Advisory Committee Briefing Notes

Advisory Committee Briefing		
December 16, 2021	9:00am	Microsoft TEAMS
Meeting called by	Keith Flewelling – Chair / Richard Kirton – Vice-Chair	
Type of meeting	Briefing [virtual]	
Facilitator	Adam Wasserman	
Note taker	Nicci Kowalski	

State E911 Coordination Office [SECO] Update	
9:01	Adam Wasserman`
Deputy Position	The open position for EMD's Deputy Director has been posted; first review of applications scheduled for December 30th. Please pass on the word for those that might be interested. Will continue to work "double-duty" until position is filled.
Listening Sessions	Wonderful response regarding attending the listening session, Monday, December 20th. Considering splitting session.
Report to Legislature	Team working the annual report, to legislature, requested some information. Providing the information that is available, but unable to provide some requested information regarding the percentage of 911 calls that are suicide, mental health, or substance abuse related. The team will be looking at gathering this data in the new year.
House Bill 1140	Was contacted by Liz Mustin, from the Washington State Office of Public Defense (OPD), whom is in charge of implementing HB 1140 and the development of the new Youth Access to Counsel (YAC) Line which will go into effect 1 January, 2022. An email will be sent to County Coordinators, with additional information, to be provided to their respective PSAPs.
RCW Re-Writes	Have Bipartisan support. Representatives Tina Orwall and Matt Boehnke will be sponsoring the RCW Rewrites Bill.
911 Outage	Still investigating the root cause of the outage experienced last week. Will report out once it has been investigated and fully vetted. Don't want to provide inaccurate information.

Subcommittee Updates	
9:08am	Subcommittee Chairs
911 Authorities *Jason Fritz*	No Update

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Subcommittee Updates Continued	
911 Operations *Katy Myers*	No Update
Policy *Richard Kirton*	Provided an [update](#) for AC vote at the January meeting.
Public Education *Esther Duncan*	Had last meeting of 2021 on December 2nd. Set-up future meetings, through the end if the contract year. Revised/Created task forces: Outreach group & Branding image group were combined to create the Digital Outreach & Branding Image Group. Created an Organizational group, to organized SharePoint documents. Also created a group to create a "plug and play" type of curriculum for public education, with a goal of schools having a "911 Day" (similar to "Fire Awareness Week") Will be putting the Chair and Vice-Chair positions up for a vote to the AC in January.
Training *Tracey Ollerman*	No Update

Annual Report to Legislature	
9:28	Rebecca Beaton
AC Annual Report	Once the State Office returns the report, with the requested information, the workgroup will take a final look at the report and then send it up to legislation; group set a goal of 2 weeks for final submittal.

APCO/NENA Public & Governmental Affairs Committee	
9:30	Keith Flewelling
Committee Update	In the process of securing a prime sponsor for the Public Safety Training, Telecommunicator Training Certification and Classification Bill; bill is anticipated to go in the Senate, to the State Government and Elections Committee, which is chaired by Senator Hunt (our prime sponsor for the 1/10 of 1% increase) and vice-chair is Senator Kuderer.
Update from: **Katy Myers**	Must be "ready to go" when the bill drops. The website will have a dedicated page for communicating information related to this bill. There will be a direct link to the bill, few short videos summarizing the 2 main points, and a "call to action." Looking for a good slogan and hashtag to help push the message.
Additional Bill tracking	2 Bills coming from the House Public Safety Committee, related to clarification surrounding police reform; in particular behavioral health crisis and use of force.

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APCO Forum Update	
9:37	Richard Kirton
Forum Sessions	Recruiting and Retention Roundtable: due to large attendance and time constraints, large number of items still to discuss; will be scheduling another Roundtable, in the first quarter of 2022.
Coordinators Meeting	Will be sending out an updated invite, with an **earlier date** (moved to earlier in January) before the legislative session, to provide an opportunity to discuss the upcoming bills (previously mentioned) and grass-roots education efforts around said bills; along with Policy Subcommittee recommendations and any other topics the coordinators would like to discuss. *Look for Survey from SurveyMonkey*
Spring /Summer Forum	Survey will be sent (from SurveyMonkey) regarding options related to the spring and summer forums.

For the Good of the Order	
9:40am	Keith Flewelling
Next Meeting	Our next scheduled meeting will be held on January 20th at 9am.
Staff Changes	Misty Viebrock has left to take a position with local law enforcement. Jonathan Brock will be replacing Misty, as Deputy Director, at RiverComm.

Close of Meeting	
9:43	Keith Flewelling closed the briefing.

