911 Advisory Committee Meeting

I. Call to Order
Richard Kirton confirmed quorum and called the meeting to order at 9:05am

II. Opening Remarks from Chair
Richard Kirton provided some information regarding meeting processes:
1. When a subcommittee report includes a recommended action, the associating Chair will conclude the report with a motion that encompasses said action. Although some subcommittee chairs are not a member of the AC, said motion will be considered “in order”, as subcommittee reports will be viewed as “actionable,” particularly when meeting virtually.

III. Approval of Previous Meeting Minutes
Motion to approve the January 20th, 2022 Advisory Committee meeting minutes as submitted
Motion was made by Deanna Wells Seconded by Ray Maycumber All in Favor
Motion Passed

IV. Old Business
Appointment of Vice-Chair, due to vacancy created by appointment of Chair.
1. In compliance with the AC Bylaws, Article 5 – Section 2, Richard Kirton appointed Katy Myers as Vice-chair, to fill the remainder of the term.
2. Acknowledging that the Chair and Vice-chair both represent APCO; in accordance with the AC Bylaws, Article 7, Katie will be the voting representative of APCO during all AC meetings that she is present for.
Meeting schedule changes.
1. 2022 (schedule for the remainder of the calendar year) [Attachment C]
2. 2023 [Attachment D]

V. 911 State Office Updates
Adam Wasserman provided the 911 State Office update.
July 16, 2022 - 988 goes live; this changes nothing. When someone dials 9-8-8, they will be directed to the National Suicide Prevention Line [1-800-273-8255].
VI. **SUBCOMMITTEE REPORTS**

a. **Subcommittee Membership Changes**

Advisory Committee was presented a list of requested changes to Subcommittee Membership.  

Motion to approve to membership changes, as submitted  

Motion made by Katy Myers     Seconded by Tim Lenk     All in Favor     Motion Passed  

b. **911 Authorities Subcommittee**

Per Jason Fritz, nothing to report.  

c. **911 Operations Subcommittee / GIS**

Katy Meyers, nothing to report.  

d. **Policy Subcommittee**

Per Richard Kirton presented recommended changes to GIS Deliverables #1, #2, & #5  

Motion for the AC to recommend that the SECO adopt Deliverables #1, #2, & #5, as submitted  

Motion made by Richard Kirton  Seconded by Deanna Wells  All in Favor  Motion Passed  

e. **Training Subcommittee**

Tracey Ollerman, nothing to report.  

f. **Public Education Subcommittee**

Per Brandy D’Intinosanto, nothing to report.  

g. **ESI Net Authority Ad hoc subcommittee**

Subcommittee in abeyance.  

VII. **New Business**

1. Ricard Kirton discussed next steps, with the passing of SB5555  
   a. Designates Public Safety Telecommunicators as “First Responders”  
   b. Establishes telecommunicator certification in the state; through a Telecommunicator Certification Board.  
   c.Motion for the AC to appoint a Certification Tiger Team, as proposed:  
   Motion made by Deanna Wells  Seconded by Ray Maycumber  All in Favor  Motion Passed  
   b. Richard appointed Katy Myers as Chair of the Tiger Team.  
   c. Adam Wasserman will start reaching out to AC members with an appointment on the Telecommunicator Certification Board.  

2. Richard Kirton discussed 2022-23 Subcommittee Work Plans and updating Strategic Plans; more to come.  

3. In compliance with our Bylaws, committee will need to look at AC and subcommittee representation at the July meeting.
VIII. For the Good of the Order

1. Karl Hatton provided the APCO/NENA Governmental Affairs report.
2. Richard Kirton provided an APCO informational update.
3. Hails & Farewells [none]

X. Next Quarterly In-Person Meeting

The next AC Briefing is scheduled for April 21st at 9am.
The next AC Meeting & Mini-Forum is scheduled for May 19th.

