

MEMORANDUM FOR THE RECORD

Date: December 17, 2019
Bowers Conference Room
Room 417, Rembert C. Dennis Building
10:00 am

Subject: Minutes of the South Carolina 911 Advisory Committee Meeting

Attendees: *Committee Members* – David Morrison – RFA SC 911 Program Manager, Dent Adams – Wireless Rep. FTC (by phone), Ben Spearman – Wireline Rep. Comporium, Mitch Fulmore – PSAP Rep. Florence County, Rick Blackwell – PSAP Rep. Greenville County, Adam DeMars – GIS Expert/RFA (by phone), Neil Baxley – PSAP Rep. Beaufort County, Jack Maguire – Consumer Rep. (by phone), Tommy Paradise – Edgefield County Administrator, Misty Wise – RFA Appointee, Mike Flynn – PSAP Rep. Spartanburg County (by phone). *Staff* – Paul Athey – RFA Division Director, Amy Simson – RFA SC911 Program Coordinator. *Guests* – Allen Brandon, Grady Sharpe, Jason Eckenstein, Candace Allred. *Phone Guests* – Wendy Rooney, Larry Cann, Dawn Helms, Richard Crowe.

- I. Rick Blackwell called the meeting to order at 10:00am.
- II. Rick Blackwell presented the October 8th, 2019 meeting minutes with the Members and asked if any member had edits or questions. Jack Maguire made a motion to approve the minutes. Mitch Fulmore seconded the motion. All members voted aye in favor, and Rick Blackwell declared the minutes approved as written. (*See attached*)
- III. RFP Update
 - A. David Morrison updated the committee on the RFP status, informing them that RFA is in the evaluation process and hope to have news to share in early 2020. Once a vendor is selected, RFA will again hold a series of town hall meetings throughout the state to keep the PSAP community informed as the project is implemented. He asked the other Committee members to think about any issues or concerns they may have regarding implementation to share with the PSAP's.
 - B. David Morrison advised the committee that once a vendor is selected, RFA intends to hire a technical position to facilitate the relationship with the vendor, as well as provide the best support possible to the PSAP's. Paul Athey added the salary for this position would come out of the 2% administrative portion of the fund.
 - C. Misty Wise suggested it would be worth considering, from a project standpoint, using some sort of project management tool or other form of electronic mechanism to facilitate communicating more effectively.

IV. Cost Recovery Procedures and Guidelines

- A. David Morrison opened the discussion and provided documentation for the committee to review (i.e. current list of reimbursable items and working copy of the proposed updated list), with the goal of creating written cost recovery procedures and policies moving forward. Paul Athey added there is a need for more clarification within the current guidelines. He asked for input from committee members with updating the reimbursable items documentation to provide clearer guidelines for the PSAP community and to serve as a baseline document for discussion points as we move forward with implementing new technology.
- B. Rick Blackwell asked that the document be distributed to the PSAP community so they can provide their input/feedback. The committee members discussed the new document in detail with specific emphasis on generators, HVAC units in server rooms, and how reimbursement for such items should be calculated. After further discussion, the consensus among the committee members was to distribute the proposed changes to the reimbursement guidelines document to the PSAP community and allow time for feedback from them. The committee will revisit this discussion at a later date to be determined and ultimately make the final decision.

V. Other Items and Questions

- A. Chairman Blackwell asked the committee members and attendees if anyone had any further items or questions. Hearing none, he asked for a motion to adjourn.

VI. With no further business pending, Neil Baxley motioned to adjourn the meeting; Misty Wise seconded the motion. All members voted aye in favor, and the meeting adjourned at 10:45am.

Attachments: Agenda, Meeting Materials

Public Notice of this meeting was posted at: <http://rfa.sc.gov/e911>

These minutes were approved on 2/18/20.

Amy Simpson 