STATEMENT OF WORK
SECO COUNTY BSO & CPD CONTRACT – SFY2023
July 1, 2022 – June 30, 2023

CPD1/S4 County Coordinator Salary
1. Coordinate 911 within the county, act as a designated point of contact for the SECO, monitor the 911 systems, and report 911 outages to the SECO.
2. Coordinator or pre-approved/designated alternate to attend 75% of Advisory Committee (AC) meetings held per contract period.
3. Coordinator or pre-approved/designated alternate to participate in 50% of Advisory Committee (AC) briefings held per contract period.
4. Coordinator or pre-approved/designated alternate to attend three (3) Coordinator Forums per contract period. If forum is virtual, coordinator or pre-approved/designated alternate will participate in at least the coordinator/director roundtable meeting and one training session.
5. Cooperate with and freely participate in monitoring or evaluation activities by the SECO and State Auditor.
6. Retain all contract records for six (6) years after contract closure.

CPD4/S5 MSAG/Mapping/GIS Coordinators (Pending)
1. ~~Maintain MSAG and ALI, according to Washington NG911 GIS Data Standards.~~
2. ~~Maintain GIS 911 required layers for geospatial routing and uploading to 911 maps.~~
3. ~~Participate in all GIS dataset tests recommended by the Advisory Committee and approved by the SECO.~~
4. ~~Participate in all GIS training recommended by the Advisory Committee and designated as mandatory by the SECO.~~
5. ~~Each county will maintain and deliver to the state (or designated vendor), as requested, GIS datasets that includes the following data layers (Road Centerline, PSAP polygon, Law Enforcement Emergency Service Boundary (ESB), Fire ESB, EMS ESB, and Site Structure Address Points (SSAP) with no duplicate address points) as required in the Washington NG911 GIS Data Standards, with no critical error fallout (gaps and overlaps, range overlaps in the road centerline), and which have been synchronized to the ALI, at a 98% match rate.~~

CPD4/S6 IT Coordinator
1. Participate in the selection, installation and/or maintenance of 911 equipment/software (IE: CPE, CAD, Net Clock, network, network security).
2. Submit certification that the county has provided a minimum of 16 hours of training for their IT personnel related to security and maintenance of equipment that touches the ESINet, during the current contract period.

CPD5/S7/B6 Call Receiver Salary/Benefits & Training
1. Submit certification that all telecommunicators/call receivers have received a minimum of 24-hours of continuing education, during the current contract period.

CPD3/S8 Public Ed Coordinator
1. Attend a 911 Public Education forum or a public education class (in person or virtual) to enhance job skills.
2. Participate in 50% of any scheduled 911 Public Education Subcommittee meetings. Participation can be in-person, virtual, or participation on a work group/project.
3. ==Submit an annual report that outlines the agency's public education activities and highlights any changes the agency made to the program during the contract period.==
4. Utilize messaging consistent with content created by the 911 Public Education Subcommittee.

CPD2/CPD5/S9 Training Coordinator
1. Attend a 911 Training Coordinator Forum or a training class (in person or virtual) to enhance job skills.

2. Participate in 50% of any scheduled 911 Training Subcommittee meetings. Participation can be in-person, virtual, or participation on a work group/project.

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Washington Military Department	Effective Date: January 1, 2022* Rev 1	Page 1 of 7
Emergency Management Division	**SECO COUNTY/WSP COMMUNICATIONS EQUIPMENT CONTRACT/FEDERAL GRANT POLICY**	
State Enhanced 911 Coordination Office (SECO)	*Effective until superseded or amended.* **Supersedes all previous SECO Equipment Contract and Equipment Support Policies** **See Also:** RCWs 38.52 & 82.14B WAC 118-66	

This policy defines procedures for the State E911 Coordination Office (SECO) in providing reimbursements for 911 equipment purchases and/or 911 Federal grant subawards.

When funds are available and allocated for equipment contracts or federal grant awards SECO will make a formal announcement that equipment funding is available. The Policy Subcommittee in conjunction with the SECO, will develop a specific contract/grant award application process including submission timing, eligibility, project priorities, match requirements, and project timing. As availability of funding for equipment purchases may vary for each biennium, or not be available at all, a new equipment contract or federal grant award application process will be established.

The equipment contract/federal grant award process shall be presented to the 911 Advisory Committee (AC) for approval and recommendation to the SECO. The SECO and AC will determine an Ad Hoc review committee to review applications, prioritize, and make recommendations to the SECO for awards based on available funding.

