Washington State Enhanced 9-1-1 Advisory Committee
November 15th, 2018, 10:00 AM- Environmental Services Building
Chair JoAnn Boggs

I. Call to Order 10:08 AM [AC Meeting NOV 2018]
   a.   Moment of silence in memory of Ms. Jennifer Johnson of Okanogan County.

II. Roll Call
   a.   Obtained quorum.

III. Advisory Committee Member Changes *[00:06:50]*   Richard Kirton
   a.   The Advisory Committee welcomes:
   1) Mayor Carlene Anders, City of Pateros, as the Association of Washington Cities East - Primary Representative.
   2) Dr. Kay Funk M.D., Yakima, Association of Cities East- Alternate Representative.
   3) Mayor Pam Pruitt, City of Mill Creek, as the Association of Cities West – Alternate Representative

IV. Approval of Minutes from Last Meeting *[00:08:14]*   JoAnn Boggs
   a.   *Mr. Keith Flewelling (Thurston) moved to approve August Advisory Committee Meeting Minutes, Mr. Bobby Jackson (Lewis) seconded. Committee voted, motion passed.*

V. Old Business
   a.   State Enhanced 9-1-1 Coordination Office (SECO) *[00:09:00]*   Adam Wasserman
   1) 37 PSAPs currently on the new network.
   2) Still on track to wrap-up county cutovers in early February.
   3) The SECO conducted a carrier summit in September.
   4) On target for December completion of Emergency Services Internet Protocol Network (ESInet) transition
   5) Completed the Travis Report, which is on its way to the Governor's office.
   6) Waiting on the final notice of funding opportunity for the Federal Grant.

   b.   Schedule Updates *[00:12:31]*   Joanne Boggs
   1) Ms. Boggs requested AC input to cancel the December 2018 meeting. *Hearing none, meeting is canceled.*
   2) Ms. Boggs proposed October 2019's AC meeting be moved to Friday, October 11th, 2019 at 9 AM, during the APCO Fall Forum in Tri-Cities at the Three Rivers Convention Center.
   ➢ Mr. Tim Lenk (Pierce): Non-county coordinators will need to plan for travel. SECO will cover travel reimbursements for AC members.
   ➢ Mr. Jonathan Brock (Pierce) Will subcommittees meet at the fall forum?
   ✓ Yes, on Monday. Please coordinate schedules for October subcommittee meetings no later than July.
   ➢ *Hearing no objections, October AC meeting date, time, and venue will be revised.*

VI. Subcommittee Reports
   a.   9-1-1 Authorities *[00:20:29]*   Brenda Cantu
   1) Working through definition process.
   2) Quarterly newsletter, see attached, reviewed for approval. This letter will go out to all stakeholders. It will also be added to the Military Department public website.
   ➢ *Ms. Criselia Grupp (Douglas) moved to approve 9-1-1 Authorities quarterly newsletter as presented. Mr. Kirton (Kitsap) seconded. Motion passed.*

b. **9-1-1 Communications** *[00:23:05]*   Jonathan Brock
    1) Working on carrier contact list. It is currently on SharePoint.
    2) Updating the Text to 911 Status database.
    3) Goal is to work with the SECO to support the state with cutovers.
    4) Tracking several dockets with the Federal Communications Commission (FCC):
        ➢ Kerry's Law-Direct Dialing of 9-1-1 in a multiline telephone system.
        ➢ Ray Baum Act- provides dispatchable locations from all technologies.
        ➢ Location based routing for wireless calls.
    5) NENA real-time text work group.
    6) Will update our membership list at the next meeting

c. **Next Generation 9-1-1 (NG9-1-1)** *[00:26:45]*   Katy Myers
    1) Met in October for a Security Workshop. The subcommittee discovered the need for a new plan for Public Safety Answering Point (PSAP) security. Because ESInet II has security requirements built in, the workgroup will focus on providing best practices and guidelines to PSAPs for their security to avoid redundancy. Mr. Ben Briere (King) agreed to work on that group. Mr. Brock (Pierce) addressed "grey areas" in statute and Washington Administrative Code (WAC) that Authorities subcommittee will need to work on. In the long term it will result in policy changes. Mr. Brock noted there should be a funding mechanism attached to statewide cyber security standard.

