

**Washington State Enhanced 9-1-1  
Advisory Committee Meeting  
November 21, 2019 – 9:00 AM  
Environmental Services Building  
9850 64<sup>th</sup> St W, University Place, WA 98467  
*Chair, Joann Boggs***

**I. Call to Order**

- a. JoAnn Boggs called the meeting to order at 09:12

**II. Roll Call**

- a. Obtained quorum

**III. Subcommittee Member Changes**

- a. Richard Kirton motioned to appoint Tracy Ollerman as Training Subcommittee Chair and Alysén Everbeck as the Vice-Chair; Judy Wilson Seconded the motion. All in favor, motion approved
- b. Richard Kirton motioned to appoint Cameron Haubricsh as Public Education Subcommittee Vice Chair; Judy Wilson Seconded the motion. All in favor, motion approved.
- c. Richard Kirton motioned to approved remaining Subcommittee membership changes (see attached forms); Deb Flewelling Seconded the motion. All in favor, motion approved.
- d. Richard Kirton motioned to approve the dismissal of Tim Martindale, representing Rural Counties West; Keith Flewelling Seconded the motion. All in favor, motion approved.

**IV. Approval of Minutes from Last Meeting**

- a. JoAnn Boggs postponed the approval of July's meeting minutes until the January meeting.

**V. Subcommittee Reports**

- a. 9-1-1 Authorities report was provided by Brenda Cantu (Chair).
  - There are several vacancies within the subcommittee.
  - The efficiency study is expected to be complete by July.
  - There are six (6) Revised Code Washington (RCW's), that will be provided at the next In-Person meeting, for review.
  - The subcommittee is taking December off; will resume meeting in January.
- b. 9-1-1 Communications report was presented by Jonathan Brock (Chair).
  - The subcommittee and the state office are working with the counties on the text-to-911 since the appropriate changes have been resolved on the network side.
  - State Enhanced 911 Coordination Office (SECO) has created carrier coverage maps; however, there are a few corrections that need to be made and the counties have requested that additional information about re-sellers and prepaid sellers be included as well.
  - The subcommittee has created their 2020 meeting schedule; with meetings being held the 2<sup>nd</sup> Thursday of every month.
  - Jonathan addressed the Z-Axis reporting and the challenges faced with this docket.
    - ⇒ Deb Flewelling motioned that communication supporting the challenges be delivered to the Federal Communications Commission (FCC). Richard Kirton Seconded the motion. All in favor, motion approved.
- c. NG9-1-1 Subcommittee report was administered by Katy Myers (Chair).
  - The subcommittee is currently drafting a Public Service Answering Point (PSAP) Agreement document that Katy will distribute once it is complete.
  - The subcommittee is also working on a "Best Practices" document.
- d. Policy Subcommittee report was presented by Richard Kirton (Chair).
  - Proposed language to be applied to the Statewide Services Policy, County Contract Policy, or the Washington State Patrol (WSP) Contract Policy was presented (see attached document); this will be voted on at the January meeting.

- Ray Maycumber asked if training would be handled separately as part of the application process, and not as a deliverable and recommended that a discussion be held prior to a vote. Richard stated that he will be in touch with him.
- e. Training Team's 911 Training Program Manager, Katrina Rahier, provided a report later in the meeting; in lieu of the Subcommittee report.
- f. GIS Subcommittee report was presented by Jason Guthrie (Chair).
  - Dealing with Automatic Location Information/Master Street Address Guide (ALI/MSAG) database challenges; trying to adapt to the new Database Management System (DBMS).
  - Quality Control (QC) processes are being developed; working towards consistency across the state.
  - Richard Kirton requested to see the status of the 98% requirement across the state.
- g. Strategic Planning Subcommittee report was given by Lisa Caldwell (Chair).
  - They are finalizing a draft letter to be presented to Advisory Committee for approval.
- h. Public Education Subcommittee report was administered by Roxanne Castleman (Chair).
  - Recently had their Leadership Retreat in August to get the State Office staff, Chair and Vice-Chair aware of the goals of the subcommittee and where it is moving to in the future.
  - Created their 2020 meeting schedule; with their next meeting being held on January 9<sup>th</sup>. The January meeting will be split between the Westside of the State meeting in Pierce County and the Eastside of the State meeting in Adams County through a conference call, so that no one is travelling across the passes in the snow.
  - Planning the training tracks for the Summer Forum.
  - Subcommittee changed their attendance policy; with Public Education Coordinators required to participate in 50% of the subcommittee meetings held. Participation consists of in-person, conference calling in, or participating on a workgroup or project. This is a contract deliverable and just wanted to let the board know that we have had great attendance, but still missing about half of the county's participation.