1. **Authority**
   a. Per RCW 38.52.545, State financial assistance for the operation of E911, consistent with fund availability and legislated expenditure authority, shall be made available for reimbursement of WAC-eligible expenses supporting (in ranked priority):
      1. Statewide Dialing
      2. Basic Service
      3. Capital Equipment
   b. Per RCW 38.52.540, the State E911 Coordinator is "authorized to enter into statewide agreements to improve the efficiency of enhanced 911 services for all counties…",
   c. 47 Code of Federal Regulations (CFR) Part 400, 911 Grant Program
   d. 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements, including Appendix XII – Award Term and Condition for Recipient Integrity and Performance Matters
   e. Federal grant awards authority differs for each federal award. Additional authorities are spelled out in each 'Notice of Funding Opportunity'.

2. **Contract Required/Eligibility**

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Every Federal grant award and 911 equipment contract will require a contract or grant agreement between the subrecipient and the Military Department.

Eligibility for each Federal grant award differs and is spelled out in the Notice of Funding Opportunity.

Only Counties and designated WSP Communications are eligible for a 911 Equipment Contract and must meet the following eligibility requirements to be eligible for reimbursement of WAC eligible equipment expenses from the State Enhanced 911 telephone excise tax account.

ESINet Security:
Counties, PSAPs, and WSP Communications must comply with any ESINet cybersecurity policies developed and recommended by the Washington State E911 Advisory Committee and adopted by the State E911 Coordinator[i].

Counties, PSAPs, and WSP Communications must maintain any equipment that is directly or indirectly connected to the ESINet according to any standard or best practice recommended by the Washington State 911 Advisory Committee and adopted by the State 911 Coordinator. In the absence of a state standard or best practice, Counties, PSAPs, and WSP Communications will adopt a policy governing equipment maintenance, that is aligned with NENA standard ANS STA-027.

The SECO will not pay any statewide service costs or enter into a contract with a County/WSP Communications unless the 911 County/WSP Communications Coordinator certifies that all their PSAPs are in compliance with the ESINet Security and Equipment Maintenance requirements listed above.

COUNTY:
    a. The County has imposed the maximum E911 excise tax allowed under RCW 82.14B.030 (1), (2), and (3), and
    b. The county's expenditures for WAC 118-66-050 eligible items (subject to policy caps where applicable) exceed local E911 Telephone Excise Tax revenues, and

WSP Communications:
    a. Per WAC 118-66-045 WSP Communications eligible expenses, upon designation by a county as a primary PSAP for wireless 9-1-1 calls, the WSP Communications may be eligible for WAC eligible equipment purchases (subject to Policy caps where applicable),

3. **Reimbursements for County/WSP Communications Equipment Contracts**
    a. **Capital Expenditure Expenses**
       i. Equipment contracts are generally two-year (biennial) contracts and cannot extend past the SECO's biennium.
      ii. Reimbursement is for the primary PSAP only, unless otherwise specified in SECO policy.
     iii. Reimbursement may be pro-rated if used for other organizations, components and/or activities not related to the PSAP.
     iv. Counties and WSP Communications are reimbursed for equipment expenses when pre-approved by SECO, per applicable equipment reimbursement schedule attached.
      v. The SECO reimburses counties and WSP Communications for eligible items under this section that have already been purchased, installed, accepted and paid by the county/WSP Communications, to include milestone payments.
     vi. Reimbursement will be made, contingent upon funding availability, only for items identified in RCW 38.52.545, WAC 118-66-050, WAC 118-66-045 and other modernization/911 eligible/equipment expenses as approved by the SECO.

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4. **Expenses and Documentation for Equipment Contracts**
    a. Counties and WSP Communications must submit documentation of expenditures on eligible items to the SECO. Documentation will include vendor name, warrant number, and date, and applicable 911 item categorization on forms supplied by the SECO.
    b. These expense reports and/or requests for reimbursement must be received by the last day of the month following the month in which the expenditure was incurred and/or paid, unless granted an extension by E911 County Assistance Program (ECAP) Manager through an email request submitted prior to the deadline. For those counties that have an "Action Plan" due to audit findings, additional hard copy documentation must also be received by the last day of the month following the month in which the payment was made.
    c. Expense Reports not received by the due date, including additional hard copy documentation as required by "Action Plans", will not be reimbursed.
    d. Expense Reports will be processed in the order received by the SECO.
    e. The SECO may request additional documentation and/or information from counties pertaining to their reimbursement requests. A delay in providing the requested information will potentially result in a delay or a reduced reimbursement. The item in question will be removed from the reimbursement and will be later added back in after all questions/documentation has been received/reviewed.
    f. Quarterly Progress reports are due on a quarterly basis, until the final reimbursement request is received in the SECO for each project/equipment purchase.
    g. All equipment must be ordered, installed and accepted no later than the end of the contract performance period of June 30. Work performed outside the contract performance period will not be eligible for reimbursements.

