

**State Enhanced 9-1-1 Advisory Committee
Meeting Minutes, January 21, 2016, American Lake Club, Camp Murray, WA**

I. Call to Order

Chair Peggy Fouts called the E911 Advisory Committee (AC) meeting to order at 9:34 a.m.

II. Roll Call

- a. Quorum is obtained.

III. AC Member / State Staff Changes

a. AC Members

- Sgt. Ted Jackson – Representing Fish & Wildlife.
- Keith Flewelling – Representing NENA.
- Katy Myers – Representing Alternate Urban Counties.

IV. Approval of Minutes

a. November 19, 2016

*Moved by Criselia Grupp, Seconded by Stephanie Fritz to approve the November 19, 2015 minutes. **MOTION CARRIED.***

VI. Old Business

a. **Action Items – Ziggy Dahl**

1. **Wireless Carrier Report – Andy Leneweaver** – Still waiting on and will continue to update - **OPEN**
2. **Trunk Order Resolution – Andy Leneweaver** – Continuing to work on this issue - **OPEN**
3. **AC Members, TAG Checklist – Boggs/Fouts** - Request from TAG, Draft started, JoAnn will continue work - **OPEN**
4. **GIS DB Specialist – Policy or GIS Subcommittee** – Needs follow-up
5. **Policy Changes for GIS – Policy or GIS Subcommittee** – Ongoing - **OPEN**
6. **OneDrive for Business – SECO** – The new OneDrive for Business at Military Dept is able to access for Business and it is secure. A live.com email is needed. Plan is each county, WSP and associations will get one logon. They will distribute as needed. SECO will execute and follow up. - **OPEN**
7. **Multiple ALI Records** – PSAP's can request (1) ALI Database extract annually at no charge. Additional requests will cost based on the number of records in your jurisdiction or county. Fewer than 10,000 Records would cost \$650. More than 10,000 Records would be ½ cent per record. A request was made to Bruce King for PSAP's to receive there ALI Database at No Cost for the Scrub of Data to achieve 98% accuracy. Bruce will follow-up on the request and email the SECO. Bruce will also provide an update in the May Meeting. Bill Peters advised that the State already pays for this information that goes to Intrado.
8. **Current GIS Specialist Duties – Andy Leneweaver** – A redacted copy will be sent out when available. - **OPEN**
9. **Change Seating at ALCC** – SECO is working on this with the American Lake Club. – **OPEN**

b.AC Application Form – Peggy Fouts

1. Draft form has been completed almost, JoAnn will follow up.

VII. Subcommittee Reports

a. 911 Communications Subcommittee – Marlys Davis (Handouts on OneDrive)

- Annual report to congress on Diversion on States Diversion of 911 Funds. – Public comment due by February 8, 2016. Definition of “Diversion of Funds” needs to be clarified. The report did not show Washington diverting funds. Due to the fact that the RCW was changed to fit the legislature’s needs. A template will be provided to the Coordinators if they wish to submit comments to the FCC by February 8th.
- FCC Optical PSAP Architecture Taskforce meeting on January 29th all (3) of there workgroups have filed recommendations on areas, (1) Cybersecurity (2) Optical 911 Service Architecture and (3) Optical Resource Allocation. Committee going to consider adoption of these reports and recommendations.
- FCC Annual report of Mobile Wireless – Review on the OneDrive.
- Update to Wireless Carrier Contact List is on the OneDrive.
- Text-to-9-1-1
 - (4) Counties Stats have Text to 911 (End of November) shows that they have received **841** Text to 911. **90 (10.7%) were Emergencies that could have only be handled due to Text to 911.** **135 (16.05%)** could have called via Voice and **616 (73.25%)** were nuisance calls. T-Mobile reports that (565) PSAP’s have been implemented in (33) States. AT&T Reports that (541) PSAP’s have been implemented in (39) States.
 - Intrado Report has been posted showing number of attempts made by County utilizing Text to 911 and the number of bounce backs.
 - Update on Counties in implementation on Text to 911 as reflected in the handout.
- Telematics Class of Service. Every PSAP should be now receiving the TLMA Class of Service, if issue with CAD, you will need to contact your CAD Vendor. We can have it turned off until your CAD is ready if necessary.
- Telephone Company Issue.
 - Service called “Wireless Home Phone” from AT&T, unsure what Verizon calls it. A box is installed on Home Wireline Equipment that then utilizes the Wireless Network. Citizens do not realize that it is now Wireless Service and has caused issues when a call comes into 911, the public reported that they called another number and not 911.
- **Next meeting: May 12, 2016 at King County.**

b. Public Education Subcommittee – Criselia Grupp

- No Meeting on January 11th. Agenda item for next meeting is to finalize the Dispatch Call Survey that will go out to Agencies that have implemented Test to 911.
- Several attending Western Regional APCO Conference where we will co-host a booth with Oregon.
- **Next meeting: March 11, 2016 in Skamania County**

c. NG911 – Keith Flewelling

- No Report
- **Next meeting on May 18th.**

d. Policy Subcommittee – Richard Kirton

- Recommend adoption of following policies;
 - Authorize Working Positions
 1. Utilizing Erwin C Formula;
 - a. New Purchase-Equipment Replacement
 - b. Outcome of Formula plus (1) with minimum of (3).
 - Authorized Maintenance Positions;
 1. Utilizing Erwin C Formula
 - a. Outcome of Formula plus (1) with a minimum of (3).
 - b. Maintenance Maximum of (6).
 - Data Achieved by;
 1. Counties MIS Systems as the source of the data.
 2. Busiest Single Hour of each Month including Abandoned and the Average Call Duration of all calls (excluding Abandoned) received in a Year.
 - If data not provided by County, then will use the maximum of (3). SECO may reevaluate on case by case bases. Revisit the data once the new ESInet is in place.
- Proposed FY17 Deliverables.
 - Reviewed Changes in S6 through S9
 - Reviewed Changes in S5
 1. Due the Contract Year each County shall participate in any GIS Set Test.
 2. By July 30, 2016 each County will Deliver to State their Plan and Cost Estimate for achieving FY18 Deliverable by July 1, 2018, which is Deliver to State or Designated Vendor a Data Sheet that is 98.5% accurate with (4) Required Layers.
 3. By June 30, 2017 Each County will Deliver to State or Designated Vendor a Data Sheet that is around 40% to 50% accurate (GIS Sub-Committee needs to determine) with (4) Required Layers.
- CAPS
 - Recommendation of FY17 Formula of 1.5% Increase.

*Moved by Stephanie Fritz, Seconded by Laura Caster to adopt the Policy recommendations as depicted in the report. **MOTION CARRIED.***

e. Training Subcommittee – Kathleen Slaybaugh

- Working on Strategic Plan to meet all the requirements.
- Working on a (4) Hour Domestic Violence thru CJTC. It will be presented to Training Committee before coming out late Spring or early Summer.
- Spring Training Forum in Yakima in April. Problem Based learning class for Trainers and a Round table.
 - CPD money can be used for the (2) Training Coordinator or Alternate to attend Training. Additional personnel will be not be paid for out of CPD.
- Training Folder added to OneDrive for Upcoming Training.

f. GIS Subcommittee – Peggy Fouts

- With Craig Larson leaving, the subcommittee needs a new Chair. Discussion on recommendations.
- Discussion on creating a Work Flow Document on the development of GIS Data. So that a County can create their own data compared to hiring a vendor.
- *Moved by Stephanie Fritts, seconded by Richard Kirton for Melissa Liebert as interim chair to the GIS subcommittee. **MOTION CARRIED.