    2) Other focuses the subcommittee has been working on:
        ➢ Discussed developments for Real Time Text (RTT) and RTT education day hosted by the FCC.
        ➢ The subcommittee is also focusing on our policy routing rules. Ms. Myers (Clark)will be reaching out to PSAPs to discuss decisions made regarding routing options. A list will be made available on SharePoint.
        ➢ "Our voice is important"- National Working groups- Go to the National Emergency Number Association (NENA) website for participation options. There is a need for operational people.
        ➢ Sent out information regarding location and how that ties into a 9-1-1 environment as well as a cybersecurity document.

    3) The committee would like to address Google phone service issues. Google is regulated by the FCC not the Utilities and Transportation Commission (UTC).

d. **Training** *[00:46:05]*   Tim Martindale
    1) Requested the adoption of the Association of Public-Safety Communications Officials (APCO)/American National Standards Institute (ANSI) Standard for minimum training standards for public safety telecommunicators as the Washington state standard.
        ➢ *Mr. Flewelling (Thurston) moved to adopt the APCO/ANSI Standard for minimum training standards for public safety telecommunicators as the Washington state standard. Mr. Kirton (Kitsap) seconded. Motion Passed.*

e. **Geographic Information System (GIS)** *[00:49:20]*   Melissa Liebert

Number of Critical Errors	Number of Counties
0	12
1-99	16
100-999	7
1000 >	2
Some errors are recognized by GeoComm as potential QC configuration errors.	

1) Created a PSAP Mutual Boundary Agreement (MBA) draft located on SharePoint.
2) There are still counties that are concerned about how URIs will be set up for military bases, and establishments in their county.
3) How will wireline vs. wireless calls be handled? Comtech, is looking into the issue.
4) Mr. Kirton (Kitsap): It impacts more than military bases.
   ➢ Mr. Greg Pittsford (Comtech) explains that military bases are completely blacked out, so there are no shapes to route to.
   ➢ Mr. Leneweaver will research and get back to the AC.
5) Coordinators are welcome to review the critical error report to see how they are doing. Coordinators can do so in person with Ms. Liebert (Wahkiakum), through email, or phone.
6) Requested the AC to adopt the NENA data model as the Washington State data model. There is stipulation with that, because we are a month and a half away from our deliverable date, we would like to hold off the adoption until next year so that counties are not scrambling to fit into this new schema. There aren't very many changes but there are subtle changes. In 2014 we approved any NENA document as it's standard when it became official.
   ➢ *Mr. Kirton (Kitsap) moved to adopt the NENA data model as the Washington State data model, with the caveat that the GIS deliverable as a result of that adoption; Mr. Karl Hatton (Jefferson) seconded. Motion Passed.*

f. **Strategic Planning** *[01:01:56]*   Lisa Caldwell
   1) Ms. Rebecca Beaton (WUTC) is now chair of Strategic Planning Subcommittee
   2) Gave brief overview of what the committee has been working on.
   3) Made wording changes to the mission statement presented during Mega-forum, in Kennewick, due to feedback received from members across the state.
   4) Presented PowerPoint labeled "AC Nov 18 Strategic Planning Presentation" in SharePoint and supplementary document labeled "Strategic Planning Summary" also in SharePoint.

g. **Public Education** *[01:13:51]*   Roxanne Castleman
   1) Last meeting held was in October during Mega Forum.
   2) Developed roadmap for 2019, that included the program outline and welcome packet.
   3) Identified objectives and taskforce groups who will be working on those objectives.
   4) Worked on the subcommittee meeting schedule for 2019.
   5) Presented all the content the subcommittee created the following day.
   6) Subcommittee has been working on contract deliverables with the Policy Sub-committee and included a purchasing guideline, and a program template.
   7) Next meeting will be January 14th, 2019 and will be split between Seattle and Kennewick.