5. **Authorized E911 Capital Equipment for Equipment Contracts**
    a. **Customer Premise Equipment (CPE) / Telephone System**
        i. Customer premise equipment (CPE) shall mean equipment utilized by the PSAP to receive and process Enhanced 9-1-1 (E911) communications. For the purpose of this policy, CPE shall mean a NG911 Telephone system compatible with NENA i3 standards that is used to answer 911 communications.
        ii. CPE may include additional E911/NG911 components that are integrated into a vendor's Telephone System solution.
        iii. **CPE – Line Item S1**: The SECO will reimburse eligible counties/WSP for pre-approved costs related to the purchase and/or lease and installation of the hardware and software components required to support an E911 telephone system including spares kit subject to the conditions and limitations in this policy that is compliant or compatible with NG911 Technology requirements.
        iv. **CPE Server and CPU – Line Item S1.2 and S1.3:** CPE systems are generally comprised of multiple individual components, including a call processing server, and individual central processing units (CPU) at the call receiver workstations. These sub-components specifically are eligible for replacement and reimbursement based upon a five-year life cycle.
        v. **ANI/ALI Display Equipment – Line Item S3**: Monitors and related necessary hardware to display the Automatic Number Identification (ANI), and the Automatic Location Identification (ALI) at individual call receiver workstations are eligible for replacement and reimbursement based upon a five-year life cycle.

    b. **PSAP Mapping System**
        i. A PSAP Mapping system is necessary to convert location information (Address information / latitude and longitude and, when available, altitude) obtained from 911 callers, and presenting that information on a map display at individual 9-1-1 call receiver workstations. The system is comprised of hardware and software components.

    ii.   The capability to relate geographic coordinates to a physical location is critical in providing proper emergency response. Locating wireless devices depends on having accurate, current, and complete geographic data. The geographic data usually resides in a Geographic Information System (GIS). GIS technology can display the coordinates, along with streets and other information, on a map display. Having GIS technology integrated into the premise equipment allows for quick and effective location of E911 calls.

    iii.   **PSAP Mapping – Line Item S3:** hardware and software capable of converting location information to a map display at the 9-1-1 call receiver workstations. Can be part of CPE, Computer Aided Dispatch (CAD) or standalone system, but only eligible under one category. Only one mapping system per PSAP is eligible for reimbursement. PSAP Mapping systems are eligible for replacement and reimbursement based upon a minimum five-year life cycle.

    v.   **Data migration to new mapping platform / software – Line Item S3.2:** A reimbursement is authorized for eligible PSAPs for initial migration of data to a new PSAP Mapping platform or software.

    vi.   **PSAP Mapping CPU – Line Item S3.3**: Replacement of the PSAP Mapping system CPUs at the individual call receiver workstations for stand-alone mapping systems. Replacement is based on a five-year life cycle.

    vii.   **PSAP Mapping Server – Line Item S3.4:** Replacement of the hardware components for the storage of PSAP mapping system data. Replacement is based on a five-year life cycle.

    viii.   **Mapping Display Equipment – Line Item B9:** Monitors and necessary related hardware to display PSAP Map information at individual call receiver workstations are eligible for replacement and reimbursement. Replacement is based on a five-year life cycle.

  c. **Uninterruptible Power Supply (UPS)**

    i)   A UPS provides electrical power to emergency services equipment in the event of a loss of commercial power at the PSAP. The role of the UPS is to maintain operation of critical components of the PSAP equipment long enough for commercial power or auxiliary generators to come online and become stable.

    ii)   A UPS should provide a minimum of 30 minutes of uninterrupted emergency power for full functionality of the following listed elements of the E911 system:

      1. 911 Call receiving equipment.
      2. Automatic Number Identification (ANI) and Automatic Location Identification (ALI) interfaces.
      3. 911 network / ESInet interface.
      4. 911 Logging Recorder
      5. Computer Aided Dispatch (CAD) system
      6. PSAP Mapping System
      7. Telephone common equipment.
      8. Intelligent workstation common equipment.
      9. TTY/TDD equipment.
      10. Call Detail Recorder Printer.
      11. PSAP Clock Synchronizer.
      12. PSAP Emergency Lighting
      13. PSAP Physical / Cyber Security devices

    iii)   **Uninterruptible Power Supply (UPS) – Line Item B1:** Purchase or lease and installation of the hardware and software components required to support an E911 UPS subject to the conditions and limitations in this policy.

    iv)   **UPS Battery Replacement – Line Item B1.2:** Replacement of UPS Batteries is eligible and based on a five-year life cycle.

  b) **E911 GIS Modernization – Line Item B7.1**

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    i.   Hardware, software, and services used by the E911 MSAG/Mapping/GIS Coordinator to create, edit and maintain GIS Data used in call routing and synchronization of ALI & GIS data.

