

Fredericksburg Cable Commission  
Draft Minutes of January 18, 2018 Meeting

In Attendance: Fred Howe, Chair  
Col. Howard Piggee, Vice-Chair  
Suzanne Tills, Director of Information Technology/CIO  
Chris Glover, Central Rappahannock Regional Library  
Mike George, FCPS

Others in Attendance: Marie Schuler, Comcast  
Donna Crump, Secretary, City Manager's Office

Fred Howe called the meeting to order at 11:01 a.m.

*Approval of Agenda*

Col. Piggee motioned to approve the agenda. Mrs. Tills seconded. The agenda was approved by all.

*Cable Consumer Complaints*

There were no consumer complaints.

*Financial Update for PEG Access Funds*

Mrs. Tills passed out the PEG Access Fees Report. She noted that not much has changed since the report that she previously provided. She did point out that Audio Visual and Council Chamber expenditures have been approved. Mr. Glover stated that the Library has \$15,000 for FY18 that was carried over from FY17. Mr. Howe asked about revenue. Mrs. Tills advised him that revenue is by subscriber and that she will do an average total for the last couple of years.

*Approval of Minutes*

After time was allowed to review the minutes from the November 2017 meeting, Col. Piggee motioned to approve the minutes. Mrs. Tills seconded. The minutes were approved by all.

*Old Business*

*Flyer*

Mrs. Tills passed out the draft flyer. Mr. Glover stated that the dates didn't get changed, so the flyer hadn't gone out yet. He will remove the January meeting dates and it will be set to go out sometime in the February/March time frame. Mr. George will provide the School Board meeting dates for the second half of the year in time for the second flyer mailing. Mr. Howe agreed to let Mrs. Lacey know the mailing is going out so that Council would be made aware.

Mr. Howe asked Ms. Schuler if there is any way to tell what the viewership is, for advertising purposes. Ms. Schuler said that there is not. Mr. Howe will ask Verizon and Cox the same question.

### *PEG Funding Project Update – Library*

Mr. Glover stated the library project is on hold while the city engineer looks at the 3<sup>rd</sup> floor to see if it is possible to do the construction that they wish to do.

### *Cable Commission Ordinance*

Mrs. Tills reported that the Assistant City Attorney, Rob Eckstrom, has done some initial research, and asks the Cable Committee to look at other franchises to come up with specifics on where the Commission wants to expand its role in order to make a positive impact within the City. Mr. Howe recommended the Cable Commission wait for the vacant seat to be filled before further pursuing this initiative.

### *Format Change*

Mrs. Tills stated that Chris Chandler of Media Solutions is already producing in 16:9 format. Verizon is the only one displaying it. She then called Mr. Chandler and put him on the phone for all to hear her ask if there is anything Cox and Comcast need to do to get it displayed in a 16:9 format. All agreed that if the channels change, they can update the flyer that goes out in July 2018. Mrs. Tills will ask Verizon, Cox and Comcast if they have different channels that would be displaying 16:9.

### *Ovation Channel*

Mr. Button from Cox Communications notified the commission via e-mail that he submitted a request to reassess Cox's position on the Arts (Ovation) channel. He expects to have an additional update very soon.

### *New Business*

Mrs. Tills relayed that she received a call from a woman who identified herself as a spokesperson for a group of citizens who were complaining that the City does not have closed captioning for its live council meetings. The woman owns a company in King George that sells the equipment and transcription services needed to become compliant. Mrs. Tills requested to speak with the citizens directly to understand better their specific needs because the ADA requires that solutions be tailored to the particular need but Mrs. Tills was told that would not be possible. Mrs. Tills informed the salesperson she would present the information to the Cable Commission. Col. Piggee asked if sign language videotaped at the meeting is another way to meet the closed captioning need and if that may be a more cost effective option. Mrs. Tills also stated that she did talk to the City Attorney and the Chief Building Official, who is leading the ADA compliance efforts for the City. Any selected solution would be under competitive bidding and the issue is under review.

Mr. Chandler at Advanced Media Solutions told Mrs. Tills that we already had the closed captioning option on YouTube. However, Mr. George stated that while there is closed captioning with YouTube, there's no way to identify who's speaking which is a requirement. You can add labels as to who is speaking after the fact but it's not fully compliant at the time it broadcasts live for this reason. It was also discussed that Stafford may be interested in pursuing closed captioning and that Mr. Chandler may be able to come up with other options. Col Piggee stated that he would like to understand Stafford's process in deciding if they would go with sign

language vs. closed captioning. Ms. Schuler suggested Mrs. Tills contact the National Institute of Closed Captioning as they may provide services as well.

Ms. Schuler stated that as a result of the FCC Spectrum Option, some low power channels at Comcast had to combine. No complaints were received.

Mrs. Tills passed around a letter from Verizon explaining their recent fee change.

The next meeting will be held on March 15, 2018 in the Suite.

There was a motion to adjourn the meeting made by Col. Piggee, Mr. Glover seconded. The meeting was adjourned at 11:52 a.m.