the Washington PSAP, by considering the Washington PSAP as a backup or secondary PSAP.

The Board also unanimously passed a correction to use of funds list. It was noted that under computer hardware for telephone systems, CAD, GIS, and logging recorders, servers were specifically mentioned as being eligible. However, computers at each dispatch work station were not mentioned. New language was added to make computer work stations for the above applications approved expenditures.

Staff informed the Board that the next priority on the list was the creation of a grant committee to start setting up rules and procedures for the 911 Board's Grant Fund. Jason Barbour, David Dodd, Christie Derreberry, Joe Durham, Margie Fry, Laura Sykora, and Wesley Reid volunteered to serve on this committee. The goal of the committee was to meet twice, on October 15th and 22nd, before the next regular Board meeting on October 24th. There was discussion about when this new grant fund would be available. It was decided the goal would be to have the rules, procedures, and application process in place as close to January 1st as

possible. The grant application period might run until the end of February or mid-March. Hopefully the grants could be reviewed during April, and decisions made to where local governments could be notified of awards sometime during the month of May, and grants would be awarded in conjunction with the new fiscal year, starting July 1, 2008. Also, there is a statutory 3 month window where the Board can move funds from the CRMS fund to the Grant fund, at the beginning of the fiscal year. Emphasize these timelines are projections and goals; they are not set in stone.

The Board unanimously approved Staff to proceed with plans to offer half-day seminars in all N.C. Council of Government regions, regarding the new Use of Funds list, the upcoming Grant program, and to answer any other questions City/County Managers, Finance Directors, and PSAP Managers might have. These seminars will start in November. The first session is scheduled for Region C on November 5th.

The next meeting of the 911 Board occurred on October 24th in Raleigh. The following issues were discussed.

There was an update on the PSAP Fund Distribution and Revenues received to date. Richard Taylor stated we now have a plus balance in the PSAP fund, since the allocation was temporarily moved to the 99%-1% model.

The Board's 2008-2009 budget was voted on and approved.

Progress made by the Grant Committee was discussed. Draft version of policy and procedures document is based in part on the state of Virginia's Model. Some of the highlights are:

“Rural” and “high cost” definitions were discussed.

The Board cannot guarantee grant funding to sustain multi-year projects.

The Chairman of the 911 Board will make appointments to the PSAP Grant Committee.

Two programs suggested within the Grant structure.

E-911 Continuity and Consolidation Program, “designed to replace or upgrade-911 equipment or services that are out of service, without vendor support, technically outdated, or can no longer perform at an established minimum functional standard to sustain an acceptable level of service to the public.”

E-911 Enhancement Program, “is to provide funding to primary PSAPs for projects designed to strengthen, broaden, or increase the current e-911 operations through equipment, PSAP staff development, or services beyond that PSAP's current capabilities.”

There was also a discussion on the US DOT E-911 Grant program. Some highlights from this discussion:

Allows federal government to make grants to “eligible entities” but federal agencies propose to only allow states to apply on behalf of everyone within their borders. NHTSA and NTIA propose that to reduce administrative costs, only states be allowed to apply, and can do so on behalf of all eligible parties in that state. This would also satisfy the certification requirement that states must certify no surcharge funds were diverted to other uses and be capable of designating a single officer or governmental body to serve as the state coordinator. Legislation also requires states to have in writing a state 911 plan.

Staff hopes to have the Intrado study in the hands of the Board members prior to the November 21st meeting. It is expected discussion on this report and continued discussion on the grant fund will probably be the only agenda items for that day.

Old Business –

The website has been moved to Go Daddy.com as the web site hosting service. The website is back up but changes continue to be made to it.

New Business –

President Withrow sent an e-mail email about the Christmas Project – 12 dispatcher’s families affected by Hurricane Ike in Galveston, TX. The APCO board voted to sponsor one of the families with a \$500 donation unless the membership wants to raise the sponsorship donation. The families are sponsored by APCO, NENA, Onslow Co. E-911, Raleigh/Wake, CMPD, NCSU, Guilford-Metro, Harnett Co., CFD, MEDIC, Allyson from New Hanover Co., Carolina Recording Systems, and Sprint-Nextel. Also have received a contribution from Iredell County as well and anyone else who would like to contribute can do so, I must receive the contributions by December 5, 2008. It’s nice to know that we can all pull together to help out others in need.