c) Instant Call Check – Line Item B8
   i)   Hardware and/or software necessary for the immediate playback of E911 call conversations. May be part of a logging recorder, or a standalone system.

d) E911 Management Information Systems (MIS) – Line Item B10
   i)   Hardware and software designed to provide E911 management personnel with up-to-date information on a PSAPs operational statistics and performance e.g. call volumes and call handling times. These systems output information in the form of customizable reports.
   ii) May be combined with other E911 systems (i.e. CPE system), or as a standalone system.

e) Call Detail Recorder or Printer – Line Item B11
   i)   An E911 Call Detail Recorder (CDR) is equipment used to store, record or print Automatic Number Identification (ANI) and Automatic Location Identification (ALI) information for E911 calls.
   ii) A CDR should be equipped at all primary PSAPs to provide documentation of each E911 call. Documentation should include:
      1. INVITE time (received at PSAP)
      2. Caller's telephone number (including Numbering Plan Area or Numbering Plan Digit).
      3. Answer time.
      4. Answering position number.
      5. BYE (as sent/received by PSAP)
      6. Time call was transferred.
      7. PSAP name or number to which the call was transferred.
      8. Abandoned call indicator.
      9. Date (The date does not necessarily need to be a part of each record. As a minimum, the date should be documented at least once per page).
   iii) It is recommended that the record also include:
      (1) Ringing start time.
      (2) Time call was placed on hold.
      (3) Time call was taken off of hold and by what position number.
   iv) It is also recommended that the ANI/ALI controller be able to optionally output the ALI record as a part of the CDR printout. This shall include the name, complete street address, city and Emergency Service Number (ESN).
   v)   It is desirable that the ANI/ALI system be able to store CDR records to a data file that can be downloaded to other media on demand.

f) Logging Recorder
   i)   Logging and voice recorders are devices used by the Public Safety Answering Point (PSAP) to time stamp, record, and replay E911 conversations. As a minimum, standards suggest that each emergency telephone line at each emergency answering position be recorded on a logging recorder.
   ii) While it is appropriate to record dispatch related functions, radio channels, are not an E911 call answering function, and are not fundable, unless included in the minimum number of channels available from the manufacturer.
   iii) The number of logging/voice recorder channels eligible for reimbursement will be calculated as follows: Sum of the current number of funded workstations multiplied by 2 rounded up to the lowest number of channels available from the vendor to create a basic unit.
   iv) **Logging Recorder – Line Item C1:** Purchase or lease and installation of the hardware and software components required for a basic logging/voice recorder as defined by NENA recommended generic standards for E911 PSAP equipment.

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g) **Computer-Aided Dispatch (CAD**
  i) CAD software is an information management tool for public safety communications professionals. It helps to automate the entry, storage and retrieval of information essential to handling requests for assistance from citizens placing E911 calls. CAD is a software program specifically designed for the entry of incident information received from either an E911 caller or a field unit responding to an incident. CAD displays that information on the computer screen to assist in quickly and efficiently dispatching and tracking the activities of field units to handle those incidents.
  ii) CAD maintains an archive of past E911 incidents and unit status changes for future reference and permits various reports to be printed based on incident and unit activity. CAD also stores more static information such as files of streets within the jurisdiction, a list of employees, or free-text files on other reference information.
  iii) A CAD system can include electronic interface(s) to other computer systems, including the E911 telephone system, criminal justice and motor vehicle files (warrants, stolen property and vehicles, missing persons, vehicle registrations, driver licenses, etc.) and mobile data systems.
  iv) The basic components of the CAD system at a minimum should consist of hardware, call entry module, geo-data module and interface to Geographical Information Services (GIS), and Criminal Justice Information System (CJIS) interface. The interfaces to Automatic Number Identification (ANI)/Automatic Location Identification (ALI) controller are authorized for reimbursement.
  v) **Computer-Aided Dispatch - Line Item C2**: A new CAD system will be claimed under this line item. However, after the life cycle refresh period(s); the CPUs, server, and display equipment will be reimbursed under the associated line items.
  vi) **CAD interfaces - Line Item C2.2:** Supplemental call processing modules are eligible and limited to a one-time purchase.
  vii) **CAD computer (CPU) - Line Item C2.3:** Replacement of call receiver work station CAD CPUs is based on a five-year life cycle.
  viii) **CAD Server - Line Item C2.4:** Replacement of the CAD system server is based on a five-year life cycle.
  ix) **CAD Display Equipment - Line Item C2.5:** Monitors and necessary related hardware to display CAD information at individual call receiver work stations are eligible for replacement and reimbursement based upon a five-year life cycle.

