

Washington State Enhanced 9-1-1 Advisory Committee

April 18th, 2019 – 9:08 AM

Environmental Services Building

9850 64th St W, University Place, WA 98467

Minutes

Chair, JoAnn Boggs

I. Call to Order

JoAnn Boggs

- a. The Advisory Committee (AC) observes a moment of silence for fallen Cowlitz County Deputy Justin Derosier and Kittitas County Deputy Ryan Thompson.

II. Roll Call

- a. Quorum obtained.

III. Advisory Committee Member Changes

Richard Kirton

a. Hails/fair wells

- The AC welcomes Lisa Caldwell (Michael Baker Intl.) to the Primary At Large position; Sean Bacon (Airlift) to the Primary and Brant Butte (AMR) Alternate Washington Ambulance Association positions; and Mayor Pam Pruitt (Mill Creek) Primary and Mayor David Baker (Kenmore) Alternate Washington Association of Cities positions.
- The AC bids farewell to Bob Berschauer.

IV. Approval of Minutes from Last Meeting

JoAnn Boggs

- a. *Keith Flewelling (National Emergency Number Association) made a motion to approve January 17th, 2019 Minutes as submitted. Criselia Grupp (Rural Counties East) seconded. Motion approved.*

V. Old Business

a. SECO

Adam Wasserman

- **Open position in the state office**
 - EMPS4- Posting extended to Monday April 22nd.
 - EMPS3/AA3- Will be posted in July.
- **Grant-** Grant was submitted on March 29th. Should have news on approvals in June.
- **6 projects moving forward**
 - ESInet
 - GIS upgrades
 - Statewide Radio Over IP (ROIP)
 - Host Remote CPE
 - Host Remote CAD
 - CAD to CAD live interface
- **Budget status**
 - End of biennium- Deficit.
 - Next biennium budget \$53.8 M revenue expected/\$53.2 planned.
- **Legislative status**
 - Travis Bill did not pass.
 - HB1109 passed \$100,000 allocated to comprehensive study of the efficiency of 911 in Washington State.

b. 911 Outage After Action Report

Adam Wasserman

- **Recent detailed outage procedures** are being developed by a 5 person "Tiger Team." Should have rough draft ready by June forum.

Keith Flewelling Angie Fode Robert Clemens	Dave Fuller Jonathan Brock Richard Kirton
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VI. Subcommittee Reports

a. 9-1-1 Authorities

Brenda Cantu

- **Subcommittee made the following recommendation:**
 - Form tiger team to look at 9-1-1 funding at the state and county level.
 - ⇒ *Judy Wilson made a motion to table vote to create a State 911 financial task force to begin work on developing a rolling 5-year financial plan to include funding needs and changes to support both the state and counties, for special meeting, motion was seconded and approved.*
- **Approval of newsletter**
 - *Amy McCormick made a motion to approve 911 Authorities newsletter as submitted. Deb Flewelling seconded, motion approved.*

b. 9-1-1 Communications

Jonathan Brock

- **Met on March 14th via conference.**
- **Topics of discussion:**
 - Tracking FCC CenturyLink outage actions.
 - Tracking ATIS Progress on standardization of outage notification process.
 - How to better define what constitutes an outage.
- **Upcoming discussion:**
 - 38.52.505 – Designation of Fire Chief as approving entity for ALI accuracy.
 - National trials using NEAD for wireless local accuracy.
 - PS/ALI resources for Private Branch Exchange Operators.
 - Presence Information Data Format Location Object (PIDF-LO) rails following carrier cutovers to the Comtech ESInet.
 - Call delivery performance on Comtech ESInet.
- **Subcommittee made the following requests:**
 - Generic conference bridge and web meeting tool that subcommittee chairs can use.
 - Open/Public meetings schedules, locations, agendas, and minutes be posted to the AC page on the MIL Site.
 - Establish expectation that each subcommittee will use a conference bridge and web meeting tool for all meetings.

c. NG9-1-1

Katy Myers

- **NG911 met in March.**
- **Topics of discussion:**
 - Implementation of a change advisory board (CAB) to manage changes to the ESInet. Ended up determining that the CAB should reside within SECO as they are the owner of the ESInet, but the people involved in the CAB would include coordinators, and technicians that could represent all counties and include appropriate Subject Matter Experts.

d. Training

Tim Martindale

- **The Training Subcommittee last met at the Spring Forum in Bremerton on March 21st.**
- **Training contracts**
 - Cultural Effects
 - ⇒ Deaf and Hard of Hearing
 - ⇒ Classroom Facilitator
 - Criminal Justice Training Commission.

