

**State Enhanced 9-1-1 Advisory Committee
Meeting Minutes, May 21, 2015, Camp Murray, WA**

- I. **Call to Order**
Chair Peggy Fouts called the E911 Advisory Committee (AC) meeting to order at 9:30 a.m.
- II. **Roll Call**
 - a. Quorum is obtained.
- III. **Approval of Minutes**
 - a. January 15, 2015
Postponed until July.
 - b. March 19, 2015
 - c. April 14, 2015
Moved, seconded, and passed; to approve both March 2015 and April 2015 minutes.
- VI. **Old Business**
 - a. **AC Handouts and Reminders – Peggy Fouts**
 - Handouts will not be printed; you may print them out from OneDrive in advance. If subcommittee chairs are not getting information out in advance, the items will be posted after the AC.
 - b. **Bylaw Revisions – Mark Layhew/Peggy Fouts**
 - Membership - E911 Coordinators, WSEMA, DOH, and the At Large position are recommended positions. Should there be a recommendation to have representation for both sides of the state?
Moved, seconded, and passed to recommend to TAG that an asterisk be added into the bylaws under the membership section behind #11; Association of Washington Cities, and #12; Washington State Association of Counties requesting that these two organizations have both an east and west member for better geographical representation. Vote; 8 for, 6 against, 4 abstentions.
 - c. **OPMA Qualifying Body – Peggy Fouts**
 - According to rules and laws, based on the make-up and responsibilities the E911 AC is not required to follow the Open Public Meetings Act (OPMA) however, as a group; the E911 AC can choose to follow the OPMA as currently depicted in the bylaws draft. *Moved, seconded, and passed to strike all OPMA references from section four in the bylaws. Vote; 8 for, 5 against; 2 abstaining. Qualifying condition: As the AC serves under the TAG, the SECO will request TAG opinion before the July meeting. This will be re-voted on at that time.*
 - d. **Action Items – Ziggy Dahl**
 - **Wireless Carrier Reports** –AT&T report went out for April. No report from T-Mobile. Frontier reports also started coming in. Verizon will also be coming in but Sprint still needs to respond.-**OPEN**
 - **Fluctuation of taxes statewide** - (see handouts). This document will be posted to OneDrive. – **CLOSED**.
 - **FCC letter on Location Accuracy**-Not accomplished due to debate over end accuracy part. There is concern about the FCC mandating accuracy levels. There are fundamental issues with current accuracy. The current pro-position is being touted by a specific company. Please comment on your own if you'd like. - **CLOSED**

- **Preserving reliable 911 services** - State of Virginia White Paper; will post to OneDrive when drafted by the Communications subcommittee. The subcommittee will discuss whether still viable. –**OPEN**
- **RFP Status – ESInet** – Approaching a final solution. Target date will probably be mid-July.-**OPEN**
- **CPE Modernization List** – Newest version was posted to OneDrive this morning. Chelan, Rivercom, Clark, Clallam, and Jefferson have already cutover. Yakima cuts over next week. Pend Oreille cuts over the first week of June, and Grant County in July. Both Benton and Kitsap will be sometime in September. Spokane will cutover in the fall. WSP Tacoma will be in the sooner rather than later category. That leaves us with 10 lifelines left. - **OPEN**

VII. Subcommittee Reports

a. 911 Communications Subcommittee – Marlys Davis

- **FCC & Telecom Report November 2014**
 - Refer to handout on OneDrive for information
- **Interim Text-to-9-1-1** (Refer to chart on OneDrive)
 - FCC put out the latest chart which is not complete and not completely accurate. PSAPs are working hard to get this completed.
 - Kitsap County reported a few missteps with text-to-911 although; two incidents of unsafe situations where text-to-911 was used (for safety reasons) resulted in positive outcomes.
 - Differing thoughts on dashes in title of text-to-9-1-1. More resolution to come.
 - Public Disclosure text was passed and will be signed by the Governor on July 24th. That protects ANI/ALI information, Smart911, and future NG data.
 - Call quality issues continue to be worked on and the subcommittee will be working with the individual service providers with specific issues/concerns.
- **Next meeting: July 9, 2015 at the King County 911 office in Seattle.**

b. Public Education Subcommittee – Jim Fosse (on behalf of Kay McKellar)