h) **Auxiliary Generator**
  i) In certain situations, there may be prolonged power outages that exceed the back-up time for the uninterruptible power supply (UPS) at the PSAP. In accordance with industry best practices, it is recommended that the PSAP be equipped with an auxiliary electrical power generation source for long-term emergency power. The generator should be capable of sustained operation, including 72 hours of continuous operation from on-site fuel sources. Such a generator should be sized appropriately to accommodate the PSAP's minimum critical electrical power loads.
  ii) **Auxiliary Generator - Line Item C3:** Purchase or lease and installation of an auxiliary generator to support primary PSAPs for power generation backup purposes. SECO reimbursement will be pro-rated if used for other organizations, components and/or activities not related to the PSAP.

i) **Clock Synchronizer**
  i) To ensure consistency of time stamps added to event records, reports and voice recordings, it is required that equipment such as Computer Aided Dispatch (CAD), Automatic Number Identification (ANI)/Automatic Location Identification (ALI) Controllers, Customer Premise Equipment Voice Recorders, Radio Consoles, etc., should have the ability to synchronize internal clocks to a PSAP master clock.

   ii) **Clock Synchronizer - Line Item: C4**: Hardware and software necessary to integrate master clock signaling to the PSAP's electronic systems.

 j) **Console Furniture – Line Item C5**
   i) Console furniture to house the call receiving equipment is an essential aspect in the handling of 911 calls. This protects the equipment from otherwise, being stored on the floor or less desirable places.
   ii) Although the size of the Public Safety Answering Point (PSAP) varies, the console furniture should be modular, with the ability to be easily adjusted to support space efficiency.
   iii) Console furniture shall provide adequate countertop surface for hardware such as multiple monitors, multiple keyboards as well as adequate working surface space for documentation, locking CPU cabinets, etc.
   iv) Console furniture may be designed to allow call receivers to work in either a seated or standing position. Console furniture must have ample adjustment capabilities for ergonomic purposes and meet the requirements of the Americans with Disabilities Act (ADA).
   v) **Call Receiver Console Furniture - Line Item C5:** Purchase or lease of call receiver console furniture with a ten-year life cycle. The SECO may authorize exceeding the cap if market evidence indicates the current cap is not sufficient.

6. **911 Federal Grant Expenses, Documentation, Reimbursements, and Reporting**
   a. Eligible expenses will be detailed in the Notice of Funding Eligibility and grant agreement budget.
   b. Documentation required will differ for each federal award and will be detailed in the grant agreement.
   c. Quarterly Progress reports are due on a quarterly basis. If the subrecipient is deemed a high risk based on the risk assessment, a monthly report may be required. Other reports may be required from the authorizing federal authority.
   d. All equipment must be ordered, installed and accepted no later than the end of the period of performance period as laid out in the grant agreement.
   e. Reimbursements will be in the form of an A-19. Documentation required will be detailed in the grant agreement.

Approved by: _____
 Adam Wasserman, State E911 Coordinator   Date

Attachment:
  SECO County/WSP Equipment Contract Reimbursement Schedule
  Equipment Contract Quarterly Progress Report
  Federal Grant Quarterly Progress Report

SECO COUNTY/WSP EQUIPMENT CONTRACT REIMBURSEMENT SCHEDULE *(ALL equipment purchases MUST BE PRE-APPROVED BY THE SECO prior to purchase or lease.)*		
ELIGIBLE ITEM		**STATE REIMBURSEMENT**
CPD6	NG911 Modernization	Costs related to modernization of the E911 System as authorized and pre-approved by the State E911 Coordinator.
S1	Customer Premise Equipment (CPE) /Telephone System	Purchase or lease and installation of the hardware and software components required to support a CPE/ Telephone system including spares kit that are compliant or compatible with future NG911 Technology requirements.
S1.2	CPE CPU	Replacement of CPE system Central Processing Units (CPU) at the call receiver work station based on a **five-year** life cycle.
S1.3	CPE Server	Replacement of CPE system call processing server at the backroom CPE, based on a **five-year** life cycle.
S2	ANI/ALI Display Equipment	Replacement of ANI/ALI display equipment. Capped at **$500** per approved PSAP call receiver work station, based on a **five-year** life cycle.
S3	PSAP Mapping	Hardware and software capable of converting location information to a map display at the 911 call receiver work station. Can be part of CPE, Computer Aided Dispatch (CAD) or standalone system, but only eligible under one category.
S3.2	Data migration to new mapping platform/software	migration of data to new mapping platform or software is capped at **$15,000** per PSAP.
S3.3	PSAP Mapping CPU	Replacement of PSAP Mapping system Central Processing Units (CPU) at the call receiver work station based on a **five-year** life cycle. *For stand-alone systems only.*
S3.4	PSAP Mapping Server	For the mapping administrator to manipulate the mapping data prior to movement to the mapping system, based on a **five-year** life cycle.
B1	Uninterruptible Power Supply (UPS)	Purchase or lease and installation of the hardware and software components required to support PSAP WAC eligible equipment which should provide a minimum of 30 minutes of operations.
B1.2	UPS Battery Replacement	Replacement of batteries to include an entire battery bank.
B7.1	E911 GIS Modernization	Hardware, software, and services used by the E911 MSAG/Mapping/GIS Coordinator to create, edit and maintain GIS Data used in call routing and synchronization of ALI & GIS data. Calculated at **$10,000** (per contract year).
B8	Instant Call Check	Equipment that records E911 call conversations for immediate playback on demand. One per approved PSAP call receiver work station, telephone only (i.e. no radio) may be part of CPE system.