- ⇒ T1, T2, Communications Supervisor, CTO, Advanced CTO, TERT, TERT LEADER, TERT Exercise.
- Contracts are set to expire on June 30th.
 - ⇒ The subcommittee voted to recommend extending the contracts for 6 months with CJTC and Cultural Effects (Deaf and Hard of Hearing)
 - ⇒ The subcommittee voted to **not** extend the contract with Cultural Effect (Classroom Facilitator).
 - ⇒ The subcommittee is not recommending that the CJTC contract be extended at this time but that other training routes be explored, including having the EMD Training unit manage the training.
- Corey Ahrens turned in her resignation.
- CJTC will be working with the SECO and Training Subcommittee to ensure that they deliver the contracted training for at least the term of the current contract.
- **Request**
 - AC- Recommendation to the state office to put together a workgroup to investigate training with WA Military Department.
 - ⇒ *Richard Kirton moved to approve the request, Katy Meyers seconded. Motion approved.*

e. GIS

Melissa Liebert

- **Topics of discussion**
 - Date clean-up complete with dual provisioning. Working to make the new Automatic Location Information (ALI) Database Management System (DBMS) easier to use.
- **Requests**
 - SECO- Talk to Comtech about the format of the ALI extracts.
 - AC- Ask counties to submit ALI data no later than May 2nd.
 - ⇒ Counties can log into ALI DBMS, download and ask Comtech to assess. So far only 6 counties have submitted their ALI Data. SECO to work with Comtech & Geocomm to come up with a solution.
 - Deb Flewelling (King) – GIS subcommittee to please query again to determine impacts to King county.
 - Comtech- a solid date for the PCRf and for the LVF.
- **Upcoming in person meeting** May 2nd in Moses Lake, which will be the GIS Strategic Planning Meeting.

f. Strategic Planning

Lisa Caldwell

- **Strategic Plan approval.**
 - It is recognized that there are some grammatical errors which will be fixed but will not affect the contents of the Strategic Plan.
 - Subcommittee chose not to use the WAC/RCW definitions because the Authorities subcommittee is in process of changing those laws. They will instead be using the NENA/APCO definitions.
 - ⇒ *Richard Kirton moved to adopt Strategic Plan as presented, Criselia Grupp seconded. Motion approved.*

g. Public Education

Roxanne Castleman-Reffalt

- **Summer forum**
 - Public Education track Outline complete. Content has been reviewed.
 - Conference call next week with Katy and Richard regarding any shared classes.
- **Upcoming meetings**
 - May 10th.
 - June 20th we will be the meeting following the summer forum.
- **Reminders**

- Registration for July 14-17 National Public Education Forum in Virginia Beach is open now.
- August 16th Public Education Annual Leadership retreat.
- **Social media**
 - 50% increase in views.
 - 29% increase in likes.
 - Gaps- only 6 states and 33 cities engage in the website.
 - Tasked counties to come up with 3-5 graphics, memes or posts per week.

h. Policy

Richard Kirton

- **Last met on April 17th.**
- **Topic of discussion**
 - Changes to policy revisions
- **Is this the policy that ties the CPD to the Operations and Maintenance contracts?**
 - Yes.
 - Tim Lenk (Pierce) voiced concern over this issue and asked if CPD counties would now be held to the Maintenance deliverable. Richard Kirton affirmed that yes, because it is a statewide network every county is expected to maintain their equipment, because if they don't it may cause issues that could affect other counties.
- **Request**
 - To SECO- Tim Lenk recommended that a statement be added into the contract that the statement of work items identified only apply to a CPD contract when SECO is funding it so there is no confusion.
 - SECO will work with Pierce County.
 - Tim Lenk stated that he sees issues with the language in the policy with regard to deliverables.

