

BOARD OF DIRECTORS OF THE GEORGIA EMERGENCY COMMUNICATIONS AUTHORITY

THURSDAY, DECEMBER 13, 2018

10:00 AM TO 12:00 PM

GEORGIA EMERGENCY MANAGEMENT AND HOMELAND SECURITY AGENCY
TRAINING ROOM

BOARD MEETING MINUTES

Board Members Present:

Cheryl Greathouse, Chairperson
William Wright, Secretary
Lynne Riley
John McDonough
Peter Olson
Michael Wall (via phone)
Greg Whitaker
Billy Grogan
Steve Nichols

Board Members Absent:

Col. Mark McDonough
Billy Hancock, Vice Chairperson
Kevin Curtin
Ted Wynn

The Georgia Emergency Communications Authority held the board meeting on December 13, 2018 at the Georgia Emergency Management and Homeland Security Agency (GEMA/HS) Headquarters. A List of Attendees, an Agenda, the Proposed Use of NG911 Grant Funds Memo and the Proposed Committee Organizational Structure Memo are attached hereto and made official parts of these minutes as Attachments #1, #2, #3, and #4. Cheryl Greathouse the Chairperson of the Georgia Emergency Communications Authority called the meeting to order at 10:09 AM.

All board members are present except Colonel Mark McDonough from the Georgia Department of Public Safety, Sheriff Billy Hancock from Crisp County, Kevin Curtin from AT&T, and Ted Wynn from Bulloch County.

Chairperson Greathouse welcomed everyone to the new GEMA/HS Headquarters in Atlanta, Georgia.

Swearing in Ceremony of Board Members

John McDonough, City Manager, City of Sandy Springs

Roll Call

Approval of the Minutes:

Michael Nix presented the minutes of the September 11, 2018 meeting for discussion and approval. Typo on page two under the Department of Revenue presentation, line 2 – change to

starting in January. Chairperson Greathouse motioned for the approval of the minutes; Billy Grogan made a motion to approve the minutes. Peter Olson seconded the motion. The motion passed unanimously.

Executive Director's Update

Michael Nix provided an overview of the transition from the Local Government 9-1-1 Authority to the Georgia Emergency Communications Authority (GECA). He also gave an update regarding potential staffing, the 2018 hurricane season, preparations for the Super Bowl, the National 911 Grant Program, the Basic State Communications Officer Transitional Course, the Statewide Interoperability Coordinator position and responsibilities, and Telephone CPR (T-CPR).

Board Presentations

Executive Director Michael Nix opened up the floor for Board Presentations.

Presentation by Pam Montanari and Chris Essid about the Emergency Communications Division (ECD) within Cybersecurity and Infrastructure Security Agency (CISA) under the U.S. Department of Homeland Security.

Presentation by Susan Miller and Natalie Lee about GIS and NG911. Presentation by Chris Faircloth and Chad Brothers about Mission Critical Partners.

Presentation by Scott New with Southern Linc about the transition to a new LTE System.

Old Business

Lynne Riley provided an update for the Georgia Department of Revenue (DOR). They are finalizing receipt of all the resolutions needed to begin the collection efforts starting January 1, 2019. There will be demo on the Georgia Tax Center for the 911 registration. It will be up and online well in time for folks to properly remit and distribute. DOR issued a policy bulletin to offer guidance to the telecom industry on how they will manipulate the website and what they are required to do.

Chairperson Greathouse gave an update on the Crisis Intervention Team (CIT) that is still in development. The launch date has been pushed back to March or April 2019 to add a few steps to develop the curriculum. The State of Virginia will be coming to GPSTC on January 17th to present their class and look at their curriculum. There is now a state training coordinator in charge of the program. She is reaching out the 9-1-1 centers to get people interested in the program and getting it scheduled. The course will be partially online and partially in person training.

Chairperson Greathouse provided an update on the State Communications Officer Training. P.O.S.T. approved the curriculum for the eight-hour course for people who have been employed for more than a year. This course can be offered multiple times during calendar year of 2019. We

are estimated around 225 to 300 students for this course. Basically, anyone who has been working for twelve months can take the eight-hour transition course. Anyone who has been employed for less than twelve months will attend the full forty-hour basic course with new hires.

New Business

Chairperson Cheryl Greathouse opened up the floor for new business.

Michael Nix presented the NG911 Grant Proposal for discussion and approval. Chairperson Greathouse motioned for the adoption of the grant proposal; William Wright made a motion to approve the NG911 Grant Proposal. Greg Whitaker seconded the motion. The motion passed unanimously.

Michael Nix presented the Committee Structure Proposal for discussion and approval. Chairperson Greathouse motioned for the adoption of the proposal; Chief Steve Nichols made a motion to approve the Committee Structure Proposal. Greg Whitaker seconded the motion. The motion passed unanimously.

Michael Nix presented the T-CPR Taskforce for discussion and approval. Chairperson Greathouse motioned for the approval and creation of the taskforce; Greg Whitaker made a motion to create the T-CPR Taskforce. Peter Olson seconded the motion. The motion passed unanimously.