B9	Mapping Display Equipment	Equipment capable of displaying E911 call locations on a map. Capped at **$500** per approved PSAP call receiver work station based on **five-year** life cycle.
B10	E911 Management Information Systems (MIS)	Equipment that collects, stores, and collates E911 call data into reports and statistics.
B11	Call Detail Recorder or Printer	Purchase or lease and installation of the hardware and software components required to support the call detail recorder or printer.
C1	Logging Recorder for E911 Calls	Purchase or lease and installation of the hardware and software components required for basic logging/voice recorder as recommended by NENA standards.
C2	Computer-Aided Dispatch (CAD) System Hardware and Software	Purchase or lease and installation of the hardware and software basic components. At a minimum shall consist of hardware, call entry module, Teletype interface and ANI/ALI controllers. CAD could also include PSAP Mapping.
C2.2	CAD Interfaces	Supplemental call processing modules are eligible and limited to a one-time purchase.
C2.3	CAD CPU	Replacement of CAD CPU at the PSAP call receiver work station based on a **five-year** life cycle.
C2.4	CAD Server	Replacement of CAD call processing server, based on a **five-year** life cycle.
C2.5	CAD Display Equipment	Replacement of display equipment is capped at **$1,000** per approved PSAP call receiver work station, based on a **five-year** life cycle.
C3	Auxiliary Generator	Purchase or lease and installation of an auxiliary generator to support E911 telephone services for back-up purposes. Shall not exceed **$40,000** and the expense must be pro-rated if used for other than PSAP operations.
C4	Clock Synchronizer	Purchase or lease and installation of hardware and software necessary to integrate master clock signaling to the PSAP's electronic systems.
C5	Console Furniture	Purchase of console furniture for 911 call receiving equipment is capped at **$15,000** per approved call receiver work station with a **ten-year** life cycle.

Washington State Military Department

SECO Equipment Project Quarterly Report

SECO Contract Approved Date: _____   Contract Year(s): _____   Contract # _____

Year: ____
Period: ____Jan – Mar ____Apr – Jun ____Jul – Sept ____Oct – Dec

PRIMARY POINT OF CONTACT: _____
AGENCY: _____
PROJECT TITLE: _____
REPORT PREPARED BY: _____
PHONE: _____   **EMAIL ADDRESS:** _____

Start Date of Project: _____   **Estimated Completion Date:** _____

Yes/No/NA	**Please provide estimated date of completion if applicable**	
_____	Identified Possible Vendors	date: _____
_____	Submit to Vendor Equipment specification	date: _____
_____	Submit to Vendor Equipment Installation plan	date: _____
_____	Received Quotes for Equipment	date: _____
_____	Received Quotes for Installation	date: _____
_____	RFP Development	date: _____
_____	Published and Issued RFP	date: _____
_____	Pre-Proposal Conference and Site Visit	date: _____
_____	Deadlines for Questions	date: _____
_____	Proposal Submittal Deadline	date: _____
_____	Opening of Proposals	date: _____
_____	Evaluation of Proposals	date: _____
_____	SECO Staff Equip Approval	date: _____
_____	Contract Award	date: _____
_____	Contract Development meeting	date: _____
_____	Contract signed	date: _____
_____	Project Plan Development	date: _____
_____	Kick off Meeting	date: _____
_____	Installation	date: _____
_____	Acceptance	date: _____
_____	Final Acceptance	date: _____
_____	Final Payment	date: _____

Project Status: (if any apply please explain on separate sheet)

Project on Schedule _____	Costs of project	$_____
Project suspended _____	Change order +/-	$_____
Project delayed _____	Total expended	$_____
Project canceled _____	Total Owed	$_____

If there is a change to the project schedule or cost, please explain on separate sheet.