#### **VI. State Office Reports**

- a. Adam Wasserman presented all recent state office staff changes.
  - ⇒ Nicci Kowalski is the new Administrative Assistant.
  - ⇒ Cathy Jones-Gooding is the new SECO Deputy of Operations.
  - ⇒ Katrina Rahier is the new 911 Training Program Manager.
  - ⇒ Kimberly Jackson is the new 911 Training Program Coordinator.
  - In the final phase of the ESInet Transition; with a cut-over date of December 31<sup>st</sup> being the goal.
    - ⇒ Adam is expecting calls from the media and county commissioners.
  - WUTC is getting involved in the OCIO engagement, due to the hindrances with CenturyLink.
  - Katy Myers questioned carrier cut-over.
  - Richard Kirton asked a multiplex of questions regarding CenturyLink's current actions; recalling that CenturyLink requested the very same process during the first cut-over.
  - Richard Kirton asked if delays will impact the geospatial routing. Adam replied no.
- b. ESInet II Report was presented by Andy Leneweaver
  - Several carriers are fully cut over to the Comtech Emergency Services Internet Protocol Network (ESInet) and are delivering calls. Many more have scheduled their connection testing. Andy is currently working with Comtech to coordinate the remaining carrier cut overs.
  - PSAPs should be reaching out to each carrier to begin discussing Location-Based Routing options; adding that there is currently no definitive process for requesting this from the carriers.

#### **VII. Training Team Report**

- a. Presentation delivered by Katrina Rahier (see attached documents)
  - Katrina informed everyone of a letter she received from the Texas 911 training team; the letter expressed high interest in our state's training program and its exemplary standards and structure. They further requested if we would share our practices with them.

#### **VIII. Legislative Study/Workgroup Updates**

- a. Cathy Jones-Gooding presented an update of the Legislative Study/Workgroups.
  - Cathy thanked everyone for their participation and dedication.
  - The Legislative Study/Workgroups are currently in the 2<sup>nd</sup> round of meetings

- There are county folders on the AC SharePoint that contain a QA/QC query; this query has a December 6<sup>th</sup> deadline.

#### **IX. New Business**

- a. JoAnn informed everyone that they will need to vote on a new AC Chair and AC Vice Chair at the January meeting.
- b. Richard Kirton listed some additional vacancies, on the Advisory Committee Board, that still need to be filled.
  - Tim Martindale’s representation for Rural Counties West.
  - Amy McCormick’s representation for Urban Counties East.
  - Judy Wilson’s representation for Washington Fire Commissioner’s Association (this will be her last meeting). A letter needs to be sent to the Association; letting them know that we will need a new member, as well as an alternate member.
  - Tom Shaughnessy’s representation as the National Emergency Number Association (NENA) Alternate. Keith Flewelling stated that NENA is aware of the vacancy and they are in the process of sending in a name.
  - Lisa Caldwell’s representation for the At-Large position; was a temporary appointment by TAG
    - ⇒ Richard Kirton requested clarification as to whether a previous coordinator could take the At-Large position. Teresa Lewis responded that ‘Yes they can be a previous coordinator’.
    - ⇒ If anyone is interested in one of the vacant positions, please send your letter of interest to Nicci Kowalski

#### **X. For the Good of the Order**

- a. APCO/NENA Governmental Affairs Report was presented by Keith Flewelling.
  - Three Legislators were recognized for their efforts and being a key to our success: Sam Hunt, Beth Doglio & Dan Griffey.
  - Three (3) counties passed ballots on the increase of the 1/10 of 1% sales tax to 2/10 of 1% for Emergency Communications: Grays Harbor (increase), Okanogan (enacted) & Thurston (increase).
  - An inquiry was filed by a Colorado Agency to the FCC, regarding an interoperability mandate. Everyone was urged to file comments with the FCC.
- b. Association of Public-Safety Communications Officials (APCO) Information was provided by Richard Kirton.
  - Plans for the Spring Forum to be held on March 17 & 18 is underway. This forum will be held (tentatively) at Kitsap 911.
  - Katy Myers stated that there will be two (2) tracks. Training Coordinator and 911 Coordinator. The 911 Coordinator track will be a Cyber Security training – a 12-hour course that you will need to register for separately from the forum.
- c. Keith Flewelling congratulated those that have recently received their NENA certification: Stacy Fritz & Kenn Bear
- d. Ray Maycumber suggested that the Advisory Committee attendance report be provided annually to sponsoring agencies. JoAnn Boggs stated that something is in the works for this and that letters are sent out to the Associations that have vacant seats on the board; as well as those that are not in attendance.
- e. Rebecca Beaton asked who is on the Legislative report team? Keith Flewelling stated that the team includes Julie Buck, Vicki Thoroughman, Darlene Mainwaring, Adam Wasserman & himself.
- f. JoAnn Boggs informed every one of the 2020 Advisory Committee meeting schedule:
  - In-Person meetings will be held on January 16<sup>th</sup>, April 16<sup>th</sup>, July 16<sup>th</sup> & either October 15<sup>th</sup> or November 19<sup>th</sup>; adding that the off months will be the AC briefing months.
  - Julie Buck stated that the April 16<sup>th</sup> meeting interferes with “Telecommunicators Week”. JoAnn Boggs stated that they will look into this issue and report back at the January meeting if they will be moving the April meeting.

#### **XI. Next Meeting**

- a. The next meeting is scheduled for January 16, 2020.

#### **XII. Adjournment**

- a. JoAnn Boggs adjourned the meeting at 10:40.