h. **Policy** *[01:21:40]*   Richard Kirton
   1) The Policy Sub-committee met regularly since the last AC meeting.
   2) Will upload draft policies on SharePoint and distribute the link to give everyone time to review them and get feedback to your policy subcommittee representative.
   3) Next meeting will be the Wednesday, January 16th. That meeting will finalize language and bring Fiscal Year 20 (FY20) policies forward for a vote during our January meeting. Our next meeting will be April and would like to conduct contract workshops and applications beginning in March. That will give the SECO enough time to get contracts out.
   4) We are continuing to streamline policies to remove the need to revise the policy every fiscal year.

5) Changes we are working on:
   - ➤ Some elements of the Coordinator Professional Development (CPD) contract will be converted to a block grant. The elements of the CPD contract that don't lend themselves to the block grant style will stay as specific line items.
   - ➤ Deliverables- deliverables will apply to all contracts. To include:
     - ✓ Training requirements
     - ✓ Minimum number of training hours
     - ✓ Enhanced the Pub Ed deliverables to develop a baseline measurement of Public Education program.
6) Tasked with the grant vetting process. Mr. Dave Fuller (Clark) briefed:
   - ➤ We have received 14-17 applications that add up to a $10 million ask. $6M of that would be grant money and the other $4M in the matching funds.
   - ➤ On December 18th there will be a final review meeting. That will be open for people attend and observe. Will review each of the applicants individually, then meet.
   - ➤ We would like to have 10 reviewers.
   - ➤ Please respond to any questions you receive, from Ms. Sharon Lotonuu, promptly. If a county has questions, they should be directed to Ms. Lotonuu with a CC to Mr. Wasserman.
   - ➤ There is an allocation formula for each state based on population and other demographics.
   - ➤ If any state chooses not to participate or is found to be ineligible, that states portion will be reallocated to the remaining states.
   - ➤ Mr. Flewelling (Thurston) expressed concern over conflict of interest or bias in the evaluation process.
     - ✓ Part of the reason we are looking for ten individuals is that it is a large enough number that statistical anomalies of bias should wash out.
   - ➤ Mr. Flewelling (Thurston) Follows up, have you built into the scoring formula a drop Hi/Low average? Is the scoring formula available to review?
     - ✓ Yes, the scoring formula is available to view it was part of the application process. The categories themselves are weighted, but weight won't be applied until the scores are put together.
     - ✓ Ms. Sharon Lotonuu added that conflict of interest was a concern for the state as well, there is a provision in the 2 CFR § 200.330 which gives flexibility for the Advisory Committee to be involved in the scoring process.
   - ➤ Mr. Tim Lenk (Pierce) Is a part of your evaluation process to look at whether they can support the match or the in-kind?
     - ✓ Yes, that was part of the application process.

i. **By-Laws** *[01:37:22]*   Richard Kirton
   1) No Report

j. **Subcommittee Member Changes**   Richard Kirton
   1) Policy is looking for some non-coordinator members from the AC.
   2) *Mr. Kirton Moves to approve the following subcommittee member changes:*
      - ➤ *Authorities-*
        - ✓ *ADD: Mr. Steve Romberg (Clallam), and Mr. Jason Fritts (Skamania) Primary*
        - ✓ *Remove: Ms. Deanna Wells, Ms. Rose Parr, and Ms. Mary Ransier*
      - ➤ *GIS-*
        - ✓ *ADD: Ms. Haley Fletcher (Ferry)*
      - ➤ *Training-*

       ✓ *ADD: Ms. April Reynolds (CRESA), Mr. Aric Cotheren (Wahkiakum), Ms. Barb Riffel (Macecom), Ms. Sandie Neisinger (Kittcom)*

    3) *Mr. Fosse (Chelan) seconded*
    4) Ms. Castleman (Pierce) requested to also remove Ms. Wendy Richey and Add Ms. Megan Hamilton (Grays Harbor)
    5) *Mr. Kirton (Kitsap) amends his motion to include changes submitted by Ms. Castleman (Pierce). Mr. Fosse (Chelan) seconds. Motion passed.*