Michael Nix presented the GECA/DOR Intergovernmental Agreement (IGA) for discussion and approval. Chairperson Greathouse motioned for the ratification of the IGA; Peter Olson made a motion to ratify the GECA/DOR IGA. John McDonough seconded the motion. The motion passed unanimously.

Michael Nix presented the GECA/MCP Contract for discussion and approval. Chairperson Greathouse motioned for the ratification of the contract; Chief Billy Grogan made a motion to ratify the GECA/DOR IGA. William Wright seconded the motion. The motion passed unanimously.

Michael Nix discussed the upcoming Georgia Communications Conference in March. He encouraged everyone to attend the conference taking place in Columbus, GA. Visit <http://ga911.com> for more information.

Adjournment:

There being no further business to be brought before the Board, Chairperson Cheryl Greathouse called for a motion to adjourn. William Wright made a motion and Greg Whitaker seconded the motion. The motion passed and Chairperson Cheryl Greathouse adjourned the meeting at 12:18 PM.

These minutes are hereby approved and adopted this the 12th day of March, 2019.

Cheryl Greathouse
Chairperson

William Wright
Secretary

Official Attachments:

1. List of Attendees
2. Agenda
3. Proposed Use of NG911 Grant Funds Memo
4. Proposed Committee Organizational Structure Memo

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Lynne Riley
John McDonough
Peter Olson
Michael Wall (via phone)
Greg Whitaker
Billy Grogan
Steve Nichols

GEMA/HS Staff Members:

Michael Nix
Ashley Seay

9-1-1 Advisory Panel:

Joe Barasoain, Fulton County
Jonathan Jones, Athens-Clarke Police Department
Jason Lawson, Troup County
Russ Palmer, Laurens County
Lynn Smith, APCO
Steve Usher, Glynn County

Others Attending:

Melissa Alterio
Lee Ballentine
Chad Brothers
Michael Charles
Molly Conaboy
Michael Cortes
Claude Craig
Joseph D'Angelo
Chris Faircloth
Chris Fritz
Pat Giordano
David Keith
Natalie Lee
Amanda Maddox
Betsy Mason-Moody
Susan Miller
Pam Montanari
Robert Murphy
Danny Murray
Scott New
Steve Nortols
John Potrzebousia
Jessica Pruett
Rick Rigsbee
Jean-Claude Rizk, AT&T
Tino Rugerio
Keith Sanders
Mike Smith

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BOARD MEETING AGENDA *

CALL TO ORDER

WELCOME

SWEARING IN

ROLL CALL

APPROVAL OF THE SEPTEMBER 11, 2018 MINUTES

EXECUTIVE DIRECTOR'S UPDATE

BOARD PRESENTATIONS

OLD BUSINESS

NEW BUSINESS

ADJOURN

*MEETING AGENDA IS SUBJECT TO CHANGE

**GEORGIA EMERGENCY MANAGEMENT AGENCY
HOMELAND SECURITY**

**NATHAN DEAL
GOVERNOR**



**HOMER BRYSON
DIRECTOR**

TO: BOARD OF DIRECTORS OF THE GEORGIA EMERGENCY COMMUNICATIONS AUTHORITY
FROM: MICHAEL NIX, EXECUTIVE DIRECTOR
SUBJECT: PROPOSED USE OF NG911 GRANT FUNDS
DATE: DECEMBER 3, 2018
CC: 911 ADVISORY PANEL

Background: Through the National 911 Program, Georgia will be eligible for an unannounced amount of money to be used for NG911 implementation. We reviewed the eligible uses and project requirements at the September board meeting. Since then, GECA has entered into a contract with Mission Critical Partners (MCP) to assist the Authority with the grant plan and application writing. I have had numerous discussions with the MCP team about this critically important grant project. They will be at the December board meeting to discuss the grant project and their qualifications and prior experience. Below is the proposed use of those grant funds to start the transition to NG911 in Georgia.

1. Phase 1: NG911 Assessment and Strategic Plan
 - a. NG911 Readiness Assessment
 - b. NG911 Strategic Plan
 - c. Enhanced Georgia State Plan for NG911
2. Phase 2: NG911 GIS readiness assessment
 - a. Baseline gap analysis of NG911 Readiness
 - b. NG911 GIS readiness enhancement plan
3. Phase 3: NG911 training (if supplemental funds are available)
 - a. NG911 Technology, Policy, and Operations
 - b. NG911 Cybersecurity
 - c. GIS for NG911
4. NG911 seamless interoperability Call Handling Grants (if supplemental funds are available)
 - a. Block Funding for technology enhancements