Meeting adjourned at 9:57
## Report Notes

Key talking points from AC meeting reports:

<table>
<thead>
<tr>
<th>V. <strong>SECO Update:</strong> Senate &amp; House Bill updates</th>
<th>SB5555 &amp; HB1703 both passed the House and have been delivered to the Governor for signature. Richard Kirton will discuss the standing up of the Certification Board (see “New Business”)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Return to the office:</strong></td>
<td>Welcoming employees back into the building, beginning next week.</td>
</tr>
<tr>
<td><strong>Visiting SECO:</strong></td>
<td>New procedures have been implemented, regarding visiting EMD/SECO. Visitors must now reach out to staff ahead of time and schedule any future visits, as you will need to receive a “visitor pass” for entrance at the gate to Camp Murray.</td>
</tr>
<tr>
<td><strong>EMD/SEOC Update:</strong></td>
<td>Adam continues his dual titles, as the Deputy Director position remains open.</td>
</tr>
<tr>
<td></td>
<td>Due to the recent events overseas, we are being extra vigilant on the cyber front, with extra eyes on critical infrastructure. If you see something, say something. Some are seeing “spoofed” emails that appear like they are coming from the Military Department, when they were not generated, nor was the person’s email hacked. So, if you received an email that doesn’t look right, feel free to reach out to our office prior to opening any questionable emails. Remain extra cautious.</td>
</tr>
<tr>
<td><strong>Text-to-911 Update:</strong></td>
<td>28 Counties are currently operating text-to-911; 3 counties in testing, 2 counties with dates set to go, and 6 counties still waiting. Continuing to move forward, with summer as the continued goal of being 100%.</td>
</tr>
<tr>
<td></td>
<td>Professors Hendrika Meischke &amp; Dave Lou, from the University of Washington, are conducting a burnout study on telecommunicators (have done prior studies around nursing and other similar fields). We will be reaching out with surveys, we welcome your support.</td>
</tr>
<tr>
<td><strong>988:</strong></td>
<td>Remain intimately engaged with 988 roll-out, offering 911’s experience and expertise. Upcoming meeting between telecommunicators, HMA [development consultant], DOH, ACA, and NSPL [National Suicide Prevention Line], to discuss process mapping, call handling &amp; triage and how it interlocks.</td>
</tr>
</tbody>
</table>
### VII. New Business: SB5555:

Telecommunicator Certification Board will be the decision-making board, for the certification program. Program Administration will be through the SECO. The bill calls for the AC to provide advice and assistance, to both the SECO and the certification board in their various roles.

Telecommunicator Certification Board is a 10-member board, with a number of appointments that the AC will make to that board: WSP, Fire Chiefs Association, the Counties Association, each have an appointment on the board.

Adam Wasserman informed that the Bill is enacted 90 days after signature; in preparations the State office has begun preparations on the administrative code.

### VII. Gov. Affairs [APCO/NENA]:

Karl Hatton extended a “Thank You” from APCO & the Governmental Affairs Committee to all of the people who have historically been working on this SB555 for the last 18, or so, years and feels lucky to be a part of the process at the finish line. This is a historic event for the state and one step closer to being recognized as First Responders on a federal level.

Karl Hatton provided a list of Bills awaiting signature:

- **SB5555**
- **HB1703**
- **HB2037** [delivered to Gov on 3/10/22]
- **HB5644** [delivered to Gov on 3/11/22]

Karl Hatton stated they are keeping an eye on **HB1735**, which was signed into law on March 4th.

A local community college has expressed interest in offering a 1-3 credit course, regarding telecommunicator certification; looking at APCO/NENA standards for T1, and the T1 course offered through the state, creating a communications-based course.

### APCO Update

**May AC Meeting & Mini-Forum:**

Advisory Committee meeting in May will be held in-person, along with a mini-forum. Training tracks will not offer a virtual option. The AC meeting will; expect interaction to be extremely limited. Finalizing details on venue. More to come.

**October Conference:**

October conference will be a full conference with multiple training tracks, vendor floor, etc.; week of October 3rd. More to follow, including host hotel information.
Questions: V. 911 State Office Updates

Deanna Wells stated that she received a request for call handling data, regarding mental health.

Adam stated that any received requests can be directed to the 911 Office; the message being that there is a larger effort being made to this regard.

A question regarding equipment contracts was raised via chat.