VII. State Office Reports

a. ESInet II Report *[01:41:25]*   Andy Leneweaver

1) The last PSAP is scheduled to cutover on February 20th.
2) Reminder that all the ancillary systems that connect to your phone system need to be looked at to ensure they are working.
3) Significant increase in abandoned calls after transition.
4) 38 out of 61 cutovers. Mr. Leneweaver presented a map that showed the counties that have cut over. (See attached)
5) February 21st all ESInet I will be shut down.
6) Carrier cutover begins in the spring.
7) 14 Comtech reports are available.
8) Ms. Myers (Clark) asked "as you go through the transition on February 21st, is there a plan to let everybody know that this is going to happen, and should we be doing test calls following the change or is the expectation there will be no problem with any routing and to just report an issue if we happen to notice?"
    ➢ There will be at least a month of overlap where both providers will providing Automatic Location Identification (ALI) into both systems so during that there will be testing and there will be further instructions that the PSAPs will have to follow, but most of you have seen the request from NG Data folks asking you to validate your user information for how you interface with the ALI database so there is more information to come.
    ➢ Follow-up: We currently get an ALI when we get a call from Portland and it is transferred to Clark, because I believe Oregon uses West, would we not receive ALI from those transferred calls?
    ➢ Response: I owe you an answer on that.
9) Mr. Jim Fosse (Chelan): Can you give us an update on (Emergency Call Tracking System) ECATS [for the network] and where we are with that?
    ➢ ECATs is at the state ESInet II level. The reports are initially being pulled out of ECATs.
10) Follow-up: Do we have visibility on those reports?
    ➢ Not yet.
11) Ms. Melissa Liebert (Wahkiakum): Do we have an update on when the Master Street Address Guide (MSAG) training will be conducted for the MSAG coordinators; for the new interface?
    ➢ No. Will find out and let you know.
12) Are we still ensuring that when West gives Comtech the ALI it will be cleaned up, all the erroneous records removed?
    ➢ No, we have asked for clarification of the formatting of the West ALI database. SECO is waiting for a response.
13) Ms. Myers (Clark): Will I know when Frontier connects in my area?
    ➢ Mr. Pittsford (ComTech): We can add that to the status of the OCIO report.
    ➢ Mr. Wasserman: When we know at the state, we will let you know.
14) Mr. Kirton: Does the December 2019 date include full activation of geospatial routing?
    ➢ No, that date is specifically for the transition from ESInet I to ESInet II.
15) Follow-up: Are the Quality Improvement (QI) reports that Comtech and GeoComm are doing on our GIS data comparing to the ALI database?

> In some cases, it's the ALI comparison, but it's MSAG comparison right now. Mr. Kirton, Mr. Leneweaver and Ms. Liebert continued a discussion on deliverables.

b. **State Fiscal Report** *[02:09:48]*   Adam Wasserman

1) We put in our decision package for next biennium's budget. We are standing by to see what the governor's budget looks like. We should see that mid-December, then it goes to the legislature.

VIII. For the Good of the Order

a. **APCO/NENA Governmental Affairs** *[02:10:38]*   Karl Hatton

1) Briefed on revitalizing our mandatory certification effort. We are in the home stretch. We've had several discussions with the AC as a group, and the coordinators as a group on some expectations that those of you that have APCO members, especially members on our executive committee and some of our other subcommittees that's being reported back to centers. I've heard some feedback that some of our PSAPs leadership are not aware that we are in the middle of this effort.

2) Discussed some of the work they have been doing with Washington Association of Sheriffs and Police Chiefs (WASPC). Will be sending out a factsheet.

3) On the cusp of reaching out to the legislature. We intend to make a run at the 2019 legislative session.

b. **APCO Information** *[02:19:49]*   Richard Kirton

1) Reminder that our next forum is in March. Will need a coordinator or two who are interested in putting together the coordinator training track.

