



West Virginia Statewide Addressing and Mapping Board

Meeting Minutes

Harrison County Emergency Services

Nutter Fort, WV

Thursday, October 20, 2005 @ 1:00 pm.

Board Members Present:

Jack Bowden, Director, Raleigh County 911 – (phone)

Hussein Elkhansa, Department of Transportation/Division of Highways

Jimmy Gianato, Director, Office of Homeland Security and Emergency Management

Craig Neidig, Chairman, State GIS Coordinator

Frederick Smart, Director, Harrison County 911

Tom Williams, E911 Service Manager, Verizon – (phone)

Board Members absent:

Jim Caruthers, Commissioner, Putnam County Commission

Jim Priester, Assessor, Marion County

David Tarbett, Citizen Member, Mason County

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Counsel, Staff:

Jeff Matherly, Bowles Rice McDavid Graff & Love

Leigh Cielensky, Executive Assistant and Recording Secretary

Absent: Kathy Buckley, Verizon

Joe Starsick, Counsel, Bowles Rice McDavid Graff & Love

Dannie Walker, WV Public Service Commission

Project Management Team:

Joe Seppi, Michael Baker, Jr., Inc.

Absent: Marc Levesque, Acadia Research, LLC

Andrea Griffith, Semaphore Hill Associates

Dr. Terry Keating, ZI Imaging Inc.

Addressing Contractor:

Brian Blake, microDATA GIS – (phone)

Neil Cadle, microDATA GIS

Cynthia Smell, microDATA GIS

Absent: Bruce Heinrich, microDATA GIS

WV GIS Technical Center:

Absent: Kurt Donaldson

RTI/Marshall University:

Absent: Dave Lawson
Sean Litteral

Guests

Michelle Barron, Kanawha County Metro 9-1-1
Lynda Yates, Doddridge/Ritchie County 9-1-1
Greg Skidmore, Harrison County 9-1-1
Frank Scareelli, City of Clarksburg
Martin Howe, City of Clarksburg
Ron Kyle, Monongalia County 9-1-1

Rachel Chapman, Jackson County 9-1-1
Richard Filipek, Raleigh County 9-1-1 – (phone)
Anthony Bellotte, City of Clarksburg
Greg Mozgar, City of Clarksburg
Susan Thomas, Harrison County Clerk

Opening

Craig Neidig presided as Board Chairman and Leigh Cielensky served as recording secretary at the October 20, 2005 WVSAMB meeting held at the Harrison County Emergency Services located in Nutter Fort, West Virginia. Chairman Neidig called the meeting to order at 1:07pm. Roll call was taken and a quorum was established. Chairman Neidig reviewed the agenda and associated handouts.

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

None.

Approval of Previous Minutes

There were no minutes approved at this meeting.

Reports of Officers

Craig Neidig, Jimmy Gianato, Tom Williams, Fred Smart

Jimmy reported that he is working with the Governor's Office on the appointments for positions to be filled on the Board for PSC, DHSEM(OES), and 9-1-1. Jimmy would be the DHSEM appointee and a new county 9-1-1 appointee is needed.

Report of Counsel

Jeff Matherly, Board Counsel

No written report submitted.

Jeff reported on the agreements with some of the power companies in connection with billing addresses. We have signed copies from Black Diamond, Elk Power, Elkhorn Public Service, Kimball Light and Water, Union Power, War Light and Power and United Light and Power. We still need Appalachian Power. Neil Cadle will send Jeff the contact information.

Old Business

- **Federal Partnerships**
 - The USGS is in the process of sending us a deposit. At this time we have not received it.

- The Census Bureau – We have sent the road centerline information to Census Bureau.
- Elevation Data – Craig and Leigh are processing those requests as they come in.
- **Rules Committee** – Regarding Title 169-3 disbursements of funds after the project and and 169-4 fees for the elevation have gone through the process with the Legislative Rule Making Committee. They will be on the Legislative agenda in the spring of 2006.
- **WVSAMB/GES Agreement** – Discussion was held on the agreement between the GES and the Board and Jimmy recommended that we sign the agreement.

