

## MEMORANDUM FOR THE RECORD

**Date:** March 17<sup>th</sup>, 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 (via *GoToMeeting*), Mitch Fulmore – PSAP Rep. Florence County (via *GoToMeeting*), Dent Adams – Wireless Rep. FTC (via *GoToMeeting*), Ben Spearman – Wireline Rep. Comporium (via *GoToMeeting*), Adam DeMars – GIS Expert/RFA (via *GoToMeeting*), Jack Maguire – Consumer Rep. (via *GoToMeeting*), Misty Wise – RFA Appointee (via *GoToMeeting*). *Staff* – Paul Athey – RFA Division Director, Amy Simson – RFA SC 911 Program Coordinator. *Phone Guests* – Tammy Johnson, Shirlene Skipper, Curtis Young, Byron Burns, Andrew Allvine.

- I. Chairman Blackwell called the meeting to order at 10:00am.
- II. Chairman Blackwell presented the February 18<sup>th</sup>, 2020 meeting minutes with the members and asked if any member had edits or questions. Jack Maguire made a motion to approve the minutes. David Morrison seconded the motion. All members voted aye in favor, and Chairman Blackwell declared the minutes approved as written. (*See attached*)
- III. Reimbursement Policy (Committee Vote Required)
  - A. Mr. Morrison discussed the updated draft reimbursement policy previously sent to the committee members for review and feedback. He requested an effective date of January 1<sup>st</sup>, 2021 for the policy, if approved, to allow PSAPs sufficient time to submit proper documentation for any outstanding cost recovery requests for payments made more than two years ago.
  - B. Chairman Blackwell asked the committee members if they had any questions or comments prior to hearing a motion to approve the policy. Hearing none, Ben Spearman made the motion to adopt the new reimbursement policy. Dent Adams seconded the motion. Chairman Blackwell asked for a roll call vote of the committee members present; Amy Simpson took roll call of each committee member's vote; all voted aye in favor and the policy was adopted with the effective date of January 1<sup>st</sup>, 2021.
- IV. Meeting Guidelines (Committee Vote Not Required)
  - A. Mr. Morrison distributed the draft meeting guidelines previously sent to the committee members for review and feedback. Chairman Blackwell recommended that a roll call

vote take place for those meetings which are conducted via conference call or "GoToMeeting", and that the person responsible for taking the meeting minutes conduct the roll call. Adam DeMars concurred.

- B. Chairman Blackwell asked if there was any language in the 911 statute requiring a minimum number of committee meetings per year and any language specifying the number of meetings that must require physical attendance by the committee members. Mr. Morrison stated the statute did not include any such language.
- C. Chairman Blackwell asked if there was any further discussion from any of the other committee members. Hearing none, he stated that the committee will abide by the proposed meeting guidelines.

#### V. Update on Technical Position

- A. Mr. Morrison updated the committee members on the recruitment status of the NG911 technical position, stating that the position was posted for two weeks and closed Friday, March 13<sup>th</sup>. RFA Human Resources is currently reviewing the applications to determine qualified applicants. An evaluation panel has been formed to review those applications deemed qualified by HR and conduct interviews. The panel consists of David Morrison and Adam DeMars from RFA, Michael Ball - Charleston, and Wendy Rooney - Spartanburg.
- B. Chairman Blackwell asked if the position would report to Mr. Morrison and how many applications were received; Mr. Morrison confirmed that it would but was unsure of the number of applications. Chairman Blackwell then inquired about the process should a qualified applicant not be found in the current applicant pool. Mr. Morrison replied that the position would reposted, and Paul Athey added that RFA would reconsider the job title and pay grade prior to that reposting. Chairman Blackwell expressed concerns that the salary level might be too low with the current job posting to recruit qualified applicants due to what the candidate will be tasked to do.

#### VI. Wireless 911 Fund Report

- A. Mr. Athey notified the committee that RFA would provide an update to the wireless 911 fund activity at each meeting.
- B. Mr. Athey stated that revenue collections for February were lower than they were in January. However, he stated it was too soon to be concerned as this decrease is most likely attributed to the lag time associated with payments sent in from the Wireless Service Providers (WSPs) to SC Department of Revenue (DOR) and deposits from DOR to the State Treasurer's Office (STO). RFA will monitor the fund balance closely and anticipates any outstanding collections will be reflected in March. As summer approaches, they should have more sufficient data to compare with their fiscal model projections.
- C. Chairman Blackwell asked if there were any questions from the committee; hearing none, he thanked Mr. Athey for updating them on a monthly basis.

VII. Other Items and Questions

- A. Mr. Athey advised the committee that due to the COVID-19 virus, RFA will be operating under restricted visitor access over the next few weeks. Mr. Morrison will send out corresponding information to the PSAP community.
- B. Mr. Morrison asked the committee for their support in sending a letter to Governor McMaster asking him to sign a proclamation declaring a National Public Safety Telecommunicator's Week for South Carolina. All committee members supported the proclamation letter.
- C. Mr. Morrison advised the committee that he has been receiving email communications from the National Association of State 911 Administrators (NASNA) listserv related to how the 911 community is handling the COVID-19 virus and conducting business. He offered to forward any emails containing new or relevant information to the PSAP community. Chairman Blackwell, along with the rest of the committee members, agreed that if the information is new and/or relevant, Mr. Morrison should send it.
- D. Chairman Blackwell shared with the committee that he received a call last Friday that Ralph Inman had passed away. He shared that Mr. Inman served an integral role in getting the original 911 legislation passed in South Carolina.
- E. Chairman Blackwell asked if there were any other orders of business, hearing none, Jack Maguire motioned to adjourn and the meeting ended at 10:21am.

Attachments: Agenda, Meeting Materials

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

These minutes were approved on 6/16/20.

Amy Simpson 