

**Policy Sub-Committee Meeting**

January 16, 2015

Camp Murray, WA

0900-1500

Constituency	Primary		Alternate	
Chair	Richard Kirton	X		
King County	Marlys Davis	X	Deb Flewelling	X
Large Counties East	Lorlee Mizell		Amy McCormick	X
Med Counties East	Brad Coughenour	X	Jackie Jones	
Rural Counties East 1	Mike Worden (Vice-Chair)	X	Angie Fode	X
Rural Counties East 2	Kathleen Slaybaugh	X	Criselia Grupp	X
Large Counties West	Jim Quackenbush	X	Laura Caster	X
Med Counties West	Craig Larsen	X	Tom Shaughnessy	
Rural Counties West 1	Stephanie Fritts	X	Joannie Borge	X
Rural Counties West 2	Steve Romberg		Karl Hatton	X
Advisory Committee	Rose Parr		TBD	
State Office	Ziggy Dahl	X	Bill Peters	X
	Andy Leneweaver		Teresa Lewis	X
	Kenn Moisey	X	Sharon Lotonuu	
	Dan Miller	X	Kim Mask	X

KEY: X=In Person      R= By Conference Bridge

**Guests:**

Donna Barnes, Washington State Patrol (X)	Darlene Mainwaring, Kittitas County (R)
---	---

**1. Call to order**

Richard called the meeting to order.

**2. Roll Call**

A roll call of attendees was made to announce those who were present in person and on the phone.

**3. Approval of minutes from last meeting**

Jim Quackenbush made a motion for the minutes to be approved; Brad Coughenour seconded. The vote was unanimous to approve as written.

**4. Additions to the agenda**

There were no requests for additional agenda items.

**5. Open issues/ Brainstorming**

**a. Separate Equipment Contracts – Bill**

- Bill proposed to start doing equipment contracts for counties. Bill explained how it was done in the past when a county wanted to purchase equipment. When requests were made at the last minute, it could create contract issues.
- Ziggy propose offering a separate contract that would be easier to manage and spanning multiple years (fiscally).
  - JQ used the CRESA/TCOMM contract as an example as to how this may be beneficial, with milestones and timelines
  - This would not include the normal rotation of equipment
- Brad noted that some boards may not move forward with approval until funding is secure
  - May want to revisit the biennial contract concept in the future.

**ACTION \*\*Bill and Teresa:** Will make sure there is no conflict with revenue.

- May be cleaner and keep funds from being returned when obligations cannot be met.
- Questions asked:
  - What would milestones be?
  - Would Andy need to be involved to keep large projects moving?
  - What is local revenues increase (spike), what grant would get hit first?
    - With CPE and large purchases, boards may be leery to agree to this model if they could be on the hook at any time.
  - If there is a variable, could this be accountable in the block grant?
  - With replacing the "5-year rule", this may assist counties that are on the edge of CPD only and Operations eligibility.
    - State office will work with counties who are on the edge and help work out kinks.
- Looking to start this in FY2016

#### **Milestone Elements**

- 1) State Approval
- 2) Purchase Order or funding approval
- 3) RFP released (depending on county's procurement policy and size of purchase)
- 4) Selection of Vendor
- 5) Project Plan for install
- 6) Vendor Payment Plan

- Could develop a template of what needs to be completed.
  - Including vendor and state updated of where projects are at
  - Verify process has gone through county purchasing approval process with quarterly reports
  - Request procurement policies to verify requestor has gone through process and provided timelines to state so that county will not pull back funds before project is complete.

**ACTION \*\*Bill, Criselia and Karl:** Will develop Milestone Equipment form. To be included in FY2016 contract application process. Develop Application form to include progress report and policy language. Draft due at February meeting.

**ACTION \*\*Stephanie:** will share draft of Progress Report form from HAZMAT grant as example with group

- Extensions will be approved on a case by case basis subject to funding availability.

- Change Orders – Includes dates and amounts. Don't want to wait until the quarterly reports to approve. Needs to be identified immediately so that money not used can be returned back to the state.
- Modernization funding may be proviso only, spent modernization equipment only.
- May want to create an Aging Equipment Policy

**RECOMMENDATION:** \*\* Richard: Currently, four policies say the same thing. Would it be possible to streamline policies? Policies with common elements could be combined.

**ACTION** \*\*Richard: Future agenda item: Revisit policies to consolidate (contracts) into one policy.

#### b. GIS

- Chuck Buzzard created work plan. Dan Miller is not sure if approved to distribute. Expectations are that there will need to be state funding for software and support.
- Was policy language created? Work plan was a request.
- Policy needs to identify what items are eligible for funding.
- Currently know there are software requirements needed statewide – need to have a basic platform. Right now this varies across the state.
  - All counties have something, just at different levels.
  - ARC GIS Standard Desktop version and Data Reviewer extension need to be in all counties at the minimum.
  - Counties could use the State Master Purchasing Agreement to save money on this.
- Demands on time for a GIS person need to be increased. This would mean a salary line item increase.
- There will be a spike in transition. Data being maintained varies across the state from daily to rarely.
- Richard doesn't want this committee to make cap recommendations based on what is available but what is needed. E911 Coordinators need to be aware that they may be denied even though they asked for more than what was allowed and available.
- Dan gave brief update on RFI. Responses due back February 6<sup>th</sup>.
- Counties are going to need to spend money on consultants, software, ANI/ALI Export and Database syncs in FY2016.
- Know what the attribute projections are even though they are not finalized.
- Not going to know enough before end of April to identify funding caps.
- King County has own in house ESRI licensed trainers. Software is \$9500 and \$2500 for training.
- Right now this is going to Maintenance costs when you get to caps and will include GIS maintenance.
- GEOCOMM and TCS both have tools that assist with syncing data. This can be used for quality control
- State office (Dan) is knowledgeable about these tools to approve for funding.
- If state office doesn't establish baseline of what is needed, they need to at least set boundaries such as one time purchases that will be offered.

