

Advisory Committee In-Person Quarterly Meeting

I. Call to Order

1 Keith Flewelling confirmed quorum and called the meeting to order at 9:01am

II. Roll Call

2 Roll call was taken through chat.

III. Approval of Previous Meeting Minutes

3 ♦ Advisory Committee Meeting March 18, 2021 meeting minutes.

4 Motion to approve minutes as submitted

5 Motion was made by Karl Hatton

Seconded by Sheryl Mullen

6 All in Favor
Motion Passed

IV. E911 State Office Updates

7 Adam Wasserman provided the E911 State Office update.

[Attachment A]

8 Governor Inslee signed Executive Order 21-03

[Attachment A.2]

V. SUBCOMMITTEE REPORTS

a. Subcommittee Membership Changes

9 ♦ Meeting Admin presented a list of the requested changes for Subcommittee Membership.

[Attachment B]

10 Motion to approve to membership changes, as submitted

11 Motion made by Richard Kirton

Seconded by Sheryl Mullen

12 All in Favor
Motion Passed

b. 911 Authorities Subcommittee

13 Per Jason Fritz, nothing to report.

c. 911 Operations Subcommittee / GIS

14 Katy Meyers presented a Security Update for adoption approval

[Attachment C]

15 Motion on the ESI net security requirements document.

16 Motion made by Carlene Anders

Seconded by Rebecca Beaton

All in Favor

Motion Passed

Katy Meyers presented a Staff Report for approval from the AC
Motion to adopt the Google group replacement for Yahoo groups.

[Attachment D]

Motion Passed by Unanimous Consent

Katy provided a subcommittee update

[Attachment A]

d. Policy Subcommittee

Richard Kirton provided a subcommittee update

[Attachment A]

e. Training Subcommittee

Per Allison Everbeck (in the absence of Tracey Ollerman), nothing to report.

f. Public Education Subcommittee

Per Esther Duncan, nothing to report [informed Chair of expected absence and said committee does not have anything to report].

g. ESI Net Authority Ad hoc subcommittee

Ashley Strickland provided a subcommittee update.

[Attachment A]

VI. New Business

Keith Flewelling brought the approved motion [November 19, 2020 meeting] to add a non-911 position [to the Advisory Committee] supporting communities that are most effected by equity and social justice issues, back to the table for discussion.

Handout: [Attachment E]

Discussion: [Attachment A]

Motion to not add the proposed position to the AC Board

Motion made by Rick Anderson

Seconded by Richard Kirton

All in Favor

Motion Passed

Keith noted that the meeting minutes, from the November 19, 2020 meeting, did not reflect the motion and second made, in regards to adding a position to the AC; will need to approved an amended version at next meeting. [Attachment A.3]

Motion to approve nominees for AC representation: Urban Counties East Primary, Kim Arredondo, Spokane County; Urban Counties West Primary, Deanna Wells, Cowlitz County; Urban Counties West Alternate, Dave Fuller, Clark County

Motion made by Richard Kirton

Seconded by Brenda Cantu

All in Favor

Motion Passed

Discussions were held and a poll was taken regarding the platform for meetings, going forward.

- ❖ It was agreed that the September AC meeting will be held in a hybrid manner (providing attendees options for in-person and virtual attendance); majority of poll takers would prefer to have Two (2) in-person and Two (2) virtual meetings in 2022.

VII. For the Good of the Order

Keith Flewelling provided the APCO/NENA Governmental Affairs report.

- ♦ Karl Hatton will be providing these updates, beginning with the next AC meeting.

Richard Kirton provided an APCO informational update.

- ♦ Forum schedule has been sent out. Please contact Richard if you have not received said schedule.

Hails & Farewells

- ♦ Welcome Robert Thurston, new 911 coordinator for Snohomish county

VIII. Next Quarterly In-Person Meeting

The next monthly briefing is scheduled for June 17, 2021 at 9am.

The next in-person meeting is scheduled for July 15, 2021 at 9am.

Meeting adjourned at 10:21am



Report Notes

Key talking points from AC meeting reports:

IV. SECO Update:

New State Office staff:

- Janice Sturgeon will be working closely with Lisa on statewide services, as well as assisting Teresa with County contracts.
- Katherine Pedersen will be working with Debbie, in the finance section and will be assisting with the 911 budget.

Federal Grant Update

- Working with Kitsap, for some additional information, to create a grant agreement.
- Waiting for signed agreements back from a couple other counties.

911 Training Program

- Delivered 21 four-hour live crisis intervention team courses, to meet the needs of those agencies currently within Phase I of the Trueblood settlement agreement.
- 17 morning, afternoon & evening courses scheduled; 8 available in May & June.
- June 30th is the deadline for those in Phase I to complete their training obligation.
- Continuing with T1, T2, & CTO classes; thanked counties with hosting said classes.

Fiscal Year '22 – County Assistance

- To date, received 21/22. Remaining county knows who they are; get application in at earliest convenience.

Fiscal Year '21 – County Contracts

- All are on track to spend their full budget, with one exception that will be close.
- Any counties working off a statewide vendor contract and are experiencing issues not being resolved by said vendor, please use the DES complaint form [here](#).

Budget Bill

- Original ask was for \$54 million.
- Received \$53,834,000.

ComTech User Account Update Notice

- Will be updating how individual users sign-in to the vast applications they offer throughout the state. Targeted date to be within the first or second week in June. Said update will improve access and security.
- Questions should be directed to Andy Leneweaver.



IV. SECO Update Continued:

- Infrastructure Bill is continuing to work it's way through the House [Economic and Commerce Committee]
 - Couple different paths this bill could take; remain hopeful that it passes with the \$15 billion marked "NextGen 911."
 - Will provide more details as things progress.
- 911 Saves Act
 - To reclassify telecommunicators.
 - Reintroduced (didn't pass last session) showing promise this session.
- FCC
 - 911 Fee Diversion efforts underway
 - Announcing Leaders of Work Group this week; Strike Force members being introduced by the end of the month.

State Legislation

- HB 1477 - 2021-22 [Implementing the national 988 system to enhance and expand behavioral health crisis response and suicide prevention services.]
 - Signed by the Governor; work can begin to make 988 a reality, as well as the expansion of the Crisis Health System within the state.
 - SECO is listed as a member of the Crisis Response Improvement Strategy [CRIS] Committee.
 - Will provide advice in developing an integrated behavioral health crisis response and suicide prevention system.
 - Several Subcommittees will be created; 911's voice is crucial, especially on technical & training. Adam will be reaching out for expertise to assist with said committees.
- Governor Inslee signed Executive Order 21-03; establishes a Blue Ribbon Commission on the intersection of the justice and behavioral health crisis systems. SECO has been named to said Commission.
 - The objective is to develop a 10-year statewide strategic vision to significantly reduce the number of individuals who experience a behavioral health crisis and make contact with law enforcement or enter the justice system as a result of their illness.

Vital that 911 has been named to said Commission as we play an imperative role within said intersection between the health crisis system and the justice system.

See Questions Section Below



V. Subcommittee Reports:

c. 911 Operations Subcommittee

Have been following the Kittitas geospatial routing testing; expecting more results soon.

Training from Melissa Liebert [ComTech] on the Alley 6.0 transition, following closely to ensure that everybody is ready for that change.

Asked Steve to work with Greg Pittsford [ComTech] begin the process to share and look at each other's policy routing rules. Started several years ago and each county has to provide written approval to share their rules with their neighboring counties and with the committee. Nine outstanding counties that we need approval for but moving forward with the ones that have given approval. Hopeful to actually see what each county's policy rules are in the next month or two; ensure that said rules don't negatively impact routing.

NextGen 911 Strategic Planning Workgroup was established. Members include: Self [Katy Myers], Adam Wasserman, Ken Moisey, Louise Melter, Keith Flewelling, and Fred Miller. Group expects to meet weekly, especially while updating NextGen plan, in preparation for the \$15 million grant and the federal grant from the LIFT America Act. Anyone interested in joining said workgroup, reach out to Katy Myers.

SIRI [0:25:20] Workgroup has been set-up; 911 Operations Subcommittee will head the project in partnership with Lisa Barbier. Looking for individuals to work on developing the RFP and begin the process.

d. Policy Subcommittee

Subcommittee created a workgroup to update the equipment contract policy; will be reporting out to said subcommittee to finalize the work.

Number of vacancies within subcommittee (some missing both a primary & alternate); will send a list to the County Coordinators, please respond with chosen representative's info.

g. ESI Net Authority Ad hoc subcommittee

Subcommittee was established to explore possible structures to enable statewide deployment of applications and/or hardware at the ESI Net level, bringing said options back to the AC.

Identified Three (3) different areas that need to be addressed:

Legal – Whether RCW/WACs allow it.

Technical – ESI Net Capabilities

Policy – How would an individual or agency apply something to the ESI Net

Awaiting “rundown” from ComTech, on what is “technically” available and what we must know to aide with policy decisions.

“Couple” previous meetings were focused on obtaining a legal opinion with regards to the task we have been assigned to do. WACs and RCWs limiting the SECO's ability to complete task. Also working with Jason Fritz, should we need to draft a change on any of the said WACs and/or RCWs ***See Questions Section Below***



VI. New Business:

Member talking points below, regarding adding a new position to the AC:

Keith Flewelling:

- ✔ Proved to be a difficult task, in term of how and who to fill the position.
- ✔ Governor established the “Blue Ribbon Committee” in which SECO has a position.
- ✔ Police reforms are in place and show no great impact to 911.
- ✔ Climate seems to be settling.

Brenda Cantu:

- ✔ Believe AC has “good coverage”
- ✔ Suggested incorporating concerns in the training program.
- ✔ Suggested a subcommittee to address the issues addressed, during this discussion.

Rick Anderson:

- ✔ AC & SECO focused on that 1-30 minutes to take the 911 call; out of said hands after the call.
- ✔ Suggested this position best left to the Emergency Management Council.

Deb Flewelling:

- ✔ Suggested the 9-1-1 Training Program Manager “have a seat” on the AC.
- ✔ Agrees with the suggestions for a workgroup.

Mike Worden:

- ✔ Not aware whether other avenues have been attempted; stating that a seat at the AC seems like a inappropriate and large first step. Stated that avenues are unavailable and un-utilized.

Katy Myers:

- ✔ Supports the idea to address these issues within the training subcommittee.
- ✔ Suggested a workgroup that would include training subcommittee, state, and appropriate community representations; state AC should not make decision on own.

Sheryl Mullen:

- ✔ Believes this to be larger conversation and should be looked at globally.

Tina Meier:

- ✔ Agrees with Brenda’s comments.



Attachment A

Ashley Strickland:

- 🔴 Supports Mike's statements
- 🔴 Issues need to be addressed; not sure if the AC is the appropriate place to address the issues.
- 🔴 Issues can be addressed within the training aspect, and through SECO.
- 🔴 Noted that there is not a "seat" for mental health, nor is there one for the deaf and hard of hearing.
- 🔴 Paraphrased the RCW: "The AC is there to provide advice to SECO and on the running of the 911 system;" asked what this position would provide advice to the SECO for.

Joannie Kuhlmeier:

- 🔴 Agrees with the statements made by Mike and Ashley.

Richard Kirton:

- 🔴 Agrees with suggestions for a workgroup; stated that randomly picking someone and crowning them with the diversity cap is the wrong step and would not solve anything.
 - ✅ Workgroup members should include: Training Subcommittee Chair, Operations Subcommittee Chair, APCO President

Deanna Wells:

- 🔴 Need to equally provide equal access to 911, as Washington State has worked towards for many years.
- 🔴 Training may be good start, but need clear objectives.

Jason Fritz:

- 🔴 Agrees with Sheryl; action now would be jumping the gun.
- 🔴 Suggested waiting to see how other realms (i.e. police reform) play out first.

Filiberto Ontinveros:

- 🔴 Should first identify what issues effect 911; training, public education, or technology.

VII. Gov. Affairs [APCO/NENA]:

No additional talking points.



I-VIII Questions:

VI Rick Anderson asked:

Because Washington has done so well with next gen 911, does that hurt us on the federal side of things if this grant or funding comes through?

*Adam stated that it all depends on the Notice of Funding Opportunity [NOFO]; said notice will define what the funds can be used for, their definition of NextGen 911, whether it will include CAD systems, etc.

Deb Flewelling asked:

How will the Advisory Committee be informed/updated regarding the CRIS Committee / 988 Bill?