IX. New business *[02:20:29]*

a. Advisory Committee welcomes new county coordinator, Ms. Tara Murker, Whitcom.

b. Farewell to Ms. Ransier (Mason), Mr. Fosse (Chelan) and Ms. Hyett (Century Link).

X. Adjournment   JoAnn Boggs

a. Next Meeting: **In person-** January 17th, 2019 9AM at the Pierce County Environmental Service Building: 9850 64th St W, University Place, WA 98467

b. No December Meeting

c. *Motion to adjourn. Meeting adjourned at 1:00*

XI. Taskers

Tasked	Task	Requested by
Andy Leneweaver	Send a generic report for each county on ESInet II.	Joann Boggs
Andy Leneweaver	Send the counties copies of anybody that has MOUs or PRFs with their neighbors.	Joanie Kuhlmeyer
SECO	Contact counties that have more than one error to help them focus their efforts.	GIS Subcommittee

XII. Roll Call

Member	Representing	NOV
2018 Attendance		
E911 Advisory Committee Members and Alternates		
Boggs, JoAnn	Washington State Emergency Management Association (WSEMA)	X
Massingham, Jeanne	Washington State Emergency Management Association (WSEMA)	
Kirton, Richard	Association of Public-Safety Communications Officials, International (APCO)	X
Mullen, Sheryl	Association of Public-Safety Communications Officials, International (APCO)	
Anders, Carlene	Association of Washington Cities – East	
Funk, Kay	Association of Washington Cities – East	
Baker, David	Association of Washington Cities – West	
Pruitt, Pam	Association of Washington Cities – West	
Holstein, Catie	Department of Health	
Vacant	Department of Health	
Vacant	At Large	
Flewelling, Deb	King County	
Breier, Ben	King County	
Hyette, Vicki	Large Telecommunications Carrier – Position 1 (CenturyLink)	X
King, Bruce	Large Telecommunications Carrier – Position 1 (CenturyLink)	X
Vacant	Large Telecommunications Carrier – Position 2	
Vacant	Large Telecommunications Carrier – Position 3	
Flewelling, Keith	National Emergency Number Association (NENA)	X
Shaughnessy, Tom	National Emergency Number Association (NENA)	
Grupp, Criselia	Rural Counties East (<75,000 pop.)	X
Worden, Mike	Rural Counties East (<75,000 pop.)	
Hatton, Karl	Rural Counties West (<75,000 pop.)	X
Martindale, Tim	Rural Counties West (<75,000 pop.)	X
Fosse, Jim	Urban Counties East (>75,000 pop.)	X
McCormick, Amy	Urban Counties East (>75,000 pop.)	X
Myers, Kathleen	Urban Counties West (>75,000 pop.)	X
Romberg, Steve	Urban Counties West (>75,000 pop.)	X
Phillips, Cara	Voice over Internet Protocol Provider (VoIP)	
Ebacher, Dominic	Voice over Internet Protocol Provider (VoIP)	
Berschauer, Bob	Washington Ambulance Association (WAA)	X
Lucci, James	Washington Ambulance Association (WAA)	
Maycumber, Ray	Washington Association of Sheriffs and Police Chiefs (WASPC)	
Vacant	Washington Association of Sheriffs and Police Chiefs (WASPC)	
Bird, Lloyd	Washington Council of Police and Sheriffs (WACOPS)	
Tjossem, Vance	Washington Council of Police and Sheriffs (WACOPS)	
Gear, Robert	Washington Fire Chiefs (WFC)	E
McKern, Tim	Washington Fire Chiefs (WFC)	
Wilson, Judy	Washington Fire Commissioners Association (WFCA)	X
Vacant	Washington Fire Commissioners Association (WFCA)	