Kelly Palmer made a motion for APCO to raise their donation to \$1000 to match NENA. Mike Reitz seconded. Motion carried.

There is an increase in dues for 2009 for APCO. If you have any 2008 membership applications in stock, please destroy them. Dues pricing for 2009 is as follows:

- Active Tier 1 \$92
- Active Tier 2 \$120 (which does not affect us)
- Member \$69
- Commercial \$154

In September we were tied with three other states for third place in recruiting new members with an 8% increase of new members. As of October 31, 2008, we have 564

NC APCO members. Since President Withrow has been receiving the reports we've been adding at least two or more new members each month.

Bylaws change – At the board retreat, Grayson Gusa proposed changing the names from Member at Large to Regional Ambassador (this is done by Georgia).

President Withrow is creating a new committee, the scholarship committee, and the chair is Donna Estes. This committee is tasked with awarding any APCO scholarships we give during the year. APCO will be awarding two scholarships to the State Conference that will pay hotel and registration fees, there will be an application process. Once all the details have been worked out it will be posted on the website and announced at our meetings. President Withrow contacted CRS to see about sponsoring 2 people for the RPL program similar to NENA's ENP program, though the cost is significantly higher than the RPL program.

Donna Estes talked about The APCO Institute Leadership Certificate Program. It is a comprehensive 12 month online program leading to the professional designation of Registered Public-Safety Leader (RPL). The entire course is on-line. You must be an active APCO member and be dedicated to accepting the challenge of ongoing leadership and service for the betterment of public safety communications. Cost is \$995. During the course you will learn to communicate with authority, build and manage high-performance teams, break down the barriers to solid interpersonal negotiations, enhance team performance, lead with confidence and integrity and make a difference within our association and our industry. There are tuition scholarships available on the international APCO website.

Stephanie Wiseman and David Dodd are RPL members. David stated it was well worth the time he invested into it. He and Stephanie went through the Beta version of the class. The class has helped him make friendship and business associates across the county. He totally supports and recommends the program. Kelly Palmer asked if there is a recertification process. David Dodd said he believes a yearly service project may be required. President Withrow advised we would follow up and get further information.

The board met on Monday and established a budget. Copies were made available. The budget balanced at \$40,100.

The board decided on a new logo for NC APCO. You can see it on the website.

Conference Committee – Jeryl – all vendor payment for donations are in. The vendors were very happy with the conference and the location. Kelly Palmer will be the vendor chair next year. Jeryl has already received calls from vendors for information about next year. We did really well this year bringing in revenue for both chapters. We'd like to thank everyone who donated – we had a record year. We are looking at a by-law change – currently our by-laws require an official APCO class be held at each conference – we want to be more flexible and just host a class. For the 2009 state conference, Motorola was the big sponsor for the Monday night event and they want to do this again next year. We are going to let Motorola think of a theme. Randy Surratt came up with an idea of

“serving through 911” with sort of a military theme. Angie Schulz, Caryn Pipkin and Sandra Everett will be working on education. Jeryl Brown and Brenda Hewlett will be the on-site contacts for the conference.

Beth Smith made a motion to dispense with the reading of the minutes. The motion was seconded by David Dodd. Motion carried.

Treasurer’s Report

TC Account	\$8,163.35
Business Checking	\$3,567.05
Money Market	\$53,808.78
East Coast	\$2,663.10
TOTAL	\$68,202.28

An audit will be scheduled within the next few weeks.

Next Meeting is January 23, 2009 at Guilford-Metro 911.

Harold Oakley made a motion to adjourn the meeting. The motion was seconded by Richard Taylor. Meeting adjourned.

