

**Washington State E911 Advisory Committee  
GIS Subcommittee Meeting**

February 4, 2016

9:00 am – 12:00 pm

Teleconference Only

**1. Call to Order**

**a. Members Attending on Conference Bridge:**

Gary Brooks, PENCOM (Clallam County)  
John Diamond, ICOM (Island County)  
Jennifer Finney (Columbia County)  
Jason Guthrie, TCOM (Thurston County)  
Laura Hanson (Lewis County)  
Matt Hyatt (Lewis County)  
John Joseph, GeoComm  
Khalid Khan, (King County)  
Diane Mark (Kitsap County)  
Robert Mueller (Snohomish County)  
Chuck Buzzard (Pierce County)  
Ivar Husa, SECOM (Benton County)  
Mark Janowski, WHITCOM (Asotin County)  
Melissa Liebert, Interim Chair (Wahkiakum County)  
Cori McKean, KITTCOM (Kittitas County)  
Bob Mueller (Snohomish County)  
Paul Newman (Clark County)  
Lynn Palmer, RiverCom (Chelan/Douglas)  
Tom Powers, CENCOM (Kitsap County)  
Mike Shannon (Spokane County)  
Chic Stout, JEFFCOM (Jefferson County)  
Greg Sutherland (San Juan County)  
Courtney Thompson (Lincoln County)  
Coni Turner (Whatcom County)  
Cathy Udenberg, (Columbia County)  
Milla Zinski, (King County)

**b. Guests Attending via Conference Bridge:**

Jason Fritts, Skamania County  
Stephanie Fritz, Pacific County  
Mike King, Esri (presenting)  
Meagan Tennant (Garfield County)

**c. State Office on Conference Bridge:**

Dan Miller

**2. Introductions:** There were 31 on the call, 26 members, two county coordinators, one from a county, one from the state office and two vendors.

**3. Approval of Minutes:** Chuck Buzzard motioned that the minutes be approved and Ivar Husa seconded. The meeting minutes for both the January 7<sup>th</sup> meeting were approved.

**Note:** The audio portion of the teleconference was exceptionally poor. Several attendees, including the host, were disconnected from the call, sometimes more than once. The audio clarity was also very bad compared to previous teleconferences.

**4. Vendor Presentation (Esri):**

Mike King from Esri gave a presentation on “*GIS in CAD/RMS and Emergency Call Taking*”. He spoke about Borderless Boundaries and National Map, Cell Tower Analysis, Location Applications & Templates and about Esri training for Public Safety, a new course coming in April 2016.

One concept Mike mentioned is the creation of a National PSAP Map where each PSAP would have one ArcGIS Organizational Account where the local authority could maintain the boundaries. He also showed some of the many templates that have been developed for dozens of functions. The presentation was uploaded to the One Drive: Subcommittee > GIS > Presentations => Esri...

**5. Agency Presentation (WA DNR):**

Justin Holt from the Dept. of Natural Resources (DNR) was a no-show. Cathy said she would reach out to him to see if he would be available later. Chuck did say that a draft version of the procedures for a county to provide corrective data to DNR should be out soon. The four parts include going through the legal process to change a county boundary, county boundary components that are tied to survey monuments, using GIS to document the monuments that haven't been tied by survey or part of the boundary that are physical features.

**6. Old Business:**

**a. Advisory Committee Directives for GIS Subcommittee – NSTR** \* They were not addressed during the Advisory Committee meeting.

**b. Workshop (Chuck)**

- Chuck volunteered the Pierce County Computer lab for this workshop. He had a concern that under the current subcommittee mission statement would preclude us from putting on such an event.
- He will need about 30 days to reserve the room to make this happen. He has 12 spots that would be available.
- We also have Diane Mark working with the Training Subcommittee to coordinate training at the upcoming forums.

**c. County Budget Submittals (Cathy)**

- Cathy has received about three more counties contact her to put together their GIS budget. She stated that there is more concerns from the AC (and SECO) about what we need than how much it will cost. Supposedly, there may be some money available at the end of the fiscal year, but the amount is uncertain. The use of an RFP may be necessary and there could be end of year money returned unused by some counties.

**5. Reports**

- a. **Training (Diane Mark)** – Diane has been in contact with those developing the Technical Track at the APCO-NENA Forum. Chuck said he would be willing to present the information similar to that done at the Wenatchee. It was felt that if we stay at the Forum site we could potentially attract more people, especially if we had computers available. The dates for the Summer Forum are June 22-24 and will held in Kennewick.