- Items discussed at the last meeting:
 - More training on cultural diversity would be helpful.
 - Training needed on the new Office Depot ordering system.
 - Military Department 911 Public Educators; it is an individual choice to participate in this account.
 - Presentation on location accuracy; this PowerPoint will be posted on OneDrive.
 - Text-to-911 presentation given. Document will be posted to OneDrive.
 - Text-to-911 policy documents will be posted to OneDrive as well. If anything needs to be changed, the information will be brought before the E911 AC board for approval.
 - Regional conference workgroup in 2016 is moving forward. An update will be provided in July.
 - The group would like an all-day training on project management. SECO will contact Keith Flewelling for a future class.
 - There will be a 911 education track at the fall forum.
 - New member: Kate Rico from Lewis County.

- **Next meeting: July 10, 2015 at Camp Murray.**

c. NG911 – Jim Quackenbush

- ESInet updated at yesterday's meeting. The security assessment has found a way that both Intrado and CenturyLink can post to a secure site to proceed. A report should be received in September.
- Tracking NG911 progress by county – The technical committee would like to review the P-1 compliance. If you see any problems meeting requirements or questions on what they mean, please forward to Jim Quackenbush or Marlys Davis by June 5th.
- The updated State NG-911 plan was provided and tasks were assigned by volunteer. The draft will be modified in July and the plan should be ready for presentation to the AC for adoption at the September meeting.
- Requesting addition of Karin Hall; Ferry County to the NG911 subcommittee.
- A change in statute made taking 911 revenue a legal action. According to APCO/NENA, it is a sweep. When the legislature changes the law, it becomes an eligible activity within the statute. As to whether the federal government looks at the legislature's redirection of the revenue which may affect our eligibility, comes down to a state rights issue. Rebecca Beaton of the WUTC pointed out that the majority of states redirect their 911 funds however; the sweep of the funds is a self-reporting mechanism of the individual state to the FCC of which only 6 states reported a redirection of the funds.
- **Next meeting: July 15th 1:00 – 4:00pm in building 20B, Flood Room, Camp Murray.**

d. Policy Subcommittee – Richard Kirton

- Work on the FY17 contract policies ensued last month. During the next eight months, every policy will be reviewed, modified, and an effort to reduce the overall total number of policies will be undertaken. Your feedback will be helpful during the year. The FY17 draft policies will be out for the AC January meeting.
- The new schedule will be to meet before the Advisory Committee.
- We do have some unexpended funds and need your input on the best ways to make use of the funds. The policy committee identified counties that have projects completed or may be able to complete milestones before the end of the FY that weren't previously funded but may be funded. These include the following prioritizations:
 1. Urgent CPE replacement.
 2. Other modernization projects within contract operations counties. Items would include; P1 Security Items, top CPE, logging recorder, master clock, GIS, Security.
 3. Non-operations modernization or implementation projects. Items would include; generator, UPS replacement, and CAD to CAD interfacing.
 4. Other projects
- Following this meeting, an email will be sent out to everyone for them to be able to submit for funding. While the amount is not huge, it could be of assistance. Project deadline is June 30, 2015.

e. Training Subcommittee – Katie Myers

- The Deaf and Hard of hearing review classes went well.
- Domestic violence classes are being considered.

f. GIS Subcommittee – Dan Miller

- Minutes from the last meeting will be out soon and posted to OneDrive.
- An RFP template is being worked on for counties to use if they so choose.
- Imagery acquisition – a questionnaire has been sent out to the counties on what imagery they are using, aimed more towards the GIS position as opposed to the call takers. Many counties are using NATE at a 1 meter resolution that is quite outdated. This is especially important for call takers. We are looking to determine whether we can collaborate as a state to get better resolution for all counties to get better imagery.
- **Next meeting is July 7, 2015 in Vancouver.**

g. Strategic Planning Subcommittee – Laura Caster

- Working on current draft plan. It will be reviewed in early June and presented to the AC for adoption at the July meeting.

h. Subcommittee Member Additions Summary – Peggy Fouts

- Public Education
 - Kate Rico, Lewis County
- NG911
 - Karin Hall; Ferry County
- *Moved, seconded, and passed to accept the above members into their relative subcommittees.*

VIII. State Office Reports

a. Fiscal Reports – Bill Peters (Refer to handouts)

- SECO budget is expected to be at the 75% expended at this time of year; currently we're at about 60%.
- Still waiting to see proofs from the counties, do the best you can.
- Sharon is identifying discrepancies and we expect to have a better handle on the budget during the next biennium.