Respectfully submitted,

Judy Capparelli
NC APCO Secretary

**North Carolina Criminal Justice Information Network
Governing Board Meeting
Thursday, September 18, 2008 9:00 AM
NC Department of Correction
Purchasing Conference Room
Raleigh, North Carolina**

CJIN Governing Board Members Present:

Glen Allen	Robert Brinson, Chair	Barker French
William Gore, Jr.	Donnie Holt	Harold T. Jarrell, Jr.
Cliff Layman	Steve Lingerfelt	Douglas Logan
Michael McArthur	Jerry Ratley	Leslie Stanfield
Albert William		

CJIN Staff:

Eugene Vardaman	LaVonda Fowler
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Guests:

Debbie Allen	Carol Burroughs	Mike Davis
Teresa DeSilva	Mike Fenton	Shannon Hanes
Ed Harr	Rodney Hasty	Linda Hayes
Karen Jayson	David Jones	Charles Lane
Brian Oldham	Karlynn O'Shaughnessy	Mark Parker
Navin Puri	Tony Queen	Rebecca Troutman
Holt Watts	John Yarboro	

CJIN Chairman Robert Brinson called the North Carolina Criminal Justice Information Network (CJIN) Governing Board meeting to order at 9:00 AM. Chairman Brinson welcomed the Board members and guests to the meeting and informed them that sign-in sheets were being circulated. Chairman Brinson also made the Board members aware that their folders contained an agenda, a draft copy of the March 12, 2008 minutes, a travel request form, a revised member contact sheet, Beacon's Strategic Plan for Data Integration, the General Assembly language regarding criminal justice integration, a handout of the SAVIN presentation and the presentation from Motorola.

Ethics Awareness

Chairman Brinson gave an ethics reminder that is required to be presented at the beginning of any Board meeting. Chairman Brinson read into record the following, "In accordance with G.S. 138A-15, it is the duty of every Board member to avoid both conflicts of interest and appearance of conflict. Does any Board member have any known conflict of interest or appearance of conflict with respect to any matters coming before the Board today? If so, please identify the conflict or appearance of conflict and refrain from any undue participation in the particular matter involved".

Travel Forms

Chairman Brinson told the members that copies of the travel reimbursement forms are included in the folders and if they have any questions please see Gene or LaVonda.

Approval of the Minutes

Minutes from the March 12, 2008 meeting were approved.

Announcements

Chairman Brinson welcomed William "Bill" Gore, Jr. as a new Board member – appointed by the Governor. Bill stated that he was looking forward to serving on the Board.

Chairman Brinson noted that William "Bill" Willis was reappointed to the Board – appointed by the State's Chief Information Officer.

Chairman Brinson announced that Lt. Colonel Wood Sandy is retiring from the State Highway Patrol and has resigned from the Board.

Chairman Brinson welcomed Captain Alan Melvin to the meeting and announced that Alan will be hopefully replacing Lt. Colonel Sandy and will be joining the board in a few weeks.

Chairman Brinson announced that Magistrate Larry Ware has resigned from the Board for health reasons and stated that Larry will be missed.

Chairman Brinson introduced LaVonda Fowler to the Board as the new Administrator. LaVonda stated that she was excited about being on staff and that she was looking forward to working with all the members.

Vender Participation

Chairman Bob Brinson stated that the meeting today is unusual in that several vendors were in attendance at the meeting. Appriss Corporation will be assisting the Governor's Crime Commission with addressing the technical questions regarding their pilot project.

Motorola Corporation provided information to a small advisory group of the Board in July regarding the CJIN Mobile Data System. The purpose of which was to determine the feasibility of whether the existing system could be fully or partially migrated to a private high performance data system using a major portion of the existing capital assets. Based on the meeting in July we invited Motorola back today to share with the Board that presentation from July.

Chairman Brinson pointed out that it is not the Board's intention to begin the practice of inviting vendors to its meetings.

Project Updates

North Carolina Warrant Repository (NCAWARE)

Cliff Layman stated that the NCAWARE project was doing well, that the search function was added, and the orders for arrest will be operational in the near future.

Voice Interoperability Plan for Emergency Responders (VIPER)

Captain Alan Melvin briefed the Board on the status of the VIPER Project including 113 sites constructed and operational, 77 sites funded and under construction, 48 sites remain to be funded, VIPER is 47% complete, and currently has 27,000 users.