Adam informed all that once the equipment contracts are signed, they will be retroactive, to cover this biennium, as long as they follow the process of the equipment policy.
### TRAINING SUBCOMMITTEE

- Chester House, Klickitat County – Primary  
  *Replacing Filiberto Ontiveros*
- Wendy Berrett, Whitman County – Primary  
  *Switching with Jamie Keller – now the Alternate*
- Renee VanBuskirk, Chelan County – Primary  
  *Replacing Molly Elliot*
- Dennis Laboy, Clallam County – Alternate  
  *Filling a vacancy*
- Jamie Moseley, Pacific County – Primary  
  *Replacing Vanessa Samplanski*

### PUBLIC EDUCATION SC

- Pamela Schilling, Klickitat County – Primary  
  *Replacing Hannah Walter*
- Jaydin Parchen, Adams County – Alternate  
  *Replacing Bobbi Hunt*
- Kyra Garnich, Kittitas County – Alternate  
  *Replacing Valerie Smith*
- Samantha “Sammy” Keller, Snohomish County – Primary  
  *Replacing Nathaniel Davidson*
- Krystal Larson, Kittitas County – Primary  
  *Replacing Gisselle Reed (removed at the January AC Meeting)*
Attachment C

2022 Meetings
Advisory Committee

MAY 2022
17th & 18th Mini-Forum
19th AC In-Person

JUNE 2022
AC Briefing Virtual

JULY 2022
AC Meeting Virtual

AUGUST 2022
AC Briefing Virtual

SEPTEMBER 2022
AC Briefing Virtual

OCTOBER 2022
AC In-Person Meeting & Forum

NOVEMBER 2022
AC Briefing Virtual

DECEMBER 2022
AC Meeting Virtual
2023 AC Meeting Schedule

January
- 19th: AC Briefing [Virtual]

February
- 16th: AC Meeting [Virtual]

March
- 16th: AC Briefing [Virtual]

April
- 18th & 19th: Spring Forum
- 20th: AC Meeting [In-Person]

May
- 18th: AC Briefing [Virtual]

June
- 15th: AC Meeting [In-Person]

July
- 20th: AC Briefing [Virtual]

August
- 17th: AC Meeting [Virtual]

September
- 21st: AC Briefing [Virtual]

October
- 17th: AC Meeting [In-Person]
- 18th & 19th: Fall Conference

November
- 16th: AC Briefing [Virtual]

December
- 21st: AC Meeting [Virtual]
Attachment E

Policy Subcommittee Report (*DRAFT* GIS Deliverables)

The policy subcommittee is still working through draft GIS Deliverable 3 and 4. We may ask for a special meeting in conjunction with the April briefing to present the final versions.

**Deliverable 3** – 90% of all "Spatial MSAG" (LVF) change requests (CR) MUST be acknowledged within 3 business days of being notified via email, and the remainder acknowledged within 10 business days. Acknowledgement of CRs is made by logging into the ALI DBMS and making a status change or entering a comment on the CR.

**Deliverable 4** - Required GIS data layers pass critical quality checks and are published at least quarterly. More frequently is recommended and preferred, but not required.

We’ve completed our work on the remaining GIS deliverables. The final drafts are below.

**Deliverable 1** - Maintain, deliver, and improve GIS data (Road Centerlines and Address Points) for location validation (LVF).

a. Site Structure Address Points (SSAP) data MUST be submitted. By the end of the contract period (June 30), SSAPs published must at least be equal to 10% of the total number of ALI records.

b. To check the total SSAP required, no later than August 31 of the contract period, the GIS Coordinator will report to the SECO GIS Manager the number of ALI records they have.

**Deliverable 2** - ALI discrepancy reports (DR) WILL be submitted via Comtech’s ALI DBMS.

**Deliverable 5** - A representative participate in at least 66% of the GIS Workgroup meetings held during the contract period.

**Requested AC Action:** Move to recommend SECO adopt GIS Deliverable 1, 2 and 5 as presented.
Mission: To prepare for the appointment of the Certification Board by developing a process for the AC Appointments, gathering information, and developing recommendations for the Board.

Certification Tiger Team

Mission: To prepare for the enactment of SSB5555. Develop a process for the AC appointments, gather information, and develop recommendations for the Certification Board.

Proposed Members:
Chairs and Vice Chairs of:
Operations – Katy Myers & Johnathan Brock
Training – Tracey Ollerman & Jon Adams
Authorities – Jason Fritz & Kim Arredondo
APCO/NENA PGAG - Karl Hatton & Wendy Hill
Richard Kirton, Executive Director – Kitsap 911
Adam Wasserman, State 911 Coordinator
Katrina Rahier, 911 Training Program Manager

Volunteer Members:
Jeralee Anderson - Washington Cities East
Vanessa Barnes – WSP

Attachment F