IX. New Business

a. Annual UTC Recommendation – Peggy Fouts

- Rates are considered in October, this is an opportunity to have your voice heard.
- Process; the Military Department submits a recommendation to WUTC for the next years tax rate to support 911 services, it must be approved by October 31 of each year. It goes through the Department of Revenue and Office of Financial Management and WMD processes before the WUTC. The WUTC is the public forum for review. Any issues would preferably be dealt with before coming to the WUTC. State office can recommend up to the .25 currently allowed by state law.

b. OneDrive – Peggy Fouts

- The AC would like to see a minimum of five years of AC minutes and handouts posted to the OneDrive. The SECO will aim to have five years loaded by the July meeting.
- If possible, a historical documents file on the OneDrive would be appreciated as well.

- c. **July Meeting Space – Peggy Fouts**
 - The AC has lost building 91 and 92 to the National Guard activities for the July meeting. Discussion on other locations. SECO will review the suggestions as well as other alternative sites.
- d. **State Application – Marlys Davis**
 - For non contract counties, the requested expenditures for 2014 were a bit confusing. In the future, a definition of the requests would be helpful.
- e. **Additional Items – Marlys Davis**
 - Traffic studies from Intrado – We have continued to struggle getting accurate information from Intrado. In the tariffs, it states that the counties are responsible for ensuring the data is accurate. We cannot do that without the correct information. Data is more than 6 months behind and inaccurate. CenturyLink has been requested to escalate this issue and to work with Intrado to get the correct information.
 - Trunk orders are still not being completed. A formal request has been made for an audit of the trunk requests, as busy signals for 6 months are inappropriate and unacceptable. As we move forward in modernization, we are being hampered with the delays we are experiencing. The state office has been requested to help with this resolution and will be conducting a meeting between the relevant parties soon.

IX. For the Good of the Order

- c. **APCO/NENA Legislative – Keith Flewelling (APCO/NENA Chair)**
 - Legislature is still in special session. The APCO/NENA lobbyists expects another 30 day session. All three budgets submitted included an \$8 million sweep for EMD. In the senate budget they also included a \$130K allocation to a CPR application Pilot program in King County. We do not know the origin of the PulsePoint funding request. There is a reduction by half of the appropriation spending request and a reduction by half of the NG modernization spending request.
 - The legislative committee will meet in Kennewick during the summer conference.
- c. **APCO/NENA Conference – Richard Kirton**
 - Be sure to get registered as soon as possible.
 - Donate a gift basket if possible.
 - An active shooter course will be presented for \$150.00 which is a discount from the normal course cost.

X. Adjournment

Meeting adjourned at 12:00 p.m.

***Next Meeting is Thursday, July 16, 2015 at 9:30am
Location is at the American Lake Club, Camp Murray, WA***

Motions made at the May 21, 2015 Meeting:

- *Moved, seconded, and passed; to approve both March 2015 and April 2015 minutes.*
- *Moved, seconded, and passed to recommend to TAG that an asterisk be added into the bylaws under the membership section behind #11; Association of Washington Cities, and #12; Washington State Association of Counties requesting that these two*

organizations have both an east and west member for better geographical representation. Vote; 8 for, 6 against, 4 abstentions.

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- Moved, seconded, and passed to accept Kate Rico to the Public Education subcommittee, and Karin hall to the NG911 subcommittee.

All meeting materials are available on the state OneDrive Account: <https://onedrive.live.com/>
 If you are having any issues getting into the account, please contact Anna Marie Ortiz at 253-512-7012.