Motion to accept the agreement between the WVSAMB/GES.

Moved: Fred Smart
Second: Hussein Elkhansa

Motion passed unanimously.

- **Data** – Jimmy has been working on housing the data at DHSEM. Still working on what it will take to do, cost to house, etc. A meeting is scheduled with Kyle Schaefer November 2 to discuss housing the system at IS&C. Licensing agreements and such are also being checked on to have two servers in two different parts of the state. Issues we are looking at are redundancy, “cold fail over” versus “hot fail over”.
- **Capitol Dome – WV State Quarter Celebration** – October 14, 2005 held at the State Capitol grounds. Craig, Leigh and Andrea were at the booth. The booth had an excellent turn out and gave away plenty of information and give away items about the project.
- **Upcoming Events**
 - **GIS and Transportation Conference** – To be held in Columbus, Ohio in the spring of 2006. Joe, Craig and Hussein plan to submit an abstract for the conference.

New Business

- **WVACO** – Just received an application for this coming year’s membership and booth exhibit at their next meeting in February 2006. Will put this on the agenda for a vote on December 8..
- **Media Public Relations** – Craig and Leigh spoke with Justin Southern from the Auditor’s Office regarding the television Library channel at the Cultural Center. Justin suggested we do a four part series. We will follow up with Justin on how all of this work and get a few more details. We may also want to look at other ideas on how we can still get the word further out about the project. Suggestions included billboards, newspaper inserts again, television. It was also suggested to we hit the elementary school age children.

Report of WV GIS Technical Center

Kurt Donaldson, WVGISTC

No report.

Report from Rahall Institute/Marshall University

Sean Litteral

No report.

Report from US Postal Service

Gerry Smith

No report.

Report from Verizon DBMC

Tom Williams/Debbie Vaughan

No report.

Report of Addressing Contractor

Brian Blake, microDATA GIS (for Bruce Heinrich)

- Still collecting in counties.
- Conference call with MD, members of the Board and Jefferson County 9-1-1 regarding transfer or county data to TEAM2. Brian will send Craig notes on the call write a letter of agreement.
- Been working with Mark Millman of the PM Team on back files and have been making some progress.
- Script issues with the call center were discussed.

Report of Project Manager

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

- MircoDATA has been very helpful to our system's people validating their monthly deliverables.
- Communication has been great – the PM is very appreciative.
- Work to be done on the match rate.
- Progress continues on the development of the system. Jimmy did some testing.
- Submit an abstract and will be talking to Hussein about it also. Will be co-presenting.

Sub-Committee Reports

No reports.

Informational Reports

No reports.

Good of the Order/Discussion

Nutter Fort officials originally scheduled to attend the meeting to discuss their addressing concerns with the Board did not appear.

Discussion was held on continuing issue with DMV requiring proof of a physical address. Citizens are getting very upset. Jimmy Gianato mentioned that this is a requirement of the Patriot Act and that DMV

will not relax this requirement. However, McDowell County has developed a letter that the county is the addressing process and advises citizens to take tax tickets or whatever documents they have to DMV with them. This has seemed to help. People often do not read the instructions on the back of the form, Jack Bowden has requested a copy of the letter for the 9-1-1 Council. Craig also requested that Jimmy forward a copy of the letter to him also for distribution to all the counties.

Jack Bowden will also bring up at the next 9-1-1 Council meeting for two names for the open 9-1-1 position on the Board and have a letter submitted to the Governor.

Closing

Motion to adjourn.

Moved: Fred Smart

Second: Hussein Elkhanas

Meeting adjourned at 2:10pm.

Next Meeting

The next Board meeting is scheduled for Thursday, November 3, 2005 at 1:00 PM at Verizon Headquarters, Charleston, WV.

Minutes submitted by:

Leigh A. Cielensky, Executive Assistant

____/____/____
Date

**Minutes Approved by:
West Virginia Statewide Addressing and Mapping Board**

Craig Neidig, Chairman

____/____/____
Date