



# West Virginia Statewide Addressing and Mapping Board

## Meeting Minutes

Verizon Headquarters - Charleston, WV  
Thursday, February 16, 2006 @ 1:00 pm.

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### **Board Members Present:**

Jack Bowden, Director, Raleigh County 911  
Jim Caruthers, Commissioner Putnam County Commission  
Hussein Elkhansa, Department of Transportation/Division of Highways  
Jimmy Gianato, Director, Office of Homeland Security and Emergency Management  
Craig Neidig, Chairman, State GIS Coordinator  
Jim Priester, Assessor, Marion County  
Frederick Smart, Director, Harrison County 911  
David Tarbett, Citizen Member, Mason County  
Dannie Walker, WV Public Service Commission

### **Board Members absent:**

Tom Williams, E911 Service Manager, Verizon

### **Counsel, Staff:**

Jeff Matherly, Bowles Rice McDavid Graff & Love  
Joe Starsick, Counsel, Bowles Rice McDavid Graff & Love  
Leigh Cielensky, Executive Assistant and Recording Secretary

### **Project Management Team:**

Joe Seppi, Michael Baker, Jr., Inc.  
Andrea Griffith, Semaphore Hill Associates

**Absent:** Dr. Terry Keating, ZI Imaging Inc.

### **Addressing Contractor:**

Bruce Heinrich, microDATA GIS  
Brian Blake, microDATA GIS  
Cynthia Smell, microDATA GIS

**Absent:** Neil Cadle, microDATA GIS

### **WV GIS Technical Center:**

**Absent:** Kurt Donaldson

### **RTI/Marshall University:**

Dave Lawson

**Absent:** Sean Litteral

## **Guests**

Matt Taylor, Kanawha County Metro 9-1-1  
Cathy Collins, Upshur County 9-1-1

Ken Beasley, Wirt County 9-1-1  
Chris Hardesty, GeoComm

## **Opening**

Craig Neidig presided as Board Chairman and Leigh Cielensky served as recording secretary at the February 16, 2006 WVSAMB meeting, held at the Verizon HQ located in Charleston, West Virginia. Chairman Neidig called the meeting to order at 1:13pm. Roll call was taken and a quorum was established. Chairman Neidig reviewed the agenda and associated handouts. Handouts included the agenda, minutes from previous meeting (January 19, 2006), and invoices for payment. There were no written reports from Legal Counsel, GIS Tech Center, RTI, Addressing Contractor or Project Manager.

## **Additional Discussion Items for Agenda (non-voting items only)**

*None at this time.*

## **Approval of Previous Minutes**

**Motion to approve the minutes from the January 19, 2005 meeting was made.**

*Moved: Jack Bowden  
Second: Fred Smart*

**Motion passed unanimously.**

## **Reports of Officers**

*Craig Neidig, Jimmy Gianato, Tom Williams, Fred Smart*

Craig has been following two of the Board's rules with the Legislature and has been working with Joe Starsick on them. There has been some suggested changes which have been technical in nature to HB 4230 and HB4231.

## **Report of Counsel**

*Jeff Matherly, Board Counsel*

**No written report.**

- Jeff announced that Joe Starsick will be attending the meetings with him now.
- Has been working on the summary to give to counties on the mediation.
- Jeff and Craig have also been working with microDATA on a draft of the Change Order.

**Motion to approve Report of Counsel.**

*Moved: Jimmy Gianato  
Second: Jim Priester*

**Motion passed unanimously.**

## **Old Business**

- **Federal Partnerships**

*None at this time.*

- **Data Requests**  
Cannan Valley sent an itemized list.
- **Sunset Rules**  
Still looking at every available option open to the Board.
- **Events**  
Nothing new to report.

### **New Business**

- IS&C system proposal has been tabled till the next meeting.  
Jimmy mentioned that his office (WVOHSEM) will have new changes. A new system is being developed to track every mine and mine rescue team. This is an ideal fit for mapping updates.
- We have 8 more months before the data starts flowing from microDATA. It would be best to test the system out first. The system needs to be moved from the Baker office to a state facility.
- There will be initial setup charges, a one time charge and monthly charges involved for an average cost of about \$2,400 a year.

**Motion to move the system to IS&C.**

*Moved: Jim Caruthers*  
*Second: Jim Priester*

**Motion passed unanimously.**

- The transfer of licenses has been tabled until the March 2, 2006 meeting.

### **Report of WV GIS Technical Center**

*Kurt Donaldson, WVGISTC*

**No written report.**

### **Report from Rahall Institute/Marshall University**

*Sean Litteral/Dave Lawson*

**No written report.**

### **Report from US Postal Service**

*Gerry Smith*

**No written report.**

***Other discussion:***

- Community names and zip codes have been a hot issue with the E9-1-1 centers. Community names are very important to dispatching as opposed to the zip code.

### **Report from Verizon DBMC**

*Tom Williams/Debbie Vaughan*

**No written report.**

## **Report of Addressing Contractor**

*Bruce Heinrich/Brian Blake, microDATA GIS*

**No written report on file.**

### ***Other discussion:***

- microDATA is collecting in 9 counties and have 2 new techs starting. They now have 13 field collectors and hope to raise the total to 18 by March.
- MicroDATA is finalizing the agreement with Logan County.
- Call Center is finishing up in Putnam County and will be starting in Wirt County.
- Jimmy's Team in McDowell County has been going over Team 2 and 7 counties will be ready for Team 2.
- Swap Clay County for Kanawha County and push Kanawha County back to April
- The Board will receive Schedule A from microDATA
- Thursdays will be reserved for teleconference calls 3 weeks out of the month. The main Board meetings will still be held on the first Thursday of each month.

## **Report of Project Manager**

*Terry Keating, Project Manager, Joe Seppi, Deputy Project Manager/Contract Manager, Andrea Griffith*

**No written report on file.**

### ***Other discussion:***

- Assisted with the Wirt County press release
- Team 2 Status Map on the website
- Updated news items on the website
- Received feedback from Kathy Phillips on Team 2 from Andrea
- NetMeeting with McDowell County
- Will be attending the Rockefeller Homeland Security Meeting March 19-20 and can Leigh provide goody bags and goodies for the display table

## **Sub-Committee Reports**

**Financial Reports** –Leigh presented invoices for payment and asked for a motion to approve payment.

**Motion to pay invoices**

*Moved: Jim Priester*  
*Second: Hussein ELkhansa*

**Motion passed unanimously.**

## **Informational Reports**

**No reports at this time.**

**Good of the Order/Discussion**

Dave Tarbett mentioned that the USDA loved the data of Mason County.

**Closing**

**Motion was made to adjourn.**

*Moved: Dave Tarbett  
Second: Jim Priester*

**Meeting adjourned at 2:46pm.**

**Next Meeting**

The next Board meeting is scheduled for Thursday, March 2, 2006 at 1:00 PM at Verizon Headquarters, Charleston, WV.

**Minutes submitted by:**

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*Leigh A. Cielensky, Executive Assistant*          /    /      
*Date*

**Minutes Approved by:**

**West Virginia Statewide Addressing and Mapping Board**

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*Craig Neidig, Chairman*          /    /      
*Date*