Handouts from the May 21, 2015 Meeting:

- Agenda
- AC Meeting Schedule for 2015
- Draft of March and April 2015 Minutes
- Draft of By-law recommendations with changes made
- SECO Action Items
- State E911 budget report

E911 ADVISORY COMMITTEE – BY APPOINTMENT									
ATTENDANCE 2015									
MEMBER	REPRESENTING	Member Since	J	M	M	J	S	N	
Fouts, Peggy	Chair	7/2003	X	X	X				
Boggs, JoAnn	Vice-Chair	6/1992	X	X	X				
Kirton, Richard	Association of Public-Safety Communications Officials, International (APCO)	2/2012	X	X	X				
	Association of Public-Safety Communications Officials, International (APCO) – A								
Kelly, Patti	Association of Washington Cities – East	5/2000	X	X	X				
	Association of Washington Cities – East – A								
Baker, David	Association of Washington Cities – West	5/2014	X	X					
Tiedeman, Ron	Association of Washington Cities – West – A	9/2011							
Parr, Rose	At Large	7/2008	X	X	X				
Davis, Marlys	King County	5/1996	X	X	X				
Flewelling, Deb	King County – A	5/2014		X					
Volke, Markus	Large Telecommunications Carrier – Position 1 (CenturyLink)	7/2002	X	X	X				
King, Bruce	Large Telecommunications Carrier – Position 1 (CenturyLink) – A	1/2015							
	Large Telecommunications Carrier – Position 2								
	Large Telecommunications Carrier – Position 3								
Quackenbush, Jim	National Emergency Number Association (NENA)	5/1992	X		X				
Shaughnessy, Tom	National Emergency Number Association (NENA) - A	1/2004		X					
Fosse, Jim	PSAP Director or 911 Coordinator from Rural Counties East (<75,000 pop.)	1/2014	X	X	X				
Worden, Mike	PSAP Director or 911 Coordinator from Rural Counties East (<75,000 pop.) – A	7/2012							
Fritts, Stephanie	PSAP Director or 911 Coordinator from Rural Counties West (<75,000 pop.)	12/2003	X	X	X				
Hatton, Karl	PSAP Director or 911 Coordinator from Rural Counties West (<75,000 pop.) – A	5/2013							
Mizell, Lorlee	PSAP Director or 911 Coordinator from Urban Counties East (>75,000 pop.)	2/2000		X	X				
McCormick, Amy	PSAP Director or 911 Coordinator from Urban Counties East (>75,000 pop.) – A	1/2015	X						
Caster, Laura	PSAP Director or 911 Coordinator from Urban Counties West (>75,000 pop.)	1/2013	X	X	X				
Larsen, Craig	PSAP Director or 911 Coordinator from Urban Counties West (>75,000 pop.) – A	7/2013							
Phillips, Cara	Voice over Internet Protocol Provider (VoIP) (Ocondi, Judy)	7/2013	X	X					
Molsee, Nathaniel	Voice over Internet Protocol Provider (VoIP) – A	1/2015							
Berschauer, Bob	Washington Ambulance Association (WAA)	7/2013	X	X	X				
Lucci, James	Washington Ambulance Association (WAA) - A	3/2014							
Keller, Ben	Washington Association of Sheriffs and Police Chiefs (WASPC)	1/2012	X						
Lucas, Garry	Washington Association of Sheriffs and Police Chiefs (WASPC) – A	5/2009							
Nelson, Bryce	Washington Council of Police and Sheriffs (WACOPS)	1/2012							
Blinn, Grant	Washington Council of Police and Sheriffs (WACOPS) – A	1/2012							
Gear, Robert	Washington Fire Chiefs (WFC)	6/2012	X	X	X				
Baynes, Grant	Washington Fire Chiefs (WFC) – A	4/2013							
Wilson, Judy	Washington Fire Commissioners Association (WFCA) (Verne Pierson)	8/2014	X		X				
Wiley, Dusty	Washington Fire Commissioners Association (WFCA) – A	8/2014							