*Adam noted that the first meeting scheduled for Friday, May 28th. He will most likely will be providing separate updates (CRIS & Commission), depending on how fast things move. Will create a battle rhythm to keep the AC members and County Coordinators up-to-date.

V.g Katy Myers asked:

Clarification as to any timing expectations set [date] to have recommendations back to the AC.

Ashley stated that the Chair had requested a completion time of "late summer, early fall;" depends on WACs, RCWs, and what legal opinion we are given (any suggested changes that need to be made would slow said task).





STATE OF WASHINGTON
OFFICE OF GOVERNOR JAY INSLEE

EXECUTIVE ORDER 21-03

BLUE RIBBON COMMISSION ON THE INTERSECTION OF THE JUSTICE AND BEHAVIORAL HEALTH CRISIS SYSTEMS

WHEREAS, providing care and access to services and treatment for people with behavioral health needs is of paramount importance to the overall health of those individuals and to all Washingtonians;

WHEREAS, behavioral health is health care, and we must do what we can to reduce the stigma around seeking help, being in a behavioral health crisis, or having a behavioral health diagnosis;

WHEREAS, people with mental health and substance use issues are more likely to be victims of violence than perpetrators of it;

WHEREAS, too many people with behavioral health needs have contact with law enforcement or the justice system instead of, or before, they can access behavioral health care;

WHEREAS, black, indigenous, people of color, and people with disabilities are disproportionately injured or killed when they encounter law enforcement while they are experiencing a behavioral health crisis;

WHEREAS, often, behavioral health crises are preventable, but resources are needed to help people sooner;

WHEREAS, people with mental illness or substance use disorders often cycle between the justice system and community services;

WHEREAS, 911 is the public's access point to law enforcement and EMS, and for people in a behavioral health crisis, who, how, where and when the 911 system responds plays a critical role in gathering, analyzing, and relaying information to field first responders which can influence the trajectory of person's behavioral health care and future access to services or treatment;

WHEREAS, tasking law enforcement officers to be the primary, and often only, response to a person experiencing a behavioral health crisis is not the best approach, or at times, even appropriate, because often, the person in crisis has not committed nor are they suspected of committing an illegal act;

WHEREAS, people in a behavioral health crisis, especially those who are black, indigenous, and people of color, are disproportionately pushed into the justice system in order to give them access to behavioral health care;



WHEREAS, people with behavioral health conditions in the justice system, despite efforts by health professionals there, often experience harm or trauma as a result of their incarceration, which can have lasting effects;

WHEREAS, appropriate diversion from the justice system into behavioral health supports and services can expedite access to needed treatment and minimize the potential for people in a behavioral health crisis to experience violence or trauma;

WHEREAS, timely and accurate mental health and/or substance use screening and evaluation is the single most critical element in successfully diverting individuals from the justice system;

WHEREAS, Washington currently faces a shortage of behavioral health care workers, and the providers treating our most vulnerable populations are experiencing high rates of turnover. Washington cannot expand behavioral health crisis services without addressing barriers to workforce recruitment and retention;

WHEREAS, a robust and fully funded system of behavioral health prevention, crisis services, treatment, and recovery supports is critical to supporting and maintaining the health of all Washingtonians;

WHEREAS, earlier this year, the Governor signed Engrossed Second Substitute House Bill 1477 to implement a statewide 988 behavioral health crisis line and create the Crisis Response Improvement Strategy Committee (CRIS) to support that effort;

WHEREAS, the Governor also signed Engrossed Senate Bill 5476 which addresses the Washington Supreme Court's *State v. Blake* decision and establishes the Substance Use Recovery Services Advisory Committee (SURSA) to support those efforts and to coordinate with the Blue Ribbon Commission created in this order;

WHEREAS, the Legislature allocated funding to the Governor's Office to create the Blue Ribbon Commission on the Intersection of the Justice and Behavioral Health Crisis Systems;

NOW, THEREFORE, I, Jay Inslee, Governor of the state of Washington, by virtue of the power vested in me by the Constitution and statutes of the state of Washington do hereby order and direct as follows:

Washington has been making significant investments in our behavioral health system, and that great work must continue; but, we must also give greater attention and focus to Washingtonians who encounter law enforcement while experiencing a behavioral health crisis. Treatment and diversion-focused response systems exist in many communities across the state but are not sufficiently supported to provide an emergency response and are sometimes a second responder upon request from a law enforcement agency. Strong state behavioral health crisis system infrastructure will lessen the burden on law enforcement and other emergency personnel who too frequently shoulder and manage complex health crises. A healthy and functioning behavioral health crisis system that seamlessly dovetails with ongoing services and supports is vital to the



success of the State's efforts to integrate behavioral health care and create a more community-based behavioral health system. In concert with the efforts to establish a 988 crisis line, to build-out our community based behavioral health system, to create greater availability of and access to suicide prevention, mental health, and substance use disorder services, and to reform our state hospital campuses, I am creating a Blue Ribbon Commission to address the intersection between the justice and behavioral health crisis systems, and to pursue efforts to decriminalize mental illness and substance use disorder in Washington State.

Implement Actions to Benefit Persons with Behavioral Health Issues Who Encounter Law Enforcement or the Justice System

I order the following state agencies, in consultation with appropriate stakeholders, including tribal and local governments, to take the actions listed below.

Health Care Authority:

- Create policies that support the use of Trauma Informed Approaches;
- Explore increasing utilization of mobile crisis response teams, peer services including individual and family peers, crisis respites, and other referrals that law enforcement can use;
- Investigate and research innovative models, ideas and programs that would drive an equity-based crisis response system and create expanded access and equitable access to behavioral health services, including co-located and integrated services for urgent care needs;
- Coordinate with subject matter experts on children and youth behavioral health;
- Seek out federal and other funding opportunities to expand services and review existing spending patterns and any unspent funds;
- Work with peer run/other organizations to strengthen the ability for police drop-offs;
- Engage peers, patient-family advocacy groups, and communities to be integrated in the design, delivery, and evaluation of behavioral health services;
- Engage local jurisdictions in the Fire House Funding Model and Safe Station discussions;
- Routinely update managed care organizations and behavioral health administrative service organizations on the Commission's activities and gather their input for the Commission's statewide strategic vision;
- Collaborate with the Department of Health to implement a 988 crisis line;
- Collaborate with the Department of Social and Health Services on bolstering and addressing needed community and state operated capacity;
- Collaborate with the Department of Social and Health Services efforts to reform RCW 10.77.

Department of Health:

- Implement a 988 crisis line and collaborate with the Health Care Authority to integrate it with the current behavioral health crisis system;



- Bring expertise and knowledge to the Commission through work with the maternal mortality review panel, the state opioid response plan, behavioral health workforce and licensing, and the Law Enforcement Mental Health Task Force;
- Explore ways in which the COVID-19 pandemic has impacted the behavioral health crisis system and ensure a public health perspective is included in the reforms to that system.

Department of Social and Health Services:

- Utilize the Research and Data Administration to review who is accessing behavioral health care through the justice system. This review should include race, ethnicity, age, gender, and disability data;
- Collaborate with the Health Care Authority on transitioning state hospitals to centers of forensic excellence;
- Identify ways to reduce recidivism of people repeatedly returning to state hospitals by way of the justice system;
- Lead an effort to reform and update RCW 10.77, the forensic mental health statute that governs not guilty by reason of insanity and competency cases;
- Collaborate with the Health Care Authority to bolster and address needed community and state operated capacity.

Establishment of the Blue Ribbon Commission on the Intersection of the Justice and Behavioral Health Crisis Systems

A Blue Ribbon Commission is hereby created to prioritize needs and resources and develop and support the implementation of a ten-year statewide strategic vision to significantly reduce the number of individuals who experience a behavioral health crisis and make contact with law enforcement or enter the justice system as a result of their illness. The recommendations and vision shall suggest actions needed to make significant progress in the development of infrastructure needed in the behavioral health crisis system, address disparate impacts on communities of color and people with disabilities, build robust diversion programming, adequately support community-based prevention, early intervention, and outreach and engagement services to help people sooner, establish solutions for long term recovery, and eliminate the stigma and trauma that people in behavioral health crises frequently experience when they encounter the justice system. The Commission should build upon the progress and efforts already in place within the state agencies that work in behavioral health and that exist in many jurisdictions when developing longer term recommendations and guidance. Where available and applicable, the Commission should build upon existing state, regional and federal plans.

The Commission shall work with all levels of government and other partners as needed to further the goals of this Commission and support this Executive Order.

1. I direct the following agencies to identify members for the Commission:
 - a. The Director of the Health Care Authority or the Director's designee;



- b. The Secretary of the Department of Social and Health Services or the Secretary's designee;
 - c. The Secretary of the Department of Health or the Secretary's designee;
 - d. The Secretary of the Department of Corrections or the Secretary's designee; and
 - e. The State 911 Coordinator or the Coordinator's designee.
- 2. I also invite members to participate as follows:
 - a. Three members of the CRIS committee as selected by that committee's steering committee;
 - b. Three members of the SURSA committee as selected by the Health Care Authority;
 - c. Six members not appointed to either committee that represent interests and expertise as follows:
 - i. Three members that represent law enforcement, including labor and management, as well as an individual with expertise in jail facilities and operations;
 - ii. Three members that represent the behavioral health field including mental health, substance use disorder and suicide prevention expertise, with at least one member with experience in the involuntary treatment system.
 - d. Up to two members representing federally recognized tribes, one from eastern Washington and one from western Washington, who have expertise in the behavioral health needs of their communities;
 - e. The full membership of the Commission must consist of the following:
 - i. Fifty percent or greater representation from communities of color, including at least two members from organizations that serve the needs of these communities;
 - ii. At least two members with lived experience in the behavioral health or justice systems;
 - iii. At least one member that represents people with disabilities;
 - iv. Representation from urban and rural, Eastern and Western Washington.
 - f. Commission members shall strive to serve the entire duration of the Commission's existence.
- 3. The Commission must make concerted efforts to involve and communicate with community partners and experts in developing its recommendations and strategic vision. This should extend beyond the Commission membership itself.
- 4. The Commission will have two co-chairs, selected by the Governor. At least one co-chair must be from the executive branch. The co-chairs shall set the agenda and provide leadership and direction for the Commission. The Governor's Office will provide staff support to the Commission.
- 5. The Commission shall draft recommendations and a statewide strategic vision for reducing or eliminating the criminalization of mental illness and substance use disorder.



The Commission shall serve as a central hub and coordinating and advisory body for the overall transformation of the behavioral health system, with particular emphasis on the efforts through the CRIS and SURSA committees. Recommendations and the strategic vision should:

- a. outline steps to specifically address the disproportionate impacts to communities of color and people with disabilities who encounter the behavioral health system through contact with law enforcement;
 - b. consider ways to systematically address and reduce the stigma faced by individuals with behavioral health needs;
 - c. examine how the intersection between the behavioral health crisis and justice systems perpetuate or cause trauma, and offer guidance on building a system that seeks to prevent trauma and is person centered and trauma informed;
 - d. identify opportunities for prevention, early identification and outreach and engagement in treatment and support prior to a behavioral health crisis and/or interaction with the justice system, with a focus on communities disproportionately impacted;
 - e. analyze and advance ideas for innovative programs in the behavioral health crisis system or its intersection with the justice system that utilize evidence-supported practices, including those that leverage emerging technology;
 - f. collaborate with the Washington Workforce Training and Education Coordinating Board to advance recommendations on the development of the behavioral health workforce to ensure strong recruitment and retention of critical workers in this area of the intersection between the behavioral health crisis and the justice systems;
 - g. review and provide guidance on any differing, or competing recommendations from the CRIS and SURSA committees and their respective legislative reports to ensure alignment and cohesion with the statewide strategic vision;
 - h. propose steps to ensure a robust behavioral health crisis and community behavioral health system that supports the integration of physical and behavioral health and addresses whole person care, regardless of treatment setting; and
 - i. advise the Governor on where to focus investments to fill gaps in the behavioral health continuum of early intervention, prevention, crisis intervention, outreach and engagement, treatment, and recovery supports.
6. In developing its recommendations, the Commission may form sub-workgroups, consult experts, or engage research, data or consulting firms to assist its efforts. Any sub-workgroups should be inclusive of perspectives from community-based providers, persons with lived experience, justice professionals, behavioral health professionals and advocates.
 7. The Commission shall produce a written report of its ten-year statewide strategic vision and recommendations to the Governor no later than November 1, 2022. The report should include all of the recommendations as outlined above. The report may also include, as appropriate, a recommended implementation outline, budget estimates, any legislative



proposals that support the Commission's work, or any other issues as identified by the Commission chairs.

8. At the time of submission of the November 2022 report, the Commission shall make a recommendation to the Governor whether to continue or dissolve the Commission at that time. If the Governor supports continuation, then the Commission will produce a second report that addresses any additional work and efforts by November 1, 2024. With the submission of a second report, the Commission shall then dissolve.

This Order is effective immediately.

Signed and sealed with the official seal of the state of Washington on this 13th day of May, AD., Two Thousand and Twenty-One, at Olympia, Washington.

By:

/s/
Jay Inslee, Governor

BY THE GOVERNOR:

/s/
Secretary of State



Membership Changes

Attachment B



Public Education

- Melissa Walker, King County Alternate
- Colby Jones, Island County
 - ✓ Replacing Tammy Dennis
- Valerie Smith, Kittitas County Alternate
- Susan Craig, Clallam County
 - ✓ Replacing Deb Homan
- Katie Haskins, Mason County
 - ✓ Replacing Shayla Murphy

Training

- Julia Granger, Skagit County
 - ✓ Replacing Tiffany Beisler
- Vanessa Samplawski, Pacific County
 - ✓ Jamie Souvenir
- Jennifer Pitt, Grant County
 - ✓ Replacing Tammy Hewlett



Attachment C

911 Advisory Committee
State 911 Coordination Office
Building 20 / MS: TA-20
Camp Murray, WA 98430-5011
Business: 253.512.7012

911 ADVISORY COMMITTEE STAFF REPORT 2021

DATE: *MAY 20, 2021*

SUBJECT: ESINET SECURITY REQUIREMENTS

FROM: *911 OPERATIONS SUBCOMMITTEE, KATY MYERS*

Objective: Adoption of the updated Security Requirements for Connecting to Washington State's ESInet.

Background: At the November 19, 2020 AC meeting the Security Requirements for Connecting to Washington State's ESInet were adopted.

Current Situation: The document has been updated to further clarify attestation for Session Initiated Protocol (SIP or IP) connected PSAPs and establishes an annual submission deadline of May and that the form needs to be submitted to E911TechnicalServices@mil.wa.gov. There are no new requirements.

Because of the timing for this update, we ask that the deadline is extended until August 1, 2021 for this year only.

Action Requested: Adopt the updated security requirements and extend the 2021 submittal deadline to August 1, 2021.



Security Requirements for Connecting to Washington State's ESInet

Purpose:

This document attests that the Public Safety Answering Point (PSAP) or County 911 Program Office¹ will maintain compliance with the items listed below. Each PSAP or County 911 Program Office will re-attest to this annually by May of the current year by submitting the completed form to E911TechnicalServices@mil.wa.gov

For Session Initiated Protocol (SIP or IP) connected PSAPs

- The CPE provider/vendor or PSAP, at the discretion of the PSAP, must provide and maintain a dedicated security device (Session Border Controller, Firewall, etc.) that is placed at the edge of the PSAP's network where it will connect to the Washington State ESInet.
- Only the necessary ports, protocols, and services on the dedicated security device are allowed outbound from the PSAP to the Washington State ESInet. All other outbound ports, protocols, and services are explicitly denied. Inbound settings are defined by the PSAP.
- The connection requirements (configuration, ports, protocols, and services, etc.) are outlined in Comtech's *ESInet-to-PSAP SIP Interface Control Document* (TCSW62289-1) also known as an ICD. The CPE manufacturers for all the CPE currently in use in Washington have been provided this document but it is the PSAP's responsibility to ensure the CPE provider/vendor complies with this requirement.

Note: All information regarding security of the interconnection is sensitive, considered exempt from disclosure under RCW 42.56.420 (4) and (5) and is also protected by an NDA between the State, the County, and Comtech.

Note: Do not send your firewall configuration data to the State Office, this information is sensitive data.

To meet the SIP connection requirement: The PSAP or County 911 Program Office shall review the configuration of the dedicated security device(s) and, if necessary, bring the device(s) into compliance with the above referenced ICD. The PSAP or County 911 Program Office shall then execute this form attesting that the CPE firewalls are in compliance.

Alternatively, the PSAP or County 911 Program Office may formally request that the CPE provider/vendor perform the necessary review and work to ensure compliance. Upon completion, the CPE provider/vendor will forward to the PSAP or County 911 Program Office a statement confirming that the configuration of the security device(s) are in compliance with the ICD referenced above. Upon receipt of the statement of compliance from the CPE provider/vendor, the PSAP or County 911 Program Office shall forward the CPE provider's/vendor's compliance statement to the State Office along with this form attesting that the configuration is in compliance based on the vendor's document.

All PSAPs. In addition, this attestation confirms that in the event of a cyber security incident at the PSAP:

- The PSAP or County 911 Program Office will report the cyber incident to the Washington State 911 Coordination Office (SECO) at E911TechnicalServices@mil.wa.gov as soon as possible, in addition to any other cyber security incident reporting requirements.
- The PSAP or County 911 Program Office will provide periodic updates until the issue has been resolved.
- If not specifically prohibited by the County legal representative or insurance carrier, the PSAP or County 911 Program Office will provide the SECO a detailed report on the cyber security incident.

A cyber security incident is defined as an actual or potential loss of confidentiality, integrity, or availability of an information system, network, and/or the information residing on them. The incident may or may not have been successful and may have originated inside or outside the County or PSAP network. Some examples are viruses, ransomware, denial of service, or other non-approved modifications to data or configurations.

The undersigned attests that the PSAP or County 911 Program Office indicated below will maintain compliance with these items.

Signature _____

PSAP or Program
Office Name _____

Printed Name _____

County _____

Title _____

Date _____

¹ County 911 Program Office includes the WSP Communications Division and/or other non-County 911 authority, such as a federal or tribal 911 authority.





911 Advisory Committee
State 911 Coordination Office
Building 20 / MS: TA-20
Camp Murray, WA 98430-5011
Business: 253.512.7012

Attachment D

911 ADVISORY COMMITTEE STAFF REPORT 2020

DATE: 4/6/2021

SUBJECT: GOOGLE GROUP REPLACEMENT FOR YAHOO GROUPS

FROM: KATY MYERS

Objective:

Gain approval from AC to use WA 911 PSAPS google group (wa911@googlegroups.com) to replace the now defunct yahoo groups.

Background:

On December 15, 2020 Yahoo shut down the Yahoo Groups. The AC had previously set up two specific yahoo groups for the 911 community: WAPSAP and WA911. As one of a few administrators for the groups I have been searching for an alternative.

Current Situation:

After looking at several alternatives, I recommend adopting the WA911 google group. Google is a trusted source of online applications. Many people have Google accounts, but if they don't, they can create a new account in just a few easy steps. You don't need to use a google – gmail address to create an account, instructions below.

Use an existing email address

1. Go to the [Google Account Sign In page](#).
2. Click Create account.
3. Enter your name.
4. Click Use my current email address instead.
5. Enter your current email address.
6. Click Next.
7. Verify your email address with the code sent to your existing email.
8. Click Verify.

People can ask to join by logging into groups.google.com and searching for wa 911 psaps in the group search field. Click on the WA 911 PSAPs group and click the button that says "Ask to join group". In the Reason for joining include your agency and position. Group managers will approve pending requests as soon as possible.

Funding:

There is no cost to have a google group, volunteers will administrate it.

Action Requested:





Attachment E

911 Advisory Committee
State 911 Coordination Office
Building 20 / MS: TA-20
Camp Murray, WA 98430-5011
Business: 253.512.7012

911 ADVISORY COMMITTEE STAFF REPORT 2021

DATE: *MAY 20, 2021*

SUBJECT: *AC MEMBERSHIP RECOMMENDATION*

FROM: *KEITH FLEWELLING, AC CHAIR*

Objective:

Determine direction for the AC regarding the motion to “add a non-911 position supporting the communities that are effected by equity and social justice issues.”

Background:

At the November 19, 2020 AC meeting a motion was made, seconded and carried to add a non-911 position supporting the communities that are affected by equity and social justice issues. Continuing discussion followed the meeting and it was soon apparent that this motion would not be easily addressed.

The AC Chair in consultation with the SECO determined that the process to fulfill the motion’s intent will take some time to develop. Adding a “non-911 position supporting the communities that are most affected by equity and social justice issue” sounds like a laudable goal but in reality, is not an easily attained goal.

Factors that make this goal not easily attained are:

1. The issues faced by socially disadvantaged communities are not related to inability to access 911 in Washington State. The issues are more closely related to dispatch of first responders. The AC’s purpose is “The AC shall advise and assist the State E911 Coordinator in coordinating and facilitating the implementation and operation of enhanced 911 throughout the state. (RCW 38.52.530)”
2. Timing is in question as well. Knowing what police reforms related to social injustice and behavioral health would be beneficial to the AC in determining the need and specific representation of the position.
3. Does the AC already have adequate representation to address the needs?
4. With only one position, which community is selected?
5. How will the AC respond to other communities who feel underrepresented?
6. Would the AC then be forced into adding other positions?

It is for these reasons that the Chair put actions to fulfill this motion on hold until the Chair, Vice Chair and the SECO could determine a reasonable path to meet the motion’s intent.



Current Situation:

The AC Chair, Vice Chair and the SECO have met to discuss the options to fulfill the motion. There still remain many questions and options to meet the intent. However, the small group would like to present to the full AC some alternatives for discussion with the goal of determining a final outcome.

Things to consider and discuss:

- Police reform efforts as it relates to 911
- 911 call intake as it relates to dispatch
- Purpose for adding a position; focus (representation) for the position; and outcomes desired
 - For example, if the best outcome from this effort is to positively impact the 911 call intake process as it relates to dispatch and response through training/education then the position may be best served by a representative from the training community.
- Necessity for an additional position based on purpose, focus and desired outcomes

Funding:

There are no funding impacts other than reimbursements for in-person meetings

Action Requested:

AC discussion and direction regarding the motion to “add a non-911 position supporting the communities that are effected by equity and social justice issues.”



Advisory Committee In-Person Quarterly Meeting

I. Call to Order

1 Keith Flewelling confirmed quorum and called the meeting to order at 9:01am

II. Roll Call

2 Roll call was taken through Microsoft Forms.

III. Approval of Previous Meeting Minutes

3 ♦ Advisory Committee August 20, 2020 Quarterly Meeting minutes.

4 Motion to approve minutes as submitted

5 Motion was made by Carlene Anders

Seconded by Deb Flewelling

6 All in Favor
Motion Passed

V. Old Business

7 Adam Wasserman provided an update on the SECO response to Covid-19.

8 ♦ 134,121 cases; 2,571 deaths; 631 hospitalizations, with 87 on ventilators

9 ♦ The main concern is the colder weather and upcoming holidays. An increase in indoor gatherings may result in
10 an increase in positive cases and ultimately more hospitalizations.

11 ♦ PSAPs are encouraged to reach out for any assistance dealing with an outbreak or the plans to prevent/handle
12 outbreaks. Reminding that PSAPs not only staff essential personnel, but that they are also critical infrastructure.

VI. E911 State Office Updates

13 Adam Wasserman provided the E911 State Office update.

14 ♦ NG911 Study

15 » On target for completion and submittal to the legislature.

16 » Cathy Gooding-Jones provided the following timeline:

17 ■ Currently with the Structure & Design Workgroup

18 ■ Will then go to the QA/QC Workgroup; ensuring the study is clean and concise.

19 ■ Expecting the study to be with OFM by mid-December.

20 » Deb Flewelling reminded those counties that have not submitted their story, maybe one (1) week left
21 before they are ready to send it on.



- ◆ Crisis Intervention Team Training for 911 [Presenter: Katrina Rahier]
 - » Major revisions have been made to simplify access to training for the Trueblood Settlement. **[Attachment A]**
 - Training can be done during times of low call volume. Should overtime be required to complete training, an invoice can still be submitted for reimbursement from the CJTC.
 - The forms and process for submitting will be provided with the registration instructions.
- ◆ Recent outage update [Presenter: Andy Leneweaver]
 - » ComTech has done the following:
 - Provided an extensive list of corrective actions and improvements identified in relation to the most recent outage.
 - Working hard to overcome all the affects from the outage.
 - Proactively contacted Lisa regarding the contract's financial remedies, as a result of the SLA violations.
 - » Now have full alarming and visibility of how call traffic flows.
 - » Working through and identifying the triggers and thresholds for when we need to engage.
 - » Working with the carriers on issues related to callback number retrieval timeliness and accurateness.
 - » Andy will provide the AC with a list of how the carriers have set-up their last routing options.
 - » Virtual meeting site has been created for immediate use when experiencing an outage.
 - » Various members expressed issues they have experienced with recent outages. Andy will follow-up with each.
- ◆ Fiscal Report
 - » Awaiting the Governor's budget to see if we get everything we have asked for.
 - » Due to staff responding to CoVid, funding has been freed up and will be made available to the counties.
 - An email will be sent to all Coordinators by November 23rd with the details and process procedures for requesting additional funding.

VII. SUBCOMMITTEE REPORTS

a. Subcommittee Membership Changes

- ◆ Meeting maestro presented a list of the requested changes to Subcommittee Membership. **[Attachment B]**

Motion to approve to membership changes, as submitted

Motion made by Richard Kirton

Seconded by Ray Maycumber

All in Favor

Motion Passed

b. 911 Authorities Subcommittee

Per Brenda Cantu, nothing to report.



c. 911 Operations Subcommittee / GIS

Katy Meyers provided information on a new security standards document titled "The security requirements for connecting to Washington State's ESInet." [Attachment C]

Motion to approve "The Security Requirement for connecting to Washington State's ESInet," as submitted

Motion was made by Deb Flewelling

Seconded by Tim McKern

All in Favor [save 2]

Motion Passed

Katy Myers presented the following information regarding GIS:

- ◆ T-Mobile is now providing device-based location delivery to King County.
 - » Has shown to improve 911 call delivery; decreasing the number of PSAP transfers.
 - » If interested, please contact Mike Hooker or Giana Greene at T-Mobile.
- ◆ The GIS Sub-Subcommittee has created a "GIS Strategic Plan".
 - » Document to assist Coordinators with creating their GIS programs.
- ◆ Katy presented the AC with the following question regarding geospatial routing.
 - » What is the mechanism to move forward from MSAG to geospatial routing, when is that going to be expected and what is the status for planning that cut over?
 - » Andy will work this through the Operations Subcommittee.

d. Policy Subcommittee

Per Richard Kirton, nothing to report.

e. Training Subcommittee

Tracey Ollerman, nothing to report.

g. Strategic Planning Subcommittee

Lisa Caldwell, nothing to report.

h. Public Education Subcommittee

Roxanne Castleman reported that the Public Education Subcommittee has completed their required annual training. This was completed by Jenny Weeks of West Pierce Fire.

The Public Education Subcommittee rolled out three (3) new products on November 3rd (available on SharePoint)

- ◆ The Public Education Manual
- ◆ Subcommittee Member Packet
- ◆ Text-to-911 Campaign

Roxanne provided the following Subcommittee Membership Changes (effective January 1st):

Esther Duncan as Chair (Replacing Roxanne Castleman) and Marlo Erwick as Vice-Chair (Replacing Cameron Haubrich). Adding an additional role "Past-Chair" to ensure a smooth transition between new and past chairs; Roxanne Castleman taking this role.

Motion to approve Subcommittee Membership changes, as submitted

Motion was made by Richard Kirton

Seconded by Karl Hatton

All in Favor

Motion Passed



i. Bylaws [ad hoc] Subcommittee

Tina Meier read through and explained the recent changes made to the Bylaws. [Attachment D]

A “Special Meeting” in December to vote on the changes made to the Bylaws.

Discussions were had regarding the removal of the “At-Large Position” and a motion was made to add a non-911 position supporting the communities that are most affected by equity and social justice issues. [later identified to be a hinderance in approving the Bylaws in a timely fashion and agreed to be further discussed at the next meeting].

Motion to add a non-911 position, supporting communities that are most effected by equity & Social Justice issues.

Motion was made by Deb Flewelling

Seconded by Karl Hatton

All in Favor [save 2]

Motion Passed

VIII. New Business

Keith Flewelling presented the following changes to the AC Membership:

- ♦ The addition of - Jerome Delvin, Benton County Commissioner; representing Washington State Association of Counties East.
- ♦ The removal of – Lisa Caldwell; representing the “At-Large” position

Motion to approve Advisory Committee Membership changes, as submitted

Motion was made by Richard Kirton

Seconded by Carlene Anders

All in Favor

Motion Passed

Nicci Kowalski showed recent changes made to the Advisory Committee SharePoint site, with regards to membership lists and their contact information.

Attendees expressed interest in sitting-in on a SharePoint training with Nicci. She agreed to get something together and reach back out.

XI. For the Good of the Order

Keith Flewelling provided the APCO/NENA Governmental Affairs report.

- ♦ A lot of activity going on with the Legislative Report; with the session starting in January.
 - » Will be considering three (3) main topics during this [long] session.
 - The budget and deficit
 - Social and Police reform
 - CoVid-19
 - » Legislation recommended the combining CoVid with the Police reform; as to which was turned into one (1) bill.
- ♦ Keith discussed a hearing he attended; held by Lisa Ohrwall regarding the 988 National Suicide Prevention hotline.
 - » Must keep an eye on and ensure there are no attempts to divert funds from the 911 excise tax.
- ♦ Karl Hatton informed the group of a potential bill being pushed by WASPC.
 - » Directly names the 911 community.
 - » Would add a fourth “arm” to emergency response; mental health response.
 - » Will be keeping an eye on and have requested to be included in any further discussions on the matter.



Richard Kirton provided an APCO informational update.

Use the following website for the upcoming awards and banquet hour: www.waapconena.org

Melissa Liebert provided a URISA Update.

- ♦ 12-minute YouTube video puppet show that breaks down some of the NG911 components (i.e. LoST, GIS, ESRP) non-technical, easy to understand format.

Karl Hatton informed the group that the City Council and City Mayor, for PenCom 911's jurisdiction, has elevated telecommunicators to "first responders"

XIII. Next Quarterly In-Person Meeting

The next "Special Meeting" is scheduled for December 19th at 9am.

Meeting adjourned at 10:55



Crisis Intervention Team Training for 911

Attachment A

Trueblood v DSHS - Covid19 Response

The 8-hour classroom delivered course has been modified for virtual delivery using two phases:

- **Phase One** – <https://emd911.nuvolaacademy.com>
 - **4-hour on-demand training** available at our new Continuing Education website designed for Washington State 911 telecommunicators. Users must have access to a PC, laptop or device with audio
 - **Objectives:** Goals and benefits of a CIT program, the role of 911 telecommunicators, recognition of mental illness signs, symptoms, and behaviors, the correlation between mental illness and suicide, identification of local crisis resources.
 - **Registration:** Training Coordinators will register users who will then have one month to complete the first phase. Training can be started, stopped and resumed as needed by the user during this time.
 - Completion of the phase one training modules are a prerequisite for participation in the second phase 4-hour live virtual workshop.
- **Phase Two** - <https://mil.wa.gov/training-and-exercise>
 - **4-hour live virtual workshop** using Outlook Teams (users must have a valid email address to receive a Teams invitation to participate in the workshop)
 - **Objectives:** crisis de-escalation, effective intervention skills and call management strategies, discussion and role play scenarios of safety concerns for individuals experiencing crisis and for responders, PSAP utilization of local resource linkages such as mental health and crisis lines.
 - **Registration:** Training Coordinators will register users on the State training calendar for one of twenty scheduled classes through June 30th, 2021. Preference will be given to Trueblood phase one regions to reasonably manage class sizes.
 - Participants must complete the live virtual workshop then return to the EMD911 continuing education website to pass a knowledge test (at 80%) based on both phases to receive their certificate of course completion.

GO BACK



Subcommittee Membership Changes

Public Education

Nyla Holt ~Columbia County

Bob Shaefer [Primary] ~ Cowlitz County

♦ Replacing Chris Koehler

Tiffany Johnson [Alternate] ~ Cowlitz County

Kayla Hull [Primary] ~ Stevens County

♦ Replacing Terry Coffendaffer

Christina Garayalde [Alternate] ~ Pend Oreille County ♦ Replacing David Newsom

Breanne Mangis [Primary] ~ Pend Oreille County

Melina Geary [Primary] ~ Klickitat County ♦ Replacing Hannah Walter

Training

Attachment B

*Christina Garayalde [Primary] ~ Pend Oreille County

♦ Replacing David Newsom

*Breanne Mangis [Alternate] ~ Pend Oreille County

*Felice Henderson [Primary] ~ Columbia County

♦ Replacing Cindy House

*Desirea Meza [Alternate] ~ Columbia County

♦ Replacing Cindy House

*Briana Harvill [Primary] ~ Cowlitz County

♦ Replacing Suzanne Deisher

GO BACK





Attachment C

911 Advisory Committee
State 911 Coordination Office
Building 20 / MS: TA-20
Camp Murray, WA 98430-5011
Business: 253.512.7012

911 ADVISORY COMMITTEE STAFF REPORT 2020

DATE: >>>>>>>

SUBJECT: ESINET SECURITY REQUIREMENTS

FROM: *911 OPERATIONS SUBCOMMITTEE, KATY MYERS*

Objective: Adoption of the proposed Security Requirements for Connecting to Washington State's ESInet.

Background: At the September 18, 2014 AC meeting the E911 and NG911 systems and network security standards were adopted. The standards helped to address the changing security landscape faced by PSAPs as they connected to the ESInet. Priority 1 standards were expected to be implemented within the first 90 days from acceptance of the standards by the State E9-1-1 Office. Priority 2 standards were implemented with system triggering events (i.e., hardware/software refreshes, version upgrades, and system replacements or additions.) Priority 3 standards had more leniency for implementation as they may require funding or take a longer time to implement.

Current Situation: The proposed ESInet security requirement is the result of years of work by a variety of former NG911 Subcommittee members and a recent group from our 911 Operations Subcommittee. These members reviewed national standards, security frameworks, cybersecurity reports and recommendations. In keeping with core principles to include ensuring the requirements are not overly onerous, increase security mitigation expectations, and meet minimum key security requirements the attached Security Requirements for Connecting to Washington State's ESInet has been drafted and is recommended by the 911 Operations Subcommittee for adoption.

Funding: Contract counties can request to use money available in their contracts to help pay for any Vendor costs associated with fulfilling the requirements. There is no guarantee of state funding, each county will need to work with the state office to determine their eligibility and availability.

Action Requested: Adopt the updated security requirements.



Security Requirements for Connecting to Washington State's ESInet

Purpose:

This document attests that the Public Safety Answering Point (PSAP) or Program Office will maintain compliance with the items listed below. Each PSAP or Program Office will re-attest to this annually with the submission of their new fiscal year county contract application.

- **For Session Initiated Protocol (SIP) connected PSAPs.** The PSAP provides and maintains a dedicated security device (Session Border Controller or Firewall) that is placed at the edge of the PSAP's network connecting to the Washington State ESInet.
- **For SIP connected PSAPs.** Only the necessary ports, protocols, and services on the dedicated security device are allowed outbound from the PSAP to the Washington State ESInet. All other outbound ports, protocols, and services are explicitly denied. Inbound settings are defined by the PSAP. The necessary ports, protocols, and services are outlined in Comtech's *ESInet-to-PSAP SIP Interface Control Document* (TCSW62289-1).

Note: *this information is sensitive and protected by an NDA with Comtech. Do not send your firewall configuration data to the State Office, this information is sensitive data.*

To meet this requirement:

The PSAP or County 911 Program Office shall review the configuration of the firewalls and, if necessary, bring the firewalls into compliance with the above referenced document. The PSAP or program office shall then execute this form attesting that the CPE firewalls are in compliance.

Alternatively, the PSAP or County 911 Program Office may formally request that the CPE firewall vendor perform the necessary review and work to ensure compliance and, upon completion, forward to the PSAP a statement confirming that the configuration of the firewalls are in compliance with the above referenced document. The PSAP shall forward to the state this form indicating that the information has been formally requested from the vendor. Upon receipt of the statement of compliance from the vendor, the PSAP or Program Office shall forward the vendor's compliance statement to the State Office along with this form attesting that the configuration is in compliance based on the vendor's document.

- **All PSAPs.** In the event of a cyber incident at the PSAP or Program Office:
 - The PSAP or Program Office will report the cyber incident to the Washington State E911 Coordination Office (SECO) at E911TechnicalServices@mil.wa.gov as soon as possible.
 - The PSAP or Program Office will provide periodic updates until the issue has been resolved.
 - The PSAP or Program Office will provide the SECO a detailed report on the cyber incident.

A cyber incident is defined as an actual or potential loss of confidentiality, integrity, or availability of an information system, network, and/or the information residing on them. The attack may or may not have been successful and may have originated outside or inside the network. Some examples are viruses, ransomware, denial of service, or other non-approved modifications to data or configurations.

The undersigned attests that the PSAP or County 911 Program Office indicated below will maintain compliance with these items.

Signature _____ PSAP or Program Office _____

Printed Name _____ County _____

Title _____ Date _____

GO BACK



Attachment D

WASHINGTON 911 ADVISORY COMMITTEE

BYLAWS

Modifying and updating the July 16, 2015 version

Updated: September 2020

Enhanced (E911) Committee **ARTICLE 1 – AUTHORITY AND NAME**

Pursuant to the authorization in Revised Code of Washington (RCW) 35.52.530, the Washington Enhanced 911 (E911) Advisory Committee is created. The Committee shall be named and known hereafter as the Washington State E911 Advisory Committee and referred to as the “CommitteeAC.”

Where conflict exists between any Article, Section, or provision herein, and the laws of the State of Washington, the regulatory and statutory laws of the State of Washington control.

ARTICLE 2 – DEFINITIONS

Population Determination: Annually in July, with the assistance of the State Enhanced 911 (E911) Coordinator, the Chair will review the official county populations as published by the Office of Financial Management as of April 1st and will make recommendations to the AC for movement of counties between represented groups due to population changes. Changes approved by the AC will be effective annually on August 1st.

Rural Counties – Population of 85,000 or less

Urban Counties – Population above 85,000

Small Counties – Population of 85,000 or less

Medium Counties – Population of 85,001 to 250,000

Large Counties – Population above 250,000

ARTICLE ~~2~~3 – PURPOSE AND DUTIES

Pursuant to the provisions of Title 38, Chapter 52 RCW, specifically sections:

520 State ~~e~~Enhanced 911 ~~C~~oordination ~~O~~ffice (SECO),

530 Enhanced 911 ~~A~~ddvisory ~~C~~ommittee,

532 Enhanced 911 ~~A~~ddvisory ~~C~~ommittee—Annual legislative update,

- 535 State ~~E~~enhanced 911 ~~C~~oordination ~~O~~ffice and ~~A~~advisory ~~C~~ommittee—
Uniform national standards,
- 540 Enhanced 911 account,
- 545 Priorities for ~~e~~enhanced 911 funding, and
- 561 911 calls from radio communications and interconnected voice over internet
protocol service companies—Technical and operational
~~standards;standards.~~

~~I~~the ~~purpose~~~~purpose~~ and duties of the ~~Committee~~~~AC~~ are set forth in this Article.
The State ~~Enhanced-E~~911 Coordinator shall provide staff support for the ~~Committee~~~~AC~~.
(RCW 38.52.520(2))

SECTION 1: PURPOSE

The ~~Committee~~~~AC~~ shall advise and assist the State ~~Enhanced~~-911 Coordinator in coordinating and facilitating the implementation and operation of enhanced 911 throughout the state. (RCW 38.52.530)

SECTION 2: DUTIES

The duties of the ~~Committee~~~~AC~~ shall include the following:

1. Advise and assist the State ~~Enhanced~~-911 Coordinator in specifying rules defining the purpose for which available state enhanced 911 funding may be expended. (RCW 38.52.520)
2. Annually provide an update on the status of enhanced 911 service in the state to the appropriate committees in the legislature. (RCW 38.52.532)
3. Participate in efforts to set uniform national standards for automatic number identification and automatic location identification data transmission for private telecommunications systems and private shared telecommunications services. (RCW 38.52.535)
4. Advise and assist the ~~S~~state ~~E~~nhanced—911 ~~C~~oordinator in the development of statewide agreements to improve the efficiency of enhanced 911 services for all counties. (RCW 38.52.540(3))
5. Advise and assist the ~~S~~state ~~E~~nhanced-911 ~~C~~oordinator in considering the base needs of individual counties for specific assistance. (RCW 38.52.545)
6. Advise and assist the ~~S~~state ~~E~~nhanced—911 ~~C~~oordinator in setting nondiscriminatory uniform technical and operational standards consistent with the rules of the federal communications commission for the transmission of 911 calls from radio communications service companies and



interconnected voice over internet protocol service companies to enhanced 911 emergency communications systems. (RCW 38.52.561)

SECTION 3: ETHICS

CommitteeAC members are subject to RCW 42.52 – Ethics in Public Service, and are specifically restricted by the statute from accepting or soliciting anything of economic value or gratuity if it could be reasonably expected that the gift, gratuity, or favor would influence the vote, action, or judgment of the officer or employee, or be considered as part of a reward for action or inaction. (RCW 42.52.130, 42.52.140, 42.52.450, and 42.52.170)

SECTION 4: PUBLIC DISCLOSURE

The CommitteeAC and its members shall comply with RCW 42.56 – Public Records Act, regarding retention and release of public records.

SECTION 5: OPEN PUBLIC MEETINGS

The CommitteeAC and its members ~~will use~~shall comply with RCW 42.30 – Open Public Meetings Act (OPMA), as guidance regarding conducting the people's business and that all actions and deliberations of the CommitteeAC be taken~~conducted~~ openly ~~and that their deliberations be conducted openly~~.

SECTION 6: OPEN GOVERNMENT TRAINING

~~Pursuant to the opinion of the State Assistant Attorney General (AAG) regarding Engrossed Senate Bill 5964 and RCW 42.30.205, 42.56.150, and 42.56.152, Committee members shall receive OPMA training no later than ninety (90) days after they assume their duties and at least once every four (4) years during the term of their membership.~~

~~Training for Committee members is available online, at no cost from the Washington State Office of the Attorney General. (<https://www.atg.wa.gov/opengovernmenttraining.aspx>)~~

~~Upon completion of this required training, Committee members shall provide the Chair with a copy of the Training Certificate. Committee members may provide documentation that the training was received for other purposes and duties and still satisfy this requirement.~~

ARTICLE 3.4 – MEMBERSHIP (VOTING)

SECTION 1: STATUTORY MEMBERSHIP – STATE RESIDENCY REQUIRED

The membership of the CommitteeAC shall be by agency, group, or organization, each of with representation as designated. The CommitteeAC shall consist of members who represent diverse geographic areas and are state residents who are members of the



following organizations as appointed by the Adjutant General according to ~~RCW 38.52.530~~.

1. National Emergency Number Association (NENA), Washington Chapter
2. Association of Public Safety Communications Officials (APCO), Washington Chapter
3. Washington State Fire Chiefs Association (WSFCA)
4. Washington Association of Sheriffs and Police Chiefs (WASPC)
5. Washington State Council of Fire Fighters (WSCFF)
6. Washington State Council of Police Officers (WACOPS)
7. Washington Ambulance Association (WAA)
- ~~8.~~ Washington State Firefighters Association
- ~~8.9.~~ Washington Association of Fire Marshalls Protection Policy Board
- ~~9.10.~~ Washington Fire Commissioners Association (WFCA)
- ~~10.11.~~ Washington State Patrol (WSP)
- ~~12.~~ Association of Washington Cities (AWC) - (East) (AWC)
- ~~11.13.~~ Association of Washington Cities (AWC) - (West)^a
- ~~14.~~ Washington State Association of Counties (WSAC) - (East) (WSAC)
- ~~12.15.~~ Washington State Association of Counties (WSAC) - (West)^a
- ~~13.16.~~ Washington Utilities and Transportation Commission (WUTC)
- ~~14.1.~~ Voice Over Internet Protocol Service Company

~~^a: The Committee recommends to the Adjutant General that a representative from East and West be appointed for each association.~~

SECTION 2: STATUTORY MEMBERSHIP – STATE RESIDENCE NOT REQUIRED



An equal number of representatives from the following ~~organizations;~~organizations, which are not required to be state residents:

~~15.17.~~ Local Exchange Telephone Companies – Large

~~16.18.~~ Local Exchange Telephone Companies – Small

~~17.19.~~ ~~Commercial Mobile~~ Radio Communication Service Companies (Wireless) – Large

20. ~~Commercial Mobile~~ Radio Communication Service Companies (Wireless) – Small

21. Voice Over Internet Protocol Service Company

SECTION 3: OTHER MEMBERSHIP – STATE RESIDENCY REQUIRED

The CommitteeAC may recommend representatives for appointment by the Adjutant General for representation on the CommitteeAC. Appointed representatives shall have equal representation to statutory organizations:

~~18.22.~~ Washington State Emergency Management Association (WSEMA)

~~19.23.~~ Washington Department of Health (DOH)

~~20.24.~~ Public Safety Answering Point (PSAP)~~P~~ Director or 911 Coordinator from Urban Counties – East ~~(representing counties with a population greater than 75,000)~~

~~21.25.~~ PSAP Director or 911 Coordinator from Urban Counties – West ~~(representing counties with a population greater than 75,000)~~

~~22.26.~~ PSAP Director or 911 Coordinator from Rural Counties – East ~~(representing counties with a population less than 75,000)~~

~~23.27.~~ PSAP Director or 911 Coordinator from Rural Counties – West ~~(representing counties with a population less than 75,000)~~

~~24.28.~~ 911 Coordinator from King County

~~25.~~ Member At-Large^b

~~^b: The Member At-Large position is intended to offer voting membership to an individual with ties to, and interest in, the Washington 911 community. This position shall not be filled by an individual employed as a PSAP Director or 911 Coordinator. Individuals interested in applying for the Member At-Large position shall submit a letter of intent to the State E911 Coordinator. The State E911 Coordinator shall present a list of interested~~



~~individuals to the Committee which shall vote on the appointment. The Member At-Large position shall serve for a term of two (2) years.~~

SECTION 4: REPRESENTATIVES

To ensure the CommitteeAC will conduct its business with continuity, each member agency, group, or organization will identify a primary ~~representative~~ and an alternate representative who shall be members of the sponsoring agency, group, or organization by submitting the same in writing to the State E911 Coordinator.

SECTION 5: VACANCIES

Vacancies occurring on the CommitteeAC shall be filled by the Adjutant General, based on the nomination from the representative agency, group, organization, or CommitteeAC and recommendations from the State E911 Coordinator.

SECTION 6: VOLUNTEERS

All members of the CommitteeAC and any associated sub-committee shall serve without compensation on a voluntary basis.

SECTION 7: ATTENDANCE

The CommitteeAC shall request the presence of the State E911 Coordinator, or designee, at all CommitteeAC meetings.

Primary CommitteeAC members shall attempt to attend all committeeAC meetings, either in-person or via conferencing technology (if available). When a primary member is unavailable to attend, they shall attempt to provide notice to their alternate representative.

CommitteeAC members may be removed for lack of attendance (75% attendance requirement) from their position upon recommendation by the ChairAC Chair and agreement by the State E911 Coordinator and a vote of the CommitteeAC. Upon removal, the alternate representative shall assume the responsibility of the primary member until the agency, associationsgroupgroup, or organizations submits a recommendation.

SECTION 8: COMMUNICATIONS

CommitteeAC members serve in the public interest as representatives of interest groups. The member's mission is to serve the public and specifically the group they represent by keeping that group informed of CommitteeAC activities as well as gathering information for the committeeAC, when appropriate.

ARTICLE 4 – MEMBERSHIP (NON-VOTING)



~~The Chair may appoint an individual to the position of Parliamentarian, which shall be ineligible to vote on matters before the committee.~~

~~The position of Parliamentarian shall serve the Committee on matters related to the rules of order and the proper procedure for the conduct of meetings of deliberative assemblies. The Parliamentarian shall assist the Committee in the drafting and interpretation of bylaws and rules of order, and the planning and conduct of meetings.~~

~~The position of Parliamentarian shall not be term limited and shall serve until such time as they resign, or the Chair appoints a new individual.~~

ARTICLE 5-5 – COMMITTEEAC OFFICERS

SECTION 1: AC CHAIRPERSON

The CommitteeAC representatives shall elect an ChairAC Chair from their ranks. The ChairAC Chair shall preside at all meetings and hearings of the CommitteeAC, shall have the duties normally conferred by parliamentary usage of such office, and establish the agenda for each regular meeting of the CommitteeAC. The ChairAC Chair shall have the authority to:

1. Appoint and generally perform other duties as may be prescribed in the rules of procedure.
2. Sign, on behalf of the CommitteeAC, those documents that require such signature.
3. Call regular and special meetings of the CommitteeAC.

The ChairAC Chair's term of office shall be one-two (24) years. The election of the ChairAC Chair shall be held at the first ~~in-person~~ meeting of the calendar year where a quorum exists, by a majority of members present. Nominations for the position shall be opened at the last meeting of the previous year. The ChairAC Chair shall be elected on even years.

Tenure shall be limited to four (4) consecutive years.

SECTION 2: AC VICE-CHAIR

The CommitteeAC representatives shall elect an Vice-ChairAC Vice Chair from their ranks. The Vice-ChairAC Vice Chair shall work in close cooperation with the ChairAC Chair. In the absence or incapacity of the ChairAC Chair, the Vice-ChairAC Vice Chair shall be vested with all powers to perform all the duties of the office of the ChairAC Chair for the duration of the ChairAC Chair's current term.

The ~~Vice Chair~~AC Vice Chair's term of office shall be ~~one-two~~ (21) years. The election of the ~~Vice Chair~~AC Vice Chair shall be held at the first ~~in-person~~ meeting of the calendar year where a quorum exists, by a majority of the members present. Nominations for the position shall be opened at the last meeting of the previous year. -The Vice ChairAC Vice Chair shall be elected on odd years.

A mid-term vacancy shall be filled by CommitteeAC Chair appointment to fulfill the remainder of the term.

Tenure shall be limited to four (4) consecutive years.

ARTICLE ~~6-6~~ – MEETINGS

SECTION 1: REGULAR MEETINGS

Regular meetings shall be held on a schedule determined by the CommitteeAC. Proposed agenda items shall be referred to the ChairAC Chair no later than ~~two (2) weeks prior to the day before~~ the meeting. Meeting agendas shall be posted on the SECO website or via another communications method as approved by the AC. No other business may be considered unless by a majority vote of members present and voting.

~~The regular meeting schedule of time and place shall be filed with the code reviser on or before January of each calendar year for publication in the Washington State Register. (RCW 42.30.075)~~

SECTION 2: SPECIAL MEETINGS

A Special Meeting may be called at any time by the ChairAC Chair or by a majority of the CommitteeAC ~~m~~Members by delivering written notice personally, by mail, by fax transmission, or by electronic means to each member of the CommitteeAC.

Notice of a Special Meeting called shall be posted on the State~~E911 Coordinator's~~SECO website. Notices must be delivered or posted online at least 24 hours before the time of the Special Meeting and specify the business to be transacted.

Final disposition shall not be taken on any other matter at the Special Meeting. (RCW 42.30.080)

SECTION 3: QUORUM

A quorum necessary to conduct a meeting of the CommitteeAC shall be no less than a simple majority of the appointed members or their designated alternates. ~~consist of those voting members or their designated alternates present.~~ Adoption of all motions shall require a majority of the voting members present.

SECTION 4: OPEN MEETING

~~All Committee meetings shall be open to the public. The agenda for regular meetings shall be available online no later than twenty-four (24) hours in advance of the published start time of the meeting.~~

SECTION 54: RULES OF ORDER

The current version of Roberts Revised Rules of Order shall generally govern the deliberations of all members of the CommitteeAC.

SECTION 65: EXECUTIVE SESSION

The CommitteeAC may include in the agenda and may meet in executive session to discuss applicable matters delineated in RCW 42.30.110 with the State E911 Coordinator or other individuals as required by the CommitteeAC.

The CommitteeAC may not take action during the executive session.

ARTICLE 7-7 – VOTING

SECTION 1: ELIGIBILITY

~~Each member or their designated alternate, including the Chair and Vice Chair, shall be entitled to one vote. Each primary member or if not present, the designated alternate, is entitled to one vote with the exception of except for the AC Chair who does not vote. The AC Chair's alternate shall vote for the represented organization/association agency, group or organization in place of the AC Chair unless the alternate is not present. The AC Chair may vote in the instance of a tie vote by the AC. The same voting structure applies to the AC Vice Chair in the instance that the AC Vice Chair is acting as the AC Chair.~~

SECTION 2: PROXY

No CommitteeAC member will vote by proxy. Each member or designated alternate must be present to cast their vote.

SECTION 3: ABSTENTION

Members may register their abstention on any vote. The abstention shall be reflected in the minutes. Members are required to recuse themselves on matters that pose, or give the appearance of posing, a personal conflict of interest for them.

SECTION 4: MAJORITY

Passage of motions shall require the simple majority of those present and voting. Informal polling for consensus shall not be considered voting and need not be reflected in the meeting minutes.

ARTICLE 8 – SUBCOMMITTEES

SECTION 1: ESTABLISHMENT

Subcommittees shall be established by the ~~Committee~~AC for the purpose of focusing on specific issues including policies, education, technology, studies, or research projects and for assembling information for special projects, in order to provide advice to the State E911 Coordinator and the ~~Committee~~AC. The AC will provide expectations to the Subcommittee Chair. The Subcommittee Chair will maintain agendas and documentation of subcommittee work.

The ~~Committee~~AC shall have two (2) categories of subcommittees, Standing and Ad Hoc.

SECTION 2: STANDING SUBCOMMITTEE(S)

A subcommittee that requires membership that reflects the statutory members of the ~~Committee~~AC. The standing subcommittees shall submit membership rosters to the AC Chair to ensure that all stakeholders are being equally represented.

~~Standing subcommittees shall have the following membership:~~

Standing subcommittees may have as many participants complete the work of the subcommittee as the ~~C~~chair of the subcommittee deems appropriate, provided that such participants shall not be reimbursed for travel expenses solely for participating in subcommittee activities, unless pre-approved by the AC Chair and ~~SECO~~State E911 Coordinator. Voting representatives of standing subcommittees shall include:

- A. One (1) representative from King County,
- B. One (1) representative of Large Counties – ~~East~~,
- C. One (1) representative of Medium Counties – ~~East~~,
- D. Two (2) representatives of Small Counties – ~~East~~,
- E. One (1) representative of Large Counties – ~~West~~,
- F. One (1) representative of Medium Counties – ~~West~~,
- G. Two (2) representatives of Small Counties – ~~West~~, and



- H. Two (2) ~~Committee~~AC members who are not 911 County Coordinators, and at least one of whom will represent an agency, group, or organization listed in RCW 38.52.530.

Standing subcommittees consist of the following subcommittee(s): Policy.

SECTION 3: AD HOC SUBCOMMITTEE(S)

A subcommittee other than a Standing Subcommittee, formed to complete a specific task. Ad Hoc subcommittees shall submit membership rosters to the AC Chair, however there is no responsibility to ensure equal representation from the AC.

The AC Chair or Advisory Committee by majority vote may establish ad hoc subcommittees, provided that such action taken by the AC Chair shall be reported to the ~~Committee~~AC at the next regular meeting.

Membership of ad hoc subcommittees may be determined by the AC, with the understanding that no agency, group, organization, or county may cast more than one (1) vote on matters before the subcommittee. Where any agency, group, ~~or~~ organization, or county -has multiple representatives, the County Coordinator shall designate the primary (voting) member for the subcommittee.

Once the ad hoc subcommittee has completed its task, the Committee will formally request for the subcommittee to dissolve or stand down.

SECTION 4: SUBCOMMITTEE OFFICERS AND REQUIREMENTS

Each subcommittee shall have a Chair and Vice Chair. These positions are appointed by the AC Chair, both of whom shall be either a member of the AC or their designee, 911 County Coordinator, or an employee of the County/~~Public Safety Answering Point (PSAP).~~

The Vice Chair shall act as the Chair in all matters when the Chair is absent from the subcommittee.

The subcommittee Chair shall maintain and provide the AC Chair and the State E911 ~~Coordinator's~~Coordination Office (SECO) with a current ~~roster of its~~ subcommittee membership roster.

SECTION 5: SUBCOMMITTEE MEMBERSHIP

All subcommittee membership(s) shall be submitted on the new membership form to the AC Chair and/or AC Vice Chair and the SECO to be voted on by the AC at the next meeting.

A group may change their representative at any time by notifying the subcommittee Chair, ~~CommitteeAC~~ Chair and receiving the consent of the ~~CommitteeAC~~.

SECTION 6: SUBCOMMITTEE ATTENDANCE

If a subcommittee member misses three (3) consecutive meetings or more than half the meetings in one 12-month period without good cause, the subcommittee Chair may recommend to the ~~CommitteeAC~~ that the position be declared vacant.

Prior to contacting the ~~CommitteeAC~~, the subcommittee Chair shall correspond with the member and the represented agency, group, organization, or county indicating such action.

ARTICLE 8 – SUBCOMMITTEES

SECTION 1: ESTABLISHMENT

~~Subcommittees shall be established by the Committee for the purpose of focusing on specific issues including conducting visits, studies, surveys, or research projects and for assembling information for special projects in order to provide advice to the State E911 Coordinator and the Committee.~~

~~The Committee shall have two (2) categories of subcommittee as follows:~~

- ~~1. **Statutory Subcommittee** – a subcommittee that requires membership reflect the statutory members of the Committee. The Statutory subcommittees shall submit membership rosters to the Chair to ensure that all stakeholders are being equally represented.~~

~~Statutory subcommittees may have as many non-voting members participate in the work of the subcommittee as the chair of the subcommittee deems appropriate.~~

~~Statutory subcommittees must be designated as such in the Committee bylaws and shall elect a subcommittee Chair from among their membership.~~

~~Non-statutory subcommittees may re-designated as statutory upon majority vote of the Committee.~~

~~Voting representatives of statutory subcommittees shall include:~~

- ~~A. One (1) representative from King County~~

~~B. One (1) representative of Large Urban Counties East~~

~~C. One (1) representative of Medium Urban Counties East~~

~~D. Two (2) representatives of Rural Counties East~~

~~E. One (1) representative of Large Urban Counties West~~

~~F. One (1) representative of Medium Urban Counties West~~

~~G. Two (2) representatives of Rural Counties West~~

~~H. Two (2) Committee members who are not 911 Coordinators, at least one of whom will represent an agency listed in RCW 38.52.530.~~

~~When filling these positions, the Committee should consider the geographic diversity of individuals serving.~~

~~For the purpose of these bylaws, the following definitions shall apply:~~

~~i. Large Urban County with population greater than 250,000~~

~~ii. Medium Urban County with population between 75,000 and 250,000~~

~~iii. Rural County with population less than 75,000~~

~~The representative for each group shall be selected and recommended to the Committee by those Counties that are represented. It is the responsibility of the representatives to communicate with and seek the advice of those counties they represent.~~

~~A group may change their representative at any time by notifying the subcommittee chair, Committee Chair and receiving the consent of the Committee.~~

~~No actions of a subcommittee will be considered for recommendation to the Committee until adequate time has been allowed for the representatives to contact their constituents for input.~~

- ~~2. **Non-Statutory Subcommittee** — a subcommittee that does not require its membership to reflect that of the Committee. Non-statutory subcommittees shall submit membership rosters to the Chair, however there is no responsibility to ensure equal representation from the Committee.~~

~~The Chair may establish non-statutory subcommittees at their discretion. In the absence of the Chair establishing a non-statutory subcommittee, the Committee may vote to establish non-statutory committees with a majority vote.~~

~~Membership of non-statutory subcommittees may be determined by the Committee, with the understanding that no agency, group, organization, or county may cast more than one (1) vote on matters before the subcommittee. Where any agency, group, or organization has multiple representative, the County Coordinator shall designate the primary (voting) member for the subcommittee.~~

SECTION 2: STATUTORY SUBCOMMITTEES

~~The following subcommittees shall be designated as Statutory:~~

- ~~1. 911 Authorities Subcommittee~~
- ~~2. Strategic Planning Subcommittee~~
- ~~3. Policy Subcommittee~~

SECTION 3: NON-STATUTORY SUBCOMMITTEES

~~The following subcommittees, and any other established by the Chair or Committee shall be non-statutory:~~

- ~~1. 911 Communications Subcommittee~~
- ~~2. GIS Subcommittee~~
- ~~3. NG911 Subcommittee~~
- ~~4. Public Education Subcommittee~~
- ~~5. Training Subcommittee~~

SECTION 4: SUBCOMMITTEE OFFICERS AND REQUIREMENTS

~~Each subcommittee shall have a Chair and Vice Chair, both of whom shall be either a member of the Committee or a 911 County Coordinator. The Committee Chair shall appoint a subcommittee Chair should a subcommittee fail to elect a Chair from their membership.~~

~~The subcommittee Chair and Vice Chair shall be elected annually, at the first meeting of the calendar year. There are no term limits for subcommittee officers.~~

~~A County GIS or MSAG Coordinator may serve as the Chair or Vice Chair of the GIS Subcommittee.~~

~~A County Public Educator may serve as the Chair or Vice Chair of the Public Education Subcommittee.~~

~~A County or PSAP Training Coordinator may serve as the Chair or Vice Chair of the Training Subcommittee.~~

~~The Vice Chair shall act as the Chair in all matters when the Chair is absent from the subcommittee.~~

~~All subcommittee membership shall be submitted to and confirmed by the Committee.~~

SECTION 5: SUBCOMMITTEE CHAIRPERSON RESPONSIBILITIES

~~The subcommittee Chair shall provide the State E911 Coordinator's Office with a current roster of its subcommittee membership to assure that members are eligible for travel reimbursement.~~

~~The subcommittee Chair shall ensure that written minutes of the subcommittee meetings are submitted to the State E911 Coordinator's Office within three (3) weeks following a formal meeting. Meeting minutes shall include, at a minimum:~~

- ~~1. Subcommittee members present during the meeting.~~
- ~~2. The subjects discussed during or the agenda for the meeting.~~
- ~~3. The results of any vote taken during the meeting, to include how each vote-eligible members cast their vote.~~

~~The subcommittee Chair shall ensure that written objectives or a mission statement is developed for the subcommittee and submitted to the Committee Chair. The Chair is responsible for ensuring that these objectives are created, maintained, and adhered to throughout the life of the subcommittee.~~

SECTION 6: SUBCOMMITTEE ATTENDANCE

~~If a subcommittee member misses three (3) consecutive meetings or more than half the meetings in one 12-month period without good cause, the subcommittee Chair may recommend to the Committee that the position be declared vacant.~~

~~Prior to contacting the Committee, the subcommittee Chair shall correspond with the member and the represented group, company, or agency indicating such action.~~

SECTION 7: SUBCOMMITTEE DISSOLUTION

~~Any non-statutory subcommittee may be formally dissolved by the Committee when its task, as directed by the Committee, has been completed.~~

~~A motion will be made and acted upon at the next regularly scheduled Committee meeting to approve the subcommittee's dissolution.~~

ARTICLE 9-9 – AMENDMENTS

These bylaws may be amended by a majority vote of the members of the CommitteeAC. A proposed amendment must identify the Article(s) to be amended, the reason for the proposed amendment, and the language of the amendment.

The proposed amendment must be distributed to the CommitteeAC members prior to the meeting where action will be taken. Discussion of the amendment(s) will occur at the next regularly scheduled meeting and must allow for public comment.

The CommitteeAC members shall vote on the proposed amendment(s) at the next regularly scheduled or Special Meeting to be held not less than twenty-five (25) days after the discussion of the amendment(s).

A copy of the amended bylaws shall be published on the State E911 Coordinator's CoordinationSECO website and provided to the Adjutant General.

List of Changes to the AC Bylaws

- Removed hyphen from 'By-Laws' and made just one word 'Bylaws' (throughout document)
- New Article 1 – AUTHORITY AND NAME
 - Reworded to include the word 'Committee' will be known throughout this document as the 'AC' and 'Enhanced 911' will be referred to as 'E911' (changes where made throughout the entire document)
- Added new Article 2 – DEFINITIONS – to explain how the OFM population information will be used to define Rural and Urban Counties, as well as small, medium, and large counties. Also raised the population limit from 75,000 to 85, 000 for Rural and Small counties. (see [attachment for populations](#))
- New Article 3 – PURPOSE AND DUTIES – spelled out the RCWs versus just listing them in the paragraph
 - Section 5 Open Public Meetings – instead of saying 'shall comply with' the Open Meetings Act, that the AC 'will use' it 'as a guidance' when conducting AC business. Moved the open public meetings stuff from the previous Article V – Meetings, to the new Article 3 – Section 5
 - Removed the Open Government Training requirement from the bylaws all together. The AC will no longer require its members to do this training. This requirement was in the previous Article V – Section 4
- New Article 4 – MEMBERSHIP - spelled out the word 'Association' in titles of agency, group, or organization being represented on the AC.
 - Section 1 – Statutory Membership – State Residency Required
 - Replaced 'Washington State Fire Protection Policy Board' with Washington State Firefighters Association and Washington Association of Fire Marshalls
 - Broke Association of Washington Cities into East & West
 - Broke Washington state Association of Counties into East & West
 - Section 2 – Statutory Membership – State Residence Not Required
 - Re-named 'Washington Wireless Service Companies' to 'Radio Communication Service Companies (Wireless) – Large
 - Re-named 'Washington Wireless Service Companies' to 'Radio Communication Service Companies (Wireless) - Small
 - Moved Voice-Over Internet Protocol Service Company from requiring state residency to section 2 no requirement for state residency



- Section 3 – Other Membership
 - Removed the greater and less than population under Urban and Rural counties
 - Removed 'At Large' position from the AC make-up
- The At Large position is not a statutory position.
- The Bylaws subcommittee discussed at length positions not in statute. The At Large position is relatively new. It is currently filled by a vendor representing Washington State, whom was also a previous 911 Coordinator/Director.
- At Large position by definition is used to break ties of members representing the same types of constituents. This situation does not occur in the AC membership, therefore, this position is unnecessary.
- As you can see in Section 3, there are equal representation for the AC and 911 communities:
 - Washington State Emergency Management Association (WSEMA)
 - Washington Department of Health (DOH)
 - Public Safety Answering Point (PSAP) Director or 911 Coordinator from Urban Counties – East
 - PSAP Director or 911 Coordinator from Urban Counties - West
 - PSAP Director or 911 Coordinator from Rural Counties – East
 - PSAP Director or 911 Coordinator from Rural Counties – West
 - King County
- We felt the At Large position was a redundant position on the AC. We recommend that you vote in favor of removing the At Large position as this will have little impact on the representation.
 - Changed verbiage of King County to 911 Coordinator from King County
 - Moved the OFM population requirements to Article 2 – DEFINITIONS
- Section 7 – Attendance – added the requirement of attending 75% of regular in person meetings or via conference call and if unable to attend to try and contact their alternate to attend in their place. If not meeting the 75% of attendance may be removed from their position by the Chair, State 911 Coordinator, or a vote by the AC.
- New Article 5 – AC OFFICERS
 - Changed term of office for Chair from one year to two (2) years – vote to be held at the first meeting of the calendar year and nominations are opened at the last meeting of the previous year. AC Chair is elected on 'even' years.



- Changed term of office for Vice-Chair from one year to two (2) years – vote to be held at the first meeting of the calendar year and nominations are opened at the last meeting of the previous year. AC Vice-Chair is elected on ‘odd’ years
- New Article 6 – MEETINGS
 - Section 1 – Regular Meetings – change in agenda items being submitted – now they need to be into the AC Chair the day before the meeting. Agenda will be posted to ‘SECO website or via another communications method as approved by the AC’.
- New Article 7 – VOTING
 - Section 1 – Eligibility – reworded this section to explain which member should vote and when and why.
- New Article 8 – SUBCOMMITTEES
 - Reorganized and reworded this entire Article to flow better
 - Section 2 – Standing Subcommittee(s) – listed the positions that are required for a Standing Subcommittee and which current subcommittees are standing – Policy only at this time. Also moved the Large, Medium, and Rural county definitions to Article 2 – DEFINITIONS.
 - Section 3 – Ad Hoc Subcommittee(S) – renamed ‘Other Subcommittees’ to ‘Ad Hoc Subcommittees’ and how they are established, their purpose, how they are dissolved.
 - Section 4 – Subcommittee Officers and Requirements – added that Chair or Vice Chair can also be a county or PSAP employee (so that all the different Coordinators we are not listing out for different subcommittee chairs or vice chairs).
 - Section 5 – Subcommittee Membership – added the information about submitting new membership forms to the AC Chair and SECO to be voted on. (There must be a form submitted or it will not be voted on.)
 - The old Section 7 – Dissolution section was incorporated into the new Section 3

**WASHINGTON STATE
ENHANCED 9-1-1 ADVISORY COMMITTEE
Amended as of July 16, 2015**

BY-LAWS

**ARTICLE 1
Authority and Name**

Pursuant to the authorization in Revised Code of Washington (RCW) 38.52.530, this committee is created. The committee hereby is named and shall be known as the Washington State Enhanced 9-1-1 Advisory Committee, hereinafter referred to as the "E911 Advisory Committee." Where conflict exists between this Article, or any section or provision thereof, and the laws of the State of Washington, the regulatory and statutory laws of the State of Washington control.

**ARTICLE II
Purpose and Duties**

Pursuant to the provisions of Chapter 38.52 RCW, specifically RCW 38.52.520, .530, .532, .535, .540, .545, and .561, the purpose and duties of the E911 Advisory Committee are set forth in this Article. The State E911 Coordinator shall provide staff support for the E911 Advisory Committee (RCW 38.52.520(2))

SECTION 1:

Purpose - The E911 Advisory Committee shall advise and assist the state enhanced 911 coordinator in coordinating and facilitating the implementation and operation of enhanced 911 throughout the state. (RCW 38.52.530)

SECTION 2:

Duties - The duties of the E911 Advisory Committee include the following:

1. Advise and Assist the State E911 Coordinator in specifying rules defining the purposes for which available state enhanced 911 funding may be expended. (RCW 38.52.520)
2. Annually provide an update on the status of enhanced 911 service in the state to the appropriate committees in the legislature. (RCW 38.52.532)
3. Participate in efforts to set uniform national standards for automatic number identification and automatic location identification data transmission for private telecommunications systems and private shared telecommunications services. (RCW 38.52.535)
4. Advise and assist the state enhanced 911 coordinator in the development of statewide agreements to improve the efficiency of enhanced 911 services for all counties. (RCW 38.52.540)
5. Advise and assist the state enhanced 911 coordinator in considering the base needs of individual counties for specific assistance. (RCW 38.52.545)



6. Advise and assist the state enhanced 911 coordinator in setting nondiscriminatory, uniform technical and operational standards consistent with the rules of the federal communications commission for the transmission of 911 calls from radio communications service companies and interconnected voice over internet protocol service companies to enhanced 911 emergency communications systems. (RCW 38.52.561)

7. Ethics – Advisory Committee Members are subject to RCW 42.52 – Ethics in Public Service and are specifically restricted by RCW 42.52.130, .140, .150 and .170 from accepting or soliciting anything of economic value or gratuity if it could be reasonably expected that the gift, gratuity, or favor would influence the vote, action, or judgment of the officer or employee, or be considered as part of a reward for action or inaction. 8. Public Disclosure – The Advisory Committee and its members shall comply with the Public Records Act, RCW 42.56, with regard to retention and release of public records.

ARTICLE III Membership

SECTION 1: State Residency Required

Statutory Membership - The membership of the E911 Advisory Committee shall be by agency, group, or organization, each with representation as designated. The E911 Advisory Committee shall consist of members who represent diverse geographical areas and are state residents who are members of the following organizations, per RCW 38.52.530. The Director of the Washington Military Department – The Adjutant General, appoints members and alternates.

1. National Emergency Number Association (NENA), Washington Chapter
2. Association of Public-Safety Communications Officials (APCO), Washington Chapter
3. Washington State Fire Chiefs Association
4. Washington Association of Sheriffs and Police Chiefs
5. Washington State Council of Fire Fighters
6. Washington State Council of Police Officers
7. Washington Ambulance Association
8. Washington State Fire Protection Policy Board
9. Washington Fire Commissioners Association
10. Washington State Patrol (WSP)
11. Association of Washington Cities *
12. Washington State Association of Counties*
13. Washington Utilities and Transportation Commission (WUTC)
14. Voice Over Internet Protocol Service Company

* The Advisory Committee recommends to the Adjutant General that a representative from East and West be appointed for each association.

SECTION 2: State Residency Not Required

Statutory Membership – An equal number of representatives from the following organizations; which are not required to be state residents.