## 6. Open Issues/ Reports

- a. Basic Service- Jim Quackenbush and his group have not met. They will be pulling elements describing what basic service is. This is needed for FY2016 and cannot wait for FY2017.
- Andy is unable to negotiate prices. Per Andy's opinion, the current contract states it will move data; text is considered data. His opinion would be state is already paying for it with CenturyLink.
    - It is unclear if this is a transport charge. In the interim, he is asking if there are going to be more charges when it goes i3. Especially with the integrated solution.
    - The state is trying to determine what or if there is transport charges.
  - Continued discussion about SIP and CenturyLink with Kenn about clarification on CenturyLink transport and licensing and if this is a statewide service element.
    - No commitment from the State Office on decision about this being a statewide service element.
  - There will be more at risk and special security considerations for SIP.
  - With the interim NG ESInet it would be cheaper to deliver text than a call. Then it becomes a service that has to be paid for.
  - "FOBs" would include "hidden charges" with the request to purchase one per person. These could also impact records. Andy is going to try to remove the FOB charge. (Cost is approximately \$30 per call taker)

All members voted to make FOB charge a local expense.

- Security evaluations should be completed by June 30, 2015
  - Line of Demark – Is this obvious? Up to delivering security (PGM). Where delivered to PSAP. This would be a future discussion point.
  - For FY2016, are there going to be county costs?
  - Apps – Smart 911 (not a state cost to protect from this app). All that is known at this time.
    - Don't need to worry about funding security for FY2016 since the State Office already asked for appropriations in the budget for security.
- i. Funding Element for GIS - FY2017
- Where is the data going to go (SIF)
  - Portal that will move into the PSAP (Vendor, State or DES hosted)
- ii. Funding Elements for Text
- Nothing for county in FY2016
  - Text Aggregator for FY2016 – limit liability and be able to transfer text for web and integrated
    - Would this be an element for new ESInet component?
    - No need for i3 NENA solution aggregator but that is after the new ESInet will be in place. This will be embedded in ESInet. Intrado and TCS are working on TCC so calls can be transferred.

- Don't know how long this is needed, if needed at all.
  - Would need to see the cost associated with it.
  - **State will revisit in FY2017**
- b. **Authorized Positions-** The minimum was settled at the last meeting (3 positions). Marlys and Joannie will update on the formula for maximum positions.
- c. **FY2015 Policies-** This was completed. It was explained at the Advisory Committee Meeting. May still need to do letter or email due to not all coordinators being in attendance.
- d. **Interim Text-to-911-** Still a work in progress. Sent email and received no responses. Intrado provided language in Jefferson/Clallam contracts. Karl will share language.

**7. Open Issues/ Action Items**

a. **ESI Net Security-**

- P1 items in Policy. NG meeting came up with different approach for FY2016. For counties with SIP connection only my trigger to be P1 compliant.
- Some counties not able to meet P1 Standards for password since they are the same in multiple counties
- Moving forward, starting July 1, 2015, for those SIP only or once they become SIP only.

**ACTION \*\*Richard:** Work on developing language. Will vote on at February meeting.

b. **Meeting Schedule-**

<b>February 11, 2015</b>	<b>Camp Murray</b>	<b>0900-1700</b>
<b>March 16<sup>th</sup> (Spring Forum)</b>	<b>TBD</b>	<b>TBD</b>
<b>April 9, 2015</b>	<b>Spokane</b>	<b>0900-1600</b>
<b>June 22, 2015</b>	<b>Tri-Cities (Summer Conference)</b>	<b>TBD</b>
<b>September 16, 2015</b>	<b>Camp Murray</b>	<b>0900-1600</b>
<b>October 19, 2015</b>	<b>TBD (Fall Forum)</b>	<b>1300-1700</b>
<b>December 2, 2015</b>	<b>Spokane</b>	<b>0900-1600</b>
<b>February 11, 2016</b>	<b>Camp Murray</b>	<b>0900-1600</b>

**8. Future Agenda Items**

a. **Feb 11 (0900 to NLT 1700) at Camp Murray:**

i. **FY16 Caps**

1. **Stephanie will distribute the salary survey, members will contact their constituents and get them to return the survey (Survey results due February).**
2. **The state office will prepare recommendations for consideration.**

**ii. General Ops Contract Deliverables**

**1. Members will contact their constituents to determine what's working/what's not from FY15 contracts**

**b. March 16 (0900 to NLT 1600) at Camp Murray: Regionalization, wrap up remaining FY16 policies.**

**c. Pending- CPD, WSP**

**9. Adjourn**