**GEORGIA EMERGENCY MANAGEMENT AGENCY
HOMELAND SECURITY**

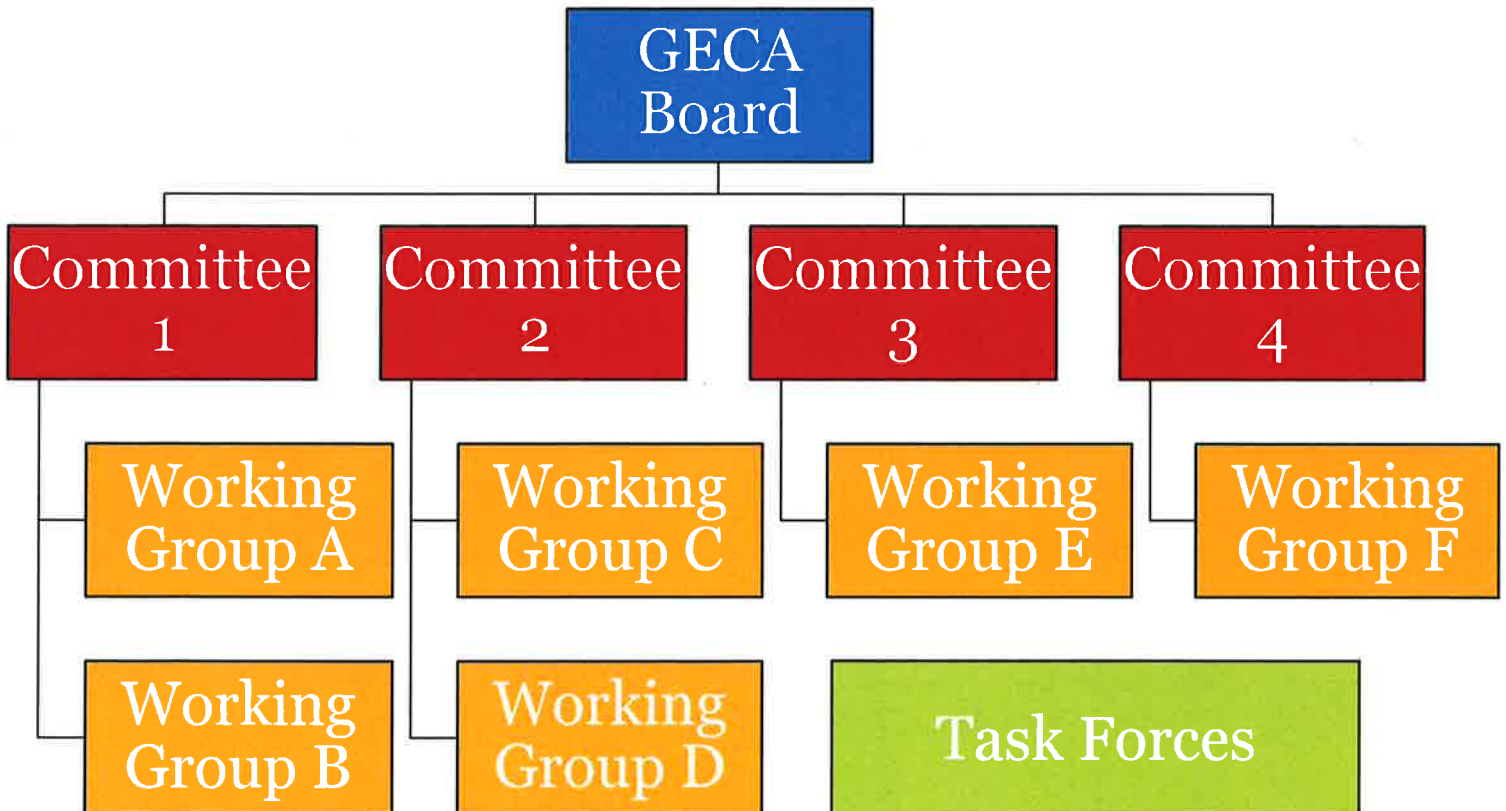
**NATHAN DEAL
GOVERNOR**



**HOMER BRYSON
DIRECTOR**

TO: BOARD OF DIRECTORS OF THE GEORGIA EMERGENCY COMMUNICATIONS AUTHORITY
FROM: MICHAEL NIX, EXECUTIVE DIRECTOR
SUBJECT: PROPOSED COMMITTEE ORGANIZATIONAL STRUCTURE
DATE: DECEMBER 3, 2018
CC: 911 ADVISORY PANEL

In order to facilitate effective and efficient operations of the Georgia Emergency Communications Authority, I propose we adopt the following organizational structure. A more detailed description of each role is found below the organizational chart.



Georgia Emergency Communications Authority Committee Structure

- **Committee:** Committees are long-term, standing groups with a sustained focus on particular committee topics i.e. training, funding and sustainment, technology, 911, LMR, etc.
- **Working Group:** Committee members organize working groups as subsets of that committee in an effort to lead and execute particular projects or activities requiring subject matter expertise and significant stakeholder input over an extended period. Membership on the working groups is open to participants outside of the GECA Board, with subject matter experts encouraged to participate.
- **Task Force:** Task forces are ad hoc and established at the direction of Executive Director of GECA or the board chair, and may include GECA members from multiple committees as well as outside participants charged with creating a defined product over a short period and will report directly to the GECA Board.