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	Washington Independent Telephone Companies (WITA)								
	Washington Independent Telephone Companies (WITA) – A								
Miller, Brad	Washington State Association of Counties – East	4/2005							
Peck, Brad	Washington State Association of Counties – East – A	5/2012							
Lenk, Tim	Washington State Association of Counties – West	5/2012	X	X					
Chapman, Mike	Washington State Association of Counties – West – A	9/2001							
Lynam, David	Washington State Association of Fire Marshals (WSAFM)	2/2011							
Rogers, Greg	Washington State Association of Fire Marshals (WSAFM) – A	2/2011							
Coultsman, Joseph	Washington State Council of Fire Fighters (WSCFF)	4/2005							
	Washington State Council of Fire Fighters (WSCFF) – A								
	Washington State Emergency Management Association (WSEMA)								
Massingham, Jeanne	Washington State Emergency Management Association (WSEMA) – A	3/1992							
	Washington State Fire Fighters Association (WSFFA)								
	Washington State Fire Fighters Association (WSFFA) – A								
Layhew, Mark	Washington State Patrol (WSP)	1/2011	X	X	X				
Renick, Meagan	Washington State Patrol (WSP) – A	1/2012							
Beaton, Rebecca	Washington Utilities and Transportation Commission (WUTC)	7/2002	X	X	X				
Williamson, Bob	Washington Utilities and Transportation Commission (WUTC) – A	7/2002							
Ishii, Linda	Washington Wireless Industries – Position – 1 (AT&T)	8/2011	X		X				
Little, Jessica	Washington Wireless Industries – Position – 1 (AT&T) – A	7/2013							
Mell, Lynn	Washington Wireless Industries Position – 2 (T-Mobile USA)	9/2001	X	X	X				
	Washington Wireless Industries Position – 2 (T-Mobile USA) – A								
Emerson, Gary	Washington Wireless Industries – Position – 3 (Verizon)	3/18/08			X				
Fouste, Carla	Washington Wireless Industries – Position – 3 (Verizon) – A	4/2013	X	X					
(29)	A – Alternate Representative								

E911 COUNTY COORDINATORS

NAME	REPRESENTING		J	M	M	J	S	N
Fode, Angela	Adams County		X		X			
Janowski, Mark	Asotin County		X		X			
Barber, James	Benton County		X		X			
Fosse, Jim	Chelan County		X		X			
Romberg, Steve	Clallam County		X		X			
Myers, Katy	Clark County		X		X			
Caldwell, Lisa	Columbia County		X		X			
Wells, Deanna	Cowlitz County		X					
Grupp, Criselia	Douglas County		X		X			
Hall, Karin	Ferry County		X		X			
Bush, Ed	Franklin County				X			
Slaybaugh, Kathleen	Garfield County		X		X			
Jones, Jackie	Grant County				X			
Fouts, Peggy	Grays Harbor County		X		X			
Shaughnessy, Tom	Island County		X					
Hatton, Karl	Jefferson County		X		X			
Davis, Marlys	King County		X		X			
Kirton, Richard	Kitsap County		X		X			
Mainwaring, Darlene	Kittitas County				X			
Allen, Robert	Klickitat County		X					
Larsen, Craig	Lewis County		X					
Borden, Jo	Lincoln County		X		X			
Evans, Mike	Mason County		X		X			
Worden, Mike	Okanogan County							
Fritts, Stephanie	Pacific County		X		X			
West, Steve	Pend Oreille County		X		X			
Lenk, Tim	Pierce County		X					
DeLaZerda, Robin	San Juan County							
Demel, Helen	Skagit County		X		X			
Fritz, Jason	Skamania County		X		X			
Caster, Laura	Snohomish County		X		X			
McCormick, Amy	Spokane County		X		X			
Webb, Lavonne	Stevens County		X		X			
Quackenbush, Jim	Thurston County		X		X			
Bjorge, Joannie	Wahkiakum County		X		X			
Ruley, Steven	Walla Walla County		X		X			
Erickson, Greg	Whatcom County				X			
Kelly, Patti	Whitman County		X		X			
Renick, Meagan	WSP		X		X			
Coughenour, Brad	Yakima County		X		X			

