

Policy Sub-Committee Meeting

March 16, 2015

0900-1700

DuPont, WA

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

KEY: X=In Person R= By Conference Bridge

Guests:

Mark Janowski, Whitman County	Patti Kelly, Whitman County
Lisa Caldwell, Columbia County	Steven Ruley, Walla Walla County
Donna Barnes, Washington State Patrol	Karin Hall, Ferry County
LaVonne Webb, Stevens County	Deanna Wells, Cowlitz County
Robyn Linton, Stevens County	Jim Fosse, Chelan County
Peggy Fouts, Grays Harbor County	

1) Call to order

Richard called the meeting to order at 0900.

2) Roll call

Richard went around the table to note those who were members since there were a large number of guests attending this meeting.

3) Approval of minutes from last meeting

The minutes are being deferred until the next meeting to correct some typing errors and give Richard a chance to review due to him being out ill.

4) Additions to the agenda

There were no additions to the agenda.

5) Action Items

a. Review and approve draft policy language

i. Basic Service (including NG and text to 911 elements)

Contract Policy –

- (2b): Made the change to eligibility to certify to connect to ESInet. Certification for P1 elements would go into effect for FY2016 contract.
 - If state grants alternate solution, does this need to be stated? The state doesn't know when the Security Policy will be signed.
 - Andy will provide update. Marlys suggested that Andy discuss this with Steve from King County.
- (3,4b): Made changes to the three sections that discuss eligibility with CPD, Operations, and Regionalized excise tax and security.
- Additional requirements – CPD and Operations: Same as now, but will be adding a section with Equipment Contract. All references to equipment purchases have been removed to make the new contract.
 - Operations Contract – CPD and Operations are together. Equipment contract would be an additional contract. This would be the same for regionalized centers (contracts) also.
- Removed the 20/80 split. It would be calculated at 100% of local revenue collected.
- Under Operations, it states, this is separate from CPD. This will be discussed later in the meeting.
- The 6 positions will be discussed later also.
- Basic service can be reallocated with the Basic Services Operations expenses.
- (d) Not sure what this was referring to, so removing it for now.
- FOBS- This is a local expense.
- Statewide Services Schedule – Security Policy: Would this include a few more items (i.e. firewalls, routers)?
- Document is on OneDrive; includes the definitions of Basic Service. Will be included in the contract policy under Authority.
- Is there a standard that addresses Interpretive Services?

ii. FY16 Caps – Reviewed all caps in County Contract Schedule

- CPD6: Added information for GIS software. Changed standard to advanced requirement. This is for software only.
- CPD8: Training Coordinator - Adding the same language as Public Education Coordinator.

****NOTE: If signed policies contradict working versions, the changes can be incorporated at a later date.**

- CPD4: There was discussion to raise this. It was to make this its own category for training. The subcommittee voted and discussion was is does address IT and MSAG. Deliverable by end of contract end for GIS.
 - Maintenance after synchronization is going to be downloaded daily and cost will be high.
 - “Need to set caps that make sense, not what can be afforded.” – Richard reminded the subcommittee. CPD is funding priority.
 - Stephanie – There is an obligation to provide statewide services. Raising the caps will not give the Legislature the reason to raise the spending authority.
 - Need to demonstrate that counties are being harmed. Per Ziggy, need to show that all funds are being spent.
 - GIS will get bigger. The need is going to be there and will need to be funded.
 - Could provide amounts in application and be denied due to not have the allocations. Would this be beneficial?
 - Add language to fund the Tier 3 projects. If funds are available after Operations contracts and any additional amounts available for data synchronization.
 - Ziggy request Policy Committee to develop cover letter to State Office to with explanation of what is needed to get Legislature to understand the help that is needed.

iii. **General Ops Contract Deliverables**

- Continued discussion on salaries for GIS position (Every county would need at least one (1) FTE working on the deliverable.
- Reviewing both S5 and CPD4 and would be reasonable to divide between the two King County positions and Snohomish County what use for training as examples and what it would cost to send to national conferences.
 - Recommend sending meeting agendas out more in advance so attendees can decide if meeting attendance is valuable based on individual expertise and knowledge
- CPD5 – Keeping it the same. Adding CPD8 (Training Coordinator). Mirroring the language in CPD5 to match. No change to S8.
 - Not changing the order of the numbers assigned to line items to keep record of historical changes.
- B4 – MSAP, Mapping/GIS – Added deliverable that training is to specific to Next Gen. This will remain in Operations.

There was discussion about the deliverable and to raise the amount:

 - Forums and GIS subcommittee meeting attendance will meet the deliverable for training.
 - Due to GIS and IT training being very expensive; increased the amount to \$7,500.

