

MEMORANDUM FOR THE RECORD

Date: February 18, 2020
Bowers Conference Room
Room 417, Rembert C. Dennis Building
10:00 am
(Members attending via GoToMeeting)

Subject: Minutes of the South Carolina 911 Advisory Committee Meeting

Attendees: *Committee Members* – David Morrison – RFA SC 911 Program Manager, Rick Blackwell – PSAP Rep. Greenville County, Dent Adams – Wireless Rep. FTC, Ben Spearman – Wireline Rep. Comporium, Adam DeMars – GIS Expert/RFA, Neil Baxley – PSAP Rep. Beaufort County, Jack Maguire – Consumer Rep., Tommy Paradise – Edgefield County Administrator, Misty Wise – RFA Appointee, Mike Flynn – PSAP Rep. Spartanburg County. *Staff* – Paul Athey – RFA Division Director, Amy Simson – RFA SC 911 Program Coordinator. *Phone Guests* – Elaine Golden, Allen Brandon, Grady Sharpe, Jason Eckenstein, Stephen Blackwelder, Chimere Myers, Brandon Peeler, Dana Tarlton, Mark Grady, James McLeod, Jeff Holshouser, Suzanne Cook, Jeff Francis, Bob Sabin.

- I. Rick Blackwell called the meeting to order at 10:00am.
- II. Rick Blackwell presented the December 17th, 2019 meeting minutes with the members and asked if any member had edits or questions. Neil Baxley made a motion to approve the minutes. Mike Flynn seconded the motion. All members voted aye in favor, and Rick Blackwell declared the minutes approved as written. (*See attached*)
- III. Reimbursement Time Limits
 - A. Rick Blackwell asked David Morrison to start the discussion. David stated prior committee members had discussed this topic often; however, no formal documentation was established. A policy is needed to encourage PSAP's to submit cost recoveries on a regular schedule. Additionally, this would enable RFA to more accurately forecast expenditures in the fiscal model moving forward.
 - B. Committee members Neil Baxley, Mike Flynn, and Tommy Paradise recommended a cap of two years. Allen Brandon mentioned that often with a given project, situations with vendors may arise beyond the PSAP's control, and these extenuating circumstances could potentially extend the timeline for submitting reimbursements beyond two years. Further discussion was held regarding use of the actual payment date and not the project start date to avoid these dilemmas.
 - C. Committee members further discussed the policy's effective date. David Morrison suggested setting a date that would give delinquent PSAPs a window of time to catch up on any pending reimbursements. Members encouraged feedback from the PSAP community over the next month as RFA drafts the new policy.

D. Ultimately, the committee decided RFA would draft the policy and distribute it to the committee for their review prior to voting on the issue at the next committee meeting in March.

IV. New Cost Recovery List

- A. The new cost recovery list was distributed to the PSAP community in December and again after the holiday season with feedback requested. Response was limited to a few requests to add new items to the list which would require committee discussion and a vote to approve any such additions to the cost recovery list.
- B. Neil Baxley made the motion to adopt the new cost recovery list as presented; Tommy Paradise seconded the motion. All members voted aye in favor, and Rick Blackwell declared the list approved.

V. Meeting Schedule

- A. The statute does not specify a required frequency for committee meetings. RFA asked for the committee's thoughts on creating a policy specifying the number of meetings required annually. This policy would include the number of meetings that would be required in person, and the remainder could be held via GoToMeeting as was done for today's meeting. Rick Blackwell asked for the committee's input. Misty Wise stated with respect to travel, as well as from a time perspective, that she would support such a policy.
- B. Due to technical difficulties, the conference call connection was lost.
- C. Chairman Blackwell emailed at 10:41am that Neil Baxley made the motion to adjourn, Tommy Paradise seconded the motion and the meeting was adjourned at 10:29am.

Attachments: Agenda, Meeting Materials

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

These minutes were approved on 3/17/20.

Amy Simpson 