## 6. New Business:

### a. AC directives (Melissa)

- Melissa had a document that showed the directives from the Advisory Committee for GIS-related tasks. They include MSAG maintenance, maintenance of 9-1-1 Maps and GIS.
- She also mentioned that the State Office wants the GIS Subcommittee to recommend “tests”, if any. We’re not sure what needs to be tested and if there are specific items that should be tested prior to being provisioned. It was also unclear if this includes the synchronization process or something else entirely.
- The subcommittee may need to form yet another work group to determine what could be tested, how often testing should be done and who will do the testing. Stephanie felt that the subcommittee is trying to take on more than is necessary. If a county doesn’t meet the requirements set forth, it’s on the county to fix.
- The discussion went on for some time and Melissa suggested that maybe a working group be formed to explore what could be performed to meet the GIS requirements for NG911. Milla said that she received feedback from her coordinator that we could rewrite the task list to make more sense to the GIS community.
- Chuck recommends that we change #2 (S5 MSAG/Mapping Coordinator document) to read “Maintenance of 9-1-1 required layers; road centerline, PSAP Boundary, ESZ Boundary and Authoritative layers”. For #1 it should be “maintenance of MSAG and ALI. The rest of the document is good to include the blue text. Mike Shannon made a motion to accept Chuck’s proposed language and I believe Matt Hyatt seconded the motion. The motion carried unanimously.

### b. Spring Forum Presentation (Melissa)

- The County Coordinators have requested a GIS 101 presentation during the Spring Forum in Vancouver on March 10<sup>th</sup> or 11<sup>th</sup>. The information should not be technical, but with enough detail that the coordinators can go back to their GIS personnel or county boards to explain the GIS requirements. To formulate this presentation, Melissa request a small working group. Chuck, Lynn, Milla, Melissa and Stephanie volunteered to help out.
- The group should be ready with the presentation for the March GIS Subcommittee meeting to be vetted by the entire subcommittee.

### c. Workflow Document (Chuck)

- We need to have the document approved by the Advisory Committee and it would also nice good to go over the document from a small county perspective.

### d. GIS Subcommittee Mission Statement (Melissa)

- Should it be broadened to encompass the tasks that we have be requested to do recently.
- Do we need different deliverables?
- We’ve accomplished many of the deliverables so what could or should be added to the list? Mike pointed out that we’ve completed everything except #4, “Assist the State in monitoring vendor performance, etc.” Upload any ideas to the One Drive so everyone can see those recommendations.

### e. 98% Accuracy/Data Accuracy RFP (Melissa)

- The group was asked whether an RFP was necessary. Mike gave a good background on how the development of MSAG has progressed over time, including the integration of GIS.

**f. ESZ versus ESN**

- Lots of emails about this topic. It was suggested to read the email sent by Mike, Cathy and Jason, if you hadn't already. Mike got feedback from Marc Berryman, who was on the NENA Committee that developed the standards for ESZs.
- ESNs are necessary if following the NENA Synchronization process where ESZs are a required dataset for call routing.

**g. GIS Subcommittee Membership (Melissa)**

- The AC By-Laws state that if a member has missed three meetings in a row (unexcused) or more than 50% of the scheduled meetings in a year, that member could possibly be removed from a subcommittee.

**h. Subcommittee Communication (Melissa)**

- Melissa just wanted to make everyone aware of discussions and emails within the GIS Subcommittee aren't always intended for external audiences. She put it very eloquently we shouldn't be forwarding every little internal spat or disagreement to higher authorities.
- Bottom line is use your own discretion before forwarding emails outside the group.

**7. For The Good of the Order:**

- Melissa mentioned the start of a new NENA GIS Data Stewardship Working Group with five subcommittee members on board now.

**8. Action Items:**

- Contact Justin Holt at DNR to see if he or Caleb Maki might be able present at the next meeting about county boundaries and survey work. (Dan)
- Coordinate the Technical track for the APCO-NENA Forum. (Diane & Chuck)

**9. Adjournment (11:50)**

**Next Meeting** will be March 3<sup>rd</sup> in Chimacum (near Port Hadlock) at 10:00 – 14:00.

**FYI, APCO Western Region Conference in Portland, March 8-10** <http://www.apcowrc2016.org/> . A few members of the subcommittee will be presenting to the County Coordinators at the APCO-NENA Forum in Vancouver on March 11<sup>th</sup> following the APCO Regional Conf.