Member	Representing	
Vacant	Washington Independent Telephone Companies (WITA)	
Vacant	Washington Independent Telephone Companies (WITA)	
Exner, Johana	Washington State Association of Counties – East	
Peck, Brad	Washington State Association of Counties – East	
Lenk, Tim	Washington State Association of Counties – West	X
Jackson, Bobbie	Washington State Association of Counties – West	X
Rogers, Greg	Washington State Association of Fire Marshals (WSAFM)	
Lynam, David	Washington State Association of Fire Marshals (WSAFM)	
Mudie, Ryan	Washington State Council of Fire Fighters (WSCFF)	
Vacant	Washington State Council of Fire Fighters (WSCFF)	
Vacant	Washington State Council of Police Officers (WSCPO)	
Vacant	Washington State Council of Police Officers (WSCPO)	
Vacant	Washington State Fire Fighters Association (WSFFA)	
Vacant	Washington State Fire Fighters Association (WSFFA)	
Anderson, Heather	Washington State Patrol (WSP)	
Barnes, Vanessa	Washington State Patrol (WSP)	
Beaton, Rebecca	Washington Utilities and Transportation Commission (WUTC)	
Vacant	Washington Utilities and Transportation Commission (WUTC)	
Tagayun, Carol	Washington Wireless Industries – Position – 1 (AT&T)	
Ishii, Linda	Washington Wireless Industries – Position – 1 (AT&T)	X
Ohta, Teri	Washington Wireless Industries Position – 2 (T-Mobile USA)	X
Vacant	Washington Wireless Industries Position – 2 (T-Mobile USA)	
Vacant	Washington Wireless Industries – Position – 3 (Verizon)	
Vacant	Washington Wireless Industries – Position – 3 (Verizon)	

E911 County Coordinators		
Member	**Representing**	**Nov**
Fode, Angela	Adams County	X
Janowski, Mark	Asotin County	X
Lettrick, Kim	Benton County	X
Fosse, James	Chelan County	X
Romberg, Steve	Clallam County	X
Myers, Kathleen	Clark County	X
Caldwell, Lisa	Columbia County	X
Wells, Deanna	Cowlitz County	
Grupp, Criselia	Douglas County	X
Sebree, Terri	Ferry County	
Rochleau, Rick	Franklin County	
Meier, Tina	Garfield County	
Jones, Jackie	Grant County	X
Cantu, Brenda	Grays Harbor County	X
Shaughnessy, Tom	Island County	
Hatton, Karl	Jefferson County	X
Flewelling, Deb	King County	

Kirton, Richard	Kitsap County	X
Mainwaring, Darlene	Kittitas County	X
Buck, Julie	Klickitat County	
Smitherman, Scott	Lewis County	
Borden, Jo	Lincoln County	X
Evans, Mike	Mason County	X
Worden, Mike	Okanogan County	
Martindale, Tim	Pacific County	X
West, Steve	Pend Oreille County	X
Brock, Jonathan	Pierce County	X
Halloran, Dave	San Juan County	X
Rasmussen, Helen	Skagit County	
Fritz, Jason	Skamania County	X
Thoroughman, Vicki	Snohomish County	X
McCormick, Amy	Spokane County	X
Allen, Kendle	Stevens County	
Flewelling, Keith	Thurston County	X
Kuhlmeyer, Joannie	Wahkiakum County	X
Ruley, Steven	Walla Walla County	X
Barns, Vanessa	Washington State Patrol	
Erickson, Greg	Whatcom County	X
Murker, Tara	Whitman County	X
Coughenor, Brad	Yakima County	X
E911 STATE OFFICE		
NAME	**REPRESENTING**	**NOV**
Daugherty, Bret	Military Department TAG	
Turner, Wallace	Military Department - Army ATAG	
Ezelle, Robert	Emergency Management Division Director	X
Wasserman, Adam	SECO State E911 Coordinator	X
Lewis, Teresa	SECO ECAP	X
Barbier, Lisa	SECO Telecom and Network Financial Manager	X
Lotonuu, Sharon	SECO	X
Haertling, Stephanie	SECO	X
Leneweaver, Andy	SECO	X
Moisey, Ken	SECO	X
Miller, Dan	SECO	X
Walsh, Steve	SECO	X