DMV Photos

Captain Alan Melvin briefed the Board on the status of the Mobile Data Network, X-FILES, including the expansion of the system upon the DMV Server scheduled to be installed in February 2009, discussed the XFILES license situation and the limitation of future licenses, DCI clients (statewide) are already configured to handle images and are awaiting authorization, Mobile devices (not operating on CJIN) will not have image capability until their mobile client (drivers query screen) has been upgraded and once the DMV server expansion is complete, DCI will release the Drivers Query specification and each vendor will be responsible for coding their application according to that design.

Infragard Presentation

Special Agent Greg Baker of the FBI provided the Board with a presentation of the InfraGard program, a partnership between the FBI and private industry which encourages the sharing of information between the government and private sector for the purpose of national critical infrastructure protection, including a definition of critical infrastructures, impact on private industry, types of threats, how to protect infrastructures, history of the program and changes in focus, mission statement, organizational structure within the FBI (regions, field offices, and chapters), the role of the FBI within the program, sharing of FBI and DHS information from the FBI's National Infrastructure Protection Center, highlights from different chapters, special interest groups, ability to receive analysis and warning with alerts and advisories, membership opportunities with application process and website to become a member, and advantages of becoming a member.

Greg participated in a discussion with Denise Thomas, Navin Puri, Bob Brinson, and Alan Melvin.

Break

Statewide Automated Victims Assistance and Notification with Criminal Justice Pilot Project – Governor's Crime Commission

Chairman Bob Brinson introduced the Chair of the Governor's Crime Commission, Mrs. Linda Hayes. Linda then introduced Debbie Allen, the SAVAN Administrator along with Brian Oldham, Mike Davis and Teresa DeSilvia from Appriss Corporation who will be assisting in the presentation along with David Jones, Navin Puri, and Karen Jayson of the Governor's Crime Commission.

Debbie assisted by Teresa, Brian, and Mike provided the Board with an overview, history, and an application demonstration of the SAVAN project including how SAVAN works (collection of data, processing of data, and providing actionable information), the national model, modules (VINE Link, Watch, Court, Photo, and Protective Order), a

detailed explanation of Offender Custody, Court Case Information, and Administrative Functions, Justice Xchange with offender management and historical/current offender data, results of the pilot project (activities, user feedback, success stories, and statistics), a brief overview of the system architecture, data access, existing system interfaces, 950 data elements being collected covering various subject areas (offender, charge, arrest, incident, vehicle, warrant, victim, suspect, citation, etc.), data field design (handout), and Record Management System Standard Data Layout (handout), and Texas Case Study (live demonstration of the Texas System including challenges of sharing local information and formula for success).

Debbie, Brian, Teresa, Navin, and Mike participated in a discussion with Tom Jarrell, Denise Thomas, Barker French, Carol Burroughs, Mike Fenton, Al Williams, Bob Brinson and Rebecca Troutman.

Criminal Justice Integration Project Update

Program Manager Carol Burroughs, Office of the State Controller, gave the Board an update on the Pilot project in Wake County. She also requested the Board's assistance with helping to determine the needs for criminal justice integration within the State.

Carol participated in a discussion of the project with Bob Brinson, Barker French, Denise Thomas, Al Williams, Karen Jayson, Tom Jarrell, Debbie Allen and Navin Puri.

Lunch

CJIN Mobile Data Update/ Existing Wireless Infrastructure

Ed Harr, Government and Public Safety Manager, Motorola Corporation presented the NC Statewide Mobile Data RDLAP Migration Options including an overview of the existing system, private wide area data solutions, private wide area networks, an explanation of data rates, 700 & 800 MHz spectrum, and integrated data networks and seamless mobility. Ed explained that a migration plan did contain some significant challenges and that some enhanced features were not available due to the existing configuration.

Participating in a discussion with Ed Harr and a representative from Corporate Motorola were Bob Brinson, Leslie Stanfield, Al Williams and Rebecca Troutman.

New Business

Gene will be contacting the Board members regarding nominations for Chair and Vice-Chair for our next meeting.

Gene and LaVonda will begin the process of assembling a CJIN Score Card.

Adjournment

The meeting was adjourned at 2:45 PM