

Advisory Committee Briefing Notes

Advisory Committee Monthly Briefing		
March 19, 2020	9:00am	GlobalMeet Conference Call
Meeting called by	Keith Flewelling, Chair / Katy Myers, Vice-Chair	
Type of meeting	Briefing Call	
Facilitator	Adam Wasserman	
Note taker	Nicci Kowalski	
Timekeeper	Teresa Lewis	
Attendees	Per Keith Flewelling, will no longer be taking attendance for calls	

CoVid-19 Update	
9:03am	Adam Wasserman
SEOC Activation	Adam provided an update on the response efforts of the State Emergency Operations Center (SEOC).
911 Staff	Adam informed attendees that the 911 staff are being utilized during the CoVid-19 response in alternating shifts, to ensure that the 911 community continues to be served effectively and efficiently.

COOP/TERT Plans	
9:05am	Adam Wasserman
Attention Needed	Adam reminded all attendees that now is the time to ensure that your COOP/TERT plans are in place.

APCO Forum	
9:10am	Richard Kirton
APCO Forum	Richard reminded the attendees that the APCO Forum is coming up and to please make sure to go to the website and register.

State E911 Communications Office (SECO)	
9:12am	Adam Wasserman
SECO Study	The study is going great. Everyone keep up the good work.
ESInet Transition	Still in the final stages. Still working out some caveats regarding CenturyLink. And the smaller ILECs are still finishing the cut-over.

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Sub-Committee Discussion	
9:15am	Keith Flewelling
Quorum	There are 27 members of the Advisory Committee – some of which are vacant. As such, 14 members (minimum) must be in attendance to meet quorum.
Roll Call	Going forward, in lieu of time, roll call will not be taken for briefings.
Subcommittee Types	<p>Standing Committees (specifically identified in the bylaws):</p> <ul style="list-style-type: none"> Policy Strategic Planning WAC/Authorities <p>Ad Hoc (established by the AC chair, serving at the direction of the AC, assembled for a particular task and dissolved once the task is complete):</p> <ul style="list-style-type: none"> 911 Communications NG911 GIS Public Education Training
New Committee	<p>Keith is establishing a “Bylaws Review and Revision” ad hoc committee.</p> <p>The mission of this committee will be to review the Advisory Board Bylaws and make recommendations for necessary revisions.</p> <p>The AC will act on the recommendations in the manner described in Article VIII of the bylaws.</p> <p>Keith appointed himself as the AC representative to the subcommittee.</p>
Items (proposed by Keith) for the AC to consider at the next in-person meeting:	
<p>Consider the proposed membership of the newly established Bylaws committee:</p> <ul style="list-style-type: none"> Vice Chair of AC Immediate Past Chair of the AC Immediate Past Vice-Chair of the AC Stevens County 911 Coordinator Garfield County 911 Coordinator <p><i>The Bylaws Subcommittee will appoint a Chair at the first meeting.</i></p>	
<p>Combining the 911 Communications and NG911 Subcommittees</p> <p>Keith believes that these committees have evolved to a place that their missions can be combined with ease.</p>	
<p>Appoint Johnathan Brock as the chair of the newly combined subcommittee (if AC agrees). Johnathan can appoint a vice-chair at a later date and Katy Myers will be the AC representative.</p>	

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Briefing Closed	
9:30am	Keith Flewelling
<i>Questions</i>	<i>No questions were presented.</i>
Closed	Briefing Closed