E911 STATE OFFICE									
NAME	REPRESENTING	Started	J	M	M	J	S	N	
Daugherty, Bret	Military Department, Adjutant General								
Turner, Wallace	Military Department, Assistant Adjutant General - Army								
Ezelle, Robert	Mil Dept, Emergency Management Division, Director	4/13							
Antolin, Peter	Mil Dept, Emergency Management Division, Deputy Director		X	X	X				
Dahl, Ziggy	Mil Dept, EMD, E911 State Coordinator	8/13	X	X	X				
Leneweaver, Andy	Mil Dept, IT Division, E911 IT Project/Operations Manager	9/13	X	X	X				
Miller, Dan	Mil Dept, IT Division, E911 GIS Specialist	3/12	X	X	X				
Moisey, Kenn	Mil Dept, IT Division, E911 Technical Manager	12/13	X	X	X				
	Mil Dept, IT Division, E911 Security Officer								
Peters, Bill	Mil Dept, EMD, E911 Customer Support Section Supervisor	12/12	X	X	X				
	Mil Dept, EMD, E911 Financial Program Manager								
Lewis, Teresa	Mil Dept, EMD, E911 Financial Coordinator	12/99	X	X	X				
Lotonuu, Sharon	Mil Dept, EMD, E911 Program Assistant	12/13	X	X					
Ortiz, Anna Marie	Mil Dept, EMD, E911 Administrative Assistant	8/08	X	X	X				
Mask, Kim	Mil Dept, EMD, E911 Secretary Senior	8/08	X	X	X				
JANUARY GUESTS									
NAME	REPRESENTING	NAME	REPRESENTING	NAME	REPRESENTING				
Hillman Mitchell	NG911 Security.com	Rick Branum	CenturyLink	Mike Smith	DOH				
Peter Beckwith	South Sound 911	Bill LePoidevin	ECW	Bruce King	CenturyLink				
Luiz Melchert	Zetron	William King	Skagit 911	Vicki Hyett	CenturyLink				
Catie Holstein	DOH	Jean Nealy	Pierce County	Corey Sulenes	NG911 Security.com				
Ron Spencer	Motorola	Keith Flewelling	TComm	Tom Orr	NORCOM				
Mark Janowski	Whitcom								
MARCH GUESTS									
NAME	REPRESENTING	NAME	REPRESENTING	NAME	REPRESENTING				
Jean Nealy	Pierce County	Sheryl Mullen	NORCOM	Kay McKellar	Chelan County				
Bruce King	CenturyLink	Hillman Mitchell	NG911 Security	Melissa Liebert	Wahkiakum County				
Peter Beckwith	SS 911	Alice Johnson	Island County	Vicki Hyett	CenturyLink				
Debbie Grady	SNOCOM	Steven Friederich	Military Dept	Ron Spencer	Motorola				
Bevrelly Slocum	TCS	Hugo Valencia	FCSO	Dave Fuller	CRESA				
Thomas Orr	NORCOM	John Joseph	GeoCom	Nathaniel Molsee	TCS				
APRIL SPECIAL MEETING - BOARD MEMBERS AND GUESTS									
NAME	Name	NAME	REPRESENTING	NAME	REPRESENTING				
JoAnn Boggs	Board member	Laura Caster	Board member	Marilys Davis	Board member				
Peggy Fouts	Board member	Jim Fosse	Board member	Stephanie Fritts	Board member				
Ben Keller	Board member	Patti Kelley	Board member	Richard Kirton	Board member				
Mark Layhew	Board member	Amy McCormick	Board member	Lynn Mell	Board member				
Brad Miller	Board member	Rose Parr	Board member	Jim Quackenbush	Board member				
Judy Wilson	Jim Quackenbush	Jim Barber	Benton County	Joannie Bjorge	Wahkiakum County				
Ed Bush	Franklin County	Crisellia Grupp	RiverCom 911	Mark Janowski	Whitman County				
Jackie Jones	Grant County	Kim Ott	San Juan County	Steve Ruley	Walla Walla County				
Steve West	Pend Oreille County								
MAY GUESTS									
NAME	REPRESENTING	NAME	REPRESENTING	NAME	REPRESENTING				
Barbara Hart	Franklin County	Bev Slocum	TCS	Bruce King	CenturyLink				
Luiz Melchert	Zetron	Sheryl Mullen	NORCOM	John Joseph	GeoComm				
Tim DiMarco	Airbus DS Comm	Ron Spencer	Motorola Solutions	Deb Flewelling	King County E911				

Facilities are handicapped accessible. Special services for the hearing or visually impaired or other interpretation services will be provided upon request. Please provide at least a two-week notice if any of these services are needed. If you have any questions about the agenda or need special assistance at the meeting, please call Anna Marie Ortiz at (253) 512-7012.