i. Subcommittee Member Changes

Richard Kirton

- *Richard Kirton Moved to approve the following member changes, as well as the reaffirmation of all current subcommittee members with changes. Amy McCormick Seconded. Motion was approved.*
- **Strategic Planning**
ADD- Tina Meir (Garfield) Primary; Tara Murker (Whitman) Alternate
REMOVE Wendy Berrett
- **Policy**
ADD- Joann Boggs (RCW) Primary; Vanessa Barnes (AC) Primary; Tim Lenk (RCW) Alternate; Lisa Caldwell (AC) Alternate
- **Public Education**
ADD- Tammy Dennis (Island); Heidi Harvill (Pacific)
REMOVE- Lisa Ernst
- **GIS**
ADD- Jason Guthrie (Thurston) chair; Lynn Palmer (Verizon) vice chair; Sarah Gates (Benton)
- **Authorities**
ADD- Kim Lettrick (Medium Counties East) Alternate; Bobby Jackson (AC) Alternate
CHANGE- Misty Viebrock (Medium Counties East) to Primary
REMOVE- Bob Berschauer
- **NG911**
ADD- Sarah Gates (Benton);
- **Training**
ADD- Kimberly May (Island)
REMOVE-Lisa Ernst

VII. State Office Reports

Adam Wasserman

a. Fiscal Reports

- Still in shortfall stemming from having 2 networks.
- June 30th close of biennium.
- Next biennium budget will put the state in a much better position if we get everything we have requested.

b. ESInet II Report

- All PSAPs are cutover.
- **ALI cutover** complete.
- **Now in final stage, carrier cutover.**
 - 79 originating service providers.
 - 37 of them connect through another provider.
 - Of the 42 left 37 are prepping to order their circuits.
 - 4 have already ordered circuits.
 - 1 in testing.
- **PS ALI**
 - CenturyLink Letters
 - ⇒ UTC has extended date. If agencies call, please inform them that they will still have access to 9-1-1 and redirect them to SECO for more information.
 - ⇒ Rebecca Beaton spoke about the CenturyLink April 8th filing with the UTC docket # 190262. Go to UTC.wa.gov to review. Hearing date April 25th, 2019 at 9:30 am. For more information call the Record Center (360) 664-1234.
 - ⇒ Tim requested that the state provide talking points, so the counties can answer questions and provide clarity to our stakeholders.

VIII. For the Good of the Order

a. APCO/NENA Governmental Affairs Report

Keith Flewelling

- **Bills passed in House**
 - ESSB 5272- Increased 1/10th of 1% Sales tax not to exceed 2/10th.
 - ⇒ Amendment Senate- King County must enter interlocal agreement with city or regional communications centers.
 - ⇒ Amendment House- WSP must enter intergovernmental agreement with county, city, or regional communications agency, if requested and terms and conditions are mutually agreeable.
 - ⇒ Next step amended bill goes back to senate.

b. APCO Information

Richard Kirton

- **Thank you** to Keith Flewelling for his work on ESSB 5272.
- **June Forum** the week of June 17th, 2019 at Northern Quest in Spokane.
 - Public Education track
 - Coordinator Managers track
 - Registration portal should be up next week. www.waapconena.org
- **Save the date** Week of October 9th, 2019 for the Fall Conference will be held in conjunction with the AC Meeting and will be held at the Three Rivers Convention Center in Tri-Cities.

IX. New Business

a. Open Public Meeting Act

JoAnn Boggs

• **Request**

- AC Chair to AC members- Please take the time to review the video in the link below.

SECTION 4:

All E911 Advisory Committee meetings shall be open to the public. The Advisory Committee, though not required, has as a policy chosen to follow the Open Public Meetings ACT (OPMA), RCW 42.30. The agenda for regular meetings must be available online no later than 24 hours in advance of the published start time of the meeting. E911 Advisory Committee members must be trained in the OPMA within 90 days of assuming their position, and then again once every four (4) years. (RCW 42.30.205) All E911 Advisory Committee Subcommittee meetings shall be open to the public and are to follow the OPMA (RCW 42.30) except for meeting notice and agenda posting requirements.

Link to RCW: <https://app.leg.wa.gov/RCW/default.aspx?cite=42.30.205>

Link to training: <http://www.atg.wa.gov/opengovernmenttraining.aspx>

X. Adjournment

JoAnn Boggs

- a. Meeting Adjourned at 12:31 pm

Next Meeting: May 16th, 2019 9:00 AM
AC Phone Briefing Only
Dial In: 877-820-7831
Passcode: 955266