- Call Receiver training deliverable: Set number of training hours required for the year. This will be 24; continuing education will be 12.
- B6-Mapping Administration: Keeping the same
- S7-Call Receiver Salaries: Cap set at \$352,455; keep at 6 FTE. Request to set cap at \$397,440.
 - Deanna Wells would like to see funding increases raised by percentages.
 - A message could be crafted to send to Legislature to defend this.
 - There are only 3 counties that may spend less than this.
 - Mike Worden recommends increase line items by X-percentage
 - Stephanie Fritts – To honor intent of RCW and WAC, would need to go line by line to discuss increases
 - Craig Larsen – What point does raising caps allow counties that are not eligible for Operations contracts to become eligible for Operations contracts?
 - Bill Peters – there is not one county that is able to pay expenses from local excise taxes. All counties will need to draw revenue from other sources.
 - Lorlee – How much does it cost to provide 911 services? Need to define how it actually costs to do business.
 - Bill – Are there other elements that need to be considered? Times have changed. State office is paying for network cost. (Example: Franklin receives 100 calls in the same amount of time that Columbia gets 6 calls yet getting the same service; Franklin should be getting more funding)
- All of the money appropriated needs to be spent.
- The Policy Subcommittee would like to increase 8.8% of what was asked for last year.
 - Vote: Raise all salary line items by 8.8%
 - Three Options: (Need to be careful how this is phased. Caps were increased to reflectively show how doing business)
 - 12% throughout all line items (12 voted yes)
 - Under Operations only (0 voted yes)
 - Salary line items only (2 voted yes)
 - Showing raising inflation and include in report to Legislature
 - Last year based this on Salary Survey to determine methodology
 - Need to establish true costs for each line item.
 - Created Math Committee to figure factors. Requesting to have information by end of lunch Tuesday (March 17). Includes Criselia, Deanna, and Mike. Will meet in Flood Room during Lunch on Tuesday.

iv. Authorized Positions (Minimum 3, formula, max)

Kenn Moisey created presentation for number of positions and explained formula used. Used the average busy month for county. Andy agreed that it would be January due to being able to getting the information from Intrado.

- Response Times: The deliverable for Text-To-911 and Basic Service response is on OneDrive. (Text-to-911 response with 10 seconds: holding off until this can be assessed.)

v. ESI Net Security

Security standards need to change from “shall” to “should”. This recommendation will go to the Advisory Committee on Thursday for approval.

vi. Separate Equipment Contracts

- Criselia and Teresa gave summary for Equipment contracts.
- Non-Operational counties would be held to same standard as Operational Counties under 2-year contract. This would be fair and equitable for all counties.
- This would benefit those counties that are sitting on the edge.
- For Operational counties that are looking replace equipment, an amendment could be done for a 2-year contract to allow time to plan project and replace equipment. This would avoid Operational counties having two separate contracts.
- Bill provided draft policy but group was not given time to review.
- The struggle has been what would qualify as modernization
- The state has opened the door when it approved the Thurston/Clark project.
- The Policy Subcommittee has forwarded draft proposal to NG Subcommittee to assist with projects.
- Invites Advisory Committee to ask questions of who will need help with replacement when needed.
- Progress reports are requested to be submitted quarterly. A timeline would be needed. This would assist the state on setting priority.
- Ziggy – Will draft a policy for the subcommittee to review at next meeting.

6) Discussion Items (1400-1600)

a. Regionalization

Patti Kelly (Whitcom) and Jim Fosse (RiverCom) were invited for this discussion.

- Patti – Asotin County is eligible for CPD contract only. She noted that Asotin would be eligible for Operations as a stand-alone center so not seeing the cost benefit. She is looking for some method for regionalization for is beneficial.
- Jim – Looking at what both counties would get if they had individual Operations contracts. Cost increases are being pushed onto the users. The only savings being shown are going back to the state
- Columbia/Walla Walla – Was going to cost more; so there is no cost benefit.
- Jefferson/Clallam – Looks at a better way of serving the community with bigger, better center.
- Lisa Caldwell – MSAG, IT, and GIS salary increases would be helpful.

- This could be structured that a board would allow everyone to have a vote. As of now, Asotin County is under contract with Whitman County and does not have a vote on Whitcom's board. Whitcom has an Interlocal Agreement.
- RiverCom has not done a Cost Analysis if separated; Whitcom has done this.

7) Future Agenda Items

a. April 9, 2015 (0900-1700) – wrap up all old business, CPD, WSP

- Finish the work prior to meeting on April 9th in Spokane. May request a special session for Advisory Committee to meet on April 16th. This may be done by phone conference since it is for the single purpose of approving policies.
- Draft policy documents and distribute by end of month to Advisory Committee.
- Make changes to deliverables, removing revenue split, updating security requirement in order to present to Advisory Committee.

8) Other Business

Upcoming meetings for the week:

- Meeting at lunchtime in Flood Room on Tuesday and Wednesday.
- Present Equipment Policy concept and Application to Advisory Committee on Thursday
- Ask for Special Session in April for approval of written policies.

Assignments:

- Equipment Policy – Karl, Bill, and Teresa
- Math Committee – Mike, Criselia, and Deanna

Adjourn