Quarterly Progress Report
911 Federal Grant

Reporting Period	
Subrecipient	
Status of Project	
Accomplishments this Past Quarter	

Total Project Costs Incurred to Date (Federal and Local)	**Percentage of Work Completed**

Anticipated Cost Underruns or Overruns	
Challenges or Issues	
Date of Report	
Contact Name, Phone, Email	

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[i] Contact E911TechincalServices@mil.wa.gov for a copy of the current ESINet certification form.

Policy Subcommittee Meeting 12/2/21

Attendance

Constituency	Primary		Alternate	
Chair	Richard Kirton	x		
King County	Deb Flewelling	v	Bryan Karol	x
Large Counties East	Kim Arredondo	v	Erica McNamara	x
Med Counties East	D.T Donaldson	v	Vacant	
Small Counties East 1	Mike Worden	v	Tina Meir	x
Small Counties East 2	George Long		Teri Sebree	v
Large Counties West	Dave Fuller (VC)	V	Keith Flewelling	
Med Counties West	Helen Rasmussen		Deanna Wells	v
Small Counties West 1	Joannie Kuhlmeyer	v	Brenda Cantu	
Small Counties West 2	Karl Hatton	v	Jason Fritz	x
Advisory Committee	JoAnn Boggs		Tim Lenk	
Advisory Committee RCW	Vanessa Barnes	v	Vacant	
SECO: Teresa, Lisa, Andy				
Guests: Cathy J-G, Dave H, Jami H				

GIS Deliverables
Jason reported that the GIS subcommittee is still working on their deliverable proposal.

Equipment Contract Policy
The group developed a final draft equipment contract/federal grant policy. (attached).

21-23 Biennium Equipment Contract Funding
The group began reviewing the Weighted Scoring Metric.

Policy Subcommittee Meeting 12/7/21

Attendance

Constituency	Primary		Alternate	
Chair	Richard Kirton	x		
King County	Deb Flewelling	V	Bryan Karol	
Large Counties East	Kim Arredondo		Vacant	
Med Counties East	D.T Donaldson	V	Vacant	
Small Counties East 1	Mike Worden	V	Tina Meir	x
Small Counties East 2	George Long	V	Teri Sebree	
Large Counties West	Dave Fuller (VC)		Keith Flewelling	
Med Counties West	Helen Rasmussen	V	Deanna Wells	x
Small Counties West 1	Joannie Kuhlmeyer	V	Brenda Cantu	
Small Counties West 2	Karl Hatton	V	Jason Fritz	x
Advisory Committee	JoAnn Boggs	V	Tim Lenk	
Advisory Committee RCW	Vanessa Barnes		Vacant	
SECO: Teresa,				
Guests: Dave H,				

21-23 Biennium Equipment Contract Funding

The group finalized the funding matrix. Deb will clean up the draft and it will be circulated to the subcommittee and then to the AC and Coordinator's. Both will be presented at the December briefing and an AC vote will be requested in January.

ESINet Security

The group reviewed a proposed change to the ESINet security language that would require coordinators to submit their certifications annually by the 1st of May. After discussion, the group affirmed our position that compliance with the ESINet security policy needs to be a contract pre-requisite and not a deliverable and as such certification needs to be submitted as part of the application process. Richard will discuss with Adam and we will go from there.

Deliverables

The group reviewed the draft deliverables. Pub Ed deliverable 3 needs to be updated. The Pub Ed Subcommittee is working on a proposed revision. Once it's ready the draft will be circulated to the policy members for an email vote.

The GIS deliverables are not ready to review. Once the GIS work group has a final proposal, we will convene a meeting to review.

The remaining deliverables will be presented to the AC for a vote in January. The GIS deliverables might not be ready until March.

5-year maintenance agreements

SECO's AAG has advised SECO that they may reimburse counties for multi-year maintenance agreements. We have formerly paid for multi-year maintenance agreements and then reduced a county's contract in subsequent years. More recently we have not been reimbursing for multi-year maintenance agreements. Teresa reported that Adam would like to reimburse for multi-year maintenance agreements.

The group affirmed that neither the current CPD/BSO contract policy nor the draft equipment contract policy preclude multi-year maintenance agreements, so no changes are necessary.

The group also affirmed that since we're now operating CPD/BSO as a block grant and that our new equipment contract process is modeled after grant processes there is no need to adjust subsequent contract awards. Counties may not "double-dip" by receiving maintenance agreement reimbursement multiple-times for the same expense.

Zero base review

Richard will work with SECO to secure a facilitator and will circulate a doodle poll to begin this work virtually in February and for follow on sessions (hopefully in person) in April or May.