15. Local Exchange Telephone Companies, Large & Small
16. Washington Wireless Service Companies, Large & Small

SECTION 3: State Residency Required



Other Membership - The Advisory Committee may recommend representatives for appointment by the Adjutant General for representation on the E911 Advisory Committee. These representatives are required to be state residents. Appointed representatives shall have equal representation to statutory organizations:

17. Washington State Emergency Management Association (WSEMA)
18. Department of Health (DOH)
19. PSAP Director or 911 Coordinator from urban counties East
(>75,000 pop.)
20. PSAP Director or 911 Coordinator from urban counties West
(>75,000 pop.)
21. PSAP Director or 911 Coordinator from rural counties East
(<75,000 pop.)
22. PSAP Director or 911 Coordinator from rural counties West
(<75,000 pop.)
23. King County
24. At Large

Annually in July, with the assistance of the State E911 Coordinator, the Chair will review the official county population as published by the Office of Financial Management as of April 1st. and will make recommendations to the Committee for movement of counties between represented groups due to population changes. Changes approved by the Committee will be effective August 1st.

SECTION 4:

Representatives - To assure the E911 Advisory Committee will conduct its business with continuity, each member agency, group, or organization will identify its representative and one alternate (or any changes thereto) who shall be members of the sponsoring organization by submitting the same in writing to the State E911 Coordinator.

SECTION 5:

Vacancies - Vacancies occurring on the E911 Advisory Committee shall be filled by The Adjutant General, based on nomination from the represented agency, group, organization, or E911 Advisory Committee and recommendations from the State E911 Coordinator.

SECTION 6:

Volunteers - All members of the E911 Advisory Committee shall serve without compensation on a voluntary basis

SECTION 7:

Attendance - E911 Advisory Committee shall request the presence of the State E911 Coordinator, or designee, at all E911 Advisory Committee meetings. Member attendance will be addressed by the Chair on an individual basis as necessary or needed.

SECTION 8:

Communications - Committee members serve in the public interest as representatives of interest groups. The member's mission is to serve the public and specifically the group they represent by keeping that group informed of committee activities as well as gathering information for the committee.



ARTICLE IV Committee Officers

SECTION 1:

Chairperson - The E911 Advisory Committee representatives shall elect the Chair. The Chair shall preside at all meetings and hearings of the E911 Advisory Committee, shall have the duties normally conferred by parliamentary usage of such office, and establish the agenda for each regular meeting of the E911 Advisory Committee. The Chair shall have the authority to:

1. Appoint and generally perform other duties as may be prescribed in the rules of procedure.
2. Sign, on behalf of the E911 Advisory Committee, those documents that require such signature.
3. Call regular and special meetings of the E911 Advisory Committee.

The Chair's term of office shall be one year. The election of the Chair shall be held at the first meeting of the calendar year, where a quorum exists, by a majority of the members present. Tenure shall be limited to four consecutive years.

SECTION 2:

Vice Chair - The E911 Advisory Committee representatives shall elect the Vice Chair. The Vice Chair shall work in close cooperation with the Chair and shall perform such duties, as the E911 Advisory Committee shall assign. In the absence or incapacity of the Chair, the Vice Chair shall be vested with all powers and perform all the duties of the office of the Chair for the duration of the Chair's current term. Tenure shall be limited to four consecutive years. The Vice Chair's term of office shall be one year. The election of the Vice Chair shall be held at the first meeting of the calendar year, where a quorum exists, by a majority of the members present.

ARTICLE V Meetings

SECTION 1:

Regular meetings will be held on a schedule determined by the E911 Advisory Committee. Proposed agenda items shall be referred to the Chair no later than two weeks prior to the meeting. No other business may be considered unless by a majority vote of members present and voting. The regular meeting schedule of time and place shall be filed with the code reviser on or before January of each year for publication in the Washington state register. (RCW 42.30.075)

SECTION 2:

A Special Meeting may be called at any time by the Chair or by a majority of the Advisory Committee members by delivering written notice personally, by mail, by fax, or by electronic mail to each member of the Advisory Committee. Notice of a special meeting called shall be posted on the Advisory Committee's website, displayed at the main entrance of Advisory Committee's principal location and the meeting site if it is not held at the Advisory Committee's principal location. Notices must be delivered or posted at least 24 hours before the time of the special meeting and specify the business to be transacted. Final disposition shall not be taken on any other matter at the special meeting. (RCW 42.30.080).

SECTION 3:

A quorum necessary to conduct a meeting of the E911 Advisory Committee shall be no less than a simple majority of the appointed members or their designated alternates. Adoption of all motions shall require a majority of the members present.

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.

SECTION 5:

Roberts Revised Rules of Order, the latest version, shall generally govern the deliberations of all members of the E911 Advisory Committee.

SECTION 6:

Executive Session - The E911 Advisory Committee may include in the agenda and may meet in executive session to discuss applicable matters delineated in RCW 42.30.110 with the State E911 Coordinator. The Advisory Committee may not take action during the executive session.

ARTICLE VI Voting

SECTION 1:

Each member or their designated alternate, including the Chair, shall be entitled to one vote.

SECTION 2:

No members will vote by proxy. Each member or designated alternate must be present to cast her/his vote.

SECTION 3:

Members may register their abstention on any vote. The abstention shall be reflected in the minutes. Members are required to recuse themselves on matters that pose, or give the appearance of posing, a personal conflict of interest for them.

SECTION 4:

Passage of motions shall require the simple majority of those present and voting. Informal polling for consensus shall not be considered voting.

ARTICLE VII



Subcommittees

SECTION 1:

Subcommittees shall be established by the E911 Advisory Committee for the purpose of focusing on specific issues including conducting visits, studies, surveys, or research projects and for assembling information for special projects in order to provide advice to the State E911 Coordinator and the E911 Advisory Committee. The policy, strategic planning, and WAC maintenance subcommittees are standing committees. Any other committee established by the chair is ad hoc and serving at the direction of the Advisory Committee.

SECTION 2:

Standing Subcommittee membership - To allow for stability and an appropriate level of representation the Policy Subcommittee, Strategic Planning Subcommittee and the WAC Maintenance Subcommittee shall have the following membership:

- 1 Representative of King County
- 1 Representative of Large Urban Counties East
- 1 Representative of Medium Urban Counties East
- 2 Representatives of Rural Counties East
- 1 Representative of Large Urban Counties West
- 1 Representative of Medium Urban Counties West
- 2 Representative of Rural Counties West
- 2 Advisory Committee members who are not 911 coordinators, at least one of whom will represent an RCW 38.52.530 listed agency. When filling these positions the Advisory Committee should take geographic diversity into consideration.

Large, medium, and small counties are defined as follows:

Large Urban County	population shall be > 250,000
Medium Urban County	population shall be 75,000 – 250,000
Rural County	population shall be < 75,000

The representative for each group shall be selected and recommended to the E911 Advisory Committee by those Counties that are represented. It is the responsibility of the representatives to communicate with, and seek the advice of those counties they represent. At any time a group may change their representative by notifying and seeking the approval of the E911 Advisory Committee.

No action of a Subcommittee will be considered for recommendation to the E911 Advisory Committee until adequate time has been allowed for the representatives to contact their constituents for input.

SECTION 3:

Other Subcommittees membership - Subcommittee membership shall include a representative of the E911 Advisory Committee that shall be appointed by the E911 Advisory Committee Chair. The remaining subcommittee membership shall be determined by the E911 Advisory Committee, with the understanding that no county shall be represented by more than one individual on any single subcommittee and the County 911 Coordinator shall approve that individual.

SECTION 4:

Each subcommittee shall have a chair and a vice-chair both of whom shall be either a member of the E911 Advisory Committee or a 911 County Coordinator. The chair of the subcommittee shall be appointed by the Advisory Committee and shall be a non-voting member of the committee. The Vice-chair shall be selected from the representatives on the subcommittee and shall be confirmed by the Advisory Committee. A county Public Education Coordinator is permitted to be the Chair or Vice-chair of the Public Education Subcommittee, a county GIS Coordinator is permitted to be the Chair or Vice-chair of the GIS Subcommittee and a county Training Coordinator is permitted to be the Chair or Vice-chair of the training subcommittee. The Vice-chair shall act as the chair in all matters when the Chair is absent. The subcommittee membership shall be submitted to and confirmed by the E911 Advisory Committee. At the first E911 Advisory Committee meeting following the start of each State fiscal year a confirmation and/or appointment of the Chair, Vice-chair and membership of each subcommittee shall be approved by the E911 Advisory Committee.

SECTION 5:

Responsibilities of Chair - The Subcommittee Chair must provide the State E911 Coordinator's Office with a current roster of its subcommittee membership to assure that members are eligible for travel reimbursement. The Subcommittee Chair shall assure that minutes are written and submitted to the State E911 Coordinator's Office for each formal meeting of the committee members as soon as possible following the meeting and shall report on subcommittee activities to the E911 Advisory Committee. The Chair shall ensure that written objectives for the committee are created, maintained and adhered to throughout the life of the committee.

SECTION 6:

Attendance - If a subcommittee member misses three consecutive meetings or more than half the meetings in one year without good cause, the E911 Advisory Subcommittee Chair shall recommend to the E911 Advisory Committee that the position be declared vacant. Prior to contacting the State E911 Advisory Committee, the Subcommittee Chair shall correspond with the member and the represented group, company or agency indicating such action.

SECTION 7:

Dissolution – Any ad hoc subcommittee will formally dissolve when its task, as directed by the E911 Advisory Committee, has been completed. A motion will be made and acted upon at the next regularly scheduled E911 Advisory Committee meeting to approve the Subcommittee's dissolution.

ARTICLE VIII Amendments

The By-laws may be amended by a majority vote of the members of the E911 Advisory Committee. A proposed amendment must identify the Article(s) to be amended, the reason for the proposed amendment, and the language of the amendment. The proposed amendment must be distributed to the members. Discussion of the amendment will occur at the next regularly scheduled meeting. The members shall vote on the proposed amendment at the next regularly scheduled or special meeting to be held not less than twenty-five (25) days after discussion of the proposed amendment.



		AC Caucuses		Limited Subcommittees	
County	Population	Old Bylaws (75k)	new bylaws (85K)	Old Bylaws	New Bylaws
Garfield	2,220	Rural	Rural	Small	Small
Columbia	4,160	Rural	Rural	Small	Small
Wahkiakum	4,190	Rural	Rural	Small	Small
Ferry	7,830	Rural	Rural	Small	Small
Lincoln	10,960	Rural	Rural	Small	Small
Skamania	12,060	Rural	Rural	Small	Small
Pend Oreille	13,740	Rural	Rural	Small	Small
San Juan	17,150	Rural	Rural	Small	Small
Adams	20,150	Rural	Rural	Small	Small
Pacific	21,640	Rural	Rural	Small	Small
Klickitat	22,430	Rural	Rural	Small	Small
Asotin	22,520	Rural	Rural	Small	Small
Jefferson	31,900	Rural	Rural	Small	Small
Okanogan	42,730	Rural	Rural	Small	Small
Douglas	42,820	Rural	Rural	Small	Small
Stevens	45,570	Rural	Rural	Small	Small
Kittitas	46,570	Rural	Rural	Small	Small
Whitman	50,130	Rural	Rural	Small	Small
Walla Walla	62,200	Rural	Rural	Small	Small
Mason	64,980	Rural	Rural	Small	Small
Grays Harbor	74,160	Rural	Rural	Small	Small
Clallam	76,010	Urban	Rural	Medium	Small
Chelan	78,420	Urban	Rural	Medium	Small
Lewis	79,480	Urban	Rural	Medium	Small
Island	84,820	Urban	Rural	Medium	Small
Franklin	94,680	Urban	Urban	Medium	Medium
Grant	98,740	Urban	Urban	Medium	Medium
Cowlitz	108,950	Urban	Urban	Medium	Medium
Skagit	129,200	Urban	Urban	Medium	Medium
Benton	201,800	Urban	Urban	Medium	Medium
Whatcom	225,300	Urban	Urban	Medium	Medium
Yakima	255,950	Urban	Urban	Large	Large
Kitsap	270,100	Urban	Urban	Large	Large
Thurston	285,800	Urban	Urban	Large	Large
Clark	488,500	Urban	Urban	Large	Large
Spokane	515,250	Urban	Urban	Large	Large
Snohomish	818,700	Urban	Urban	Large	Large
Pierce	888,300	Urban	Urban	Large	Large
King	2,226,300	Urban	Urban	Large	Large

Small= under 75K
Medium= 75-250
Large= above 250

Small = under 85K
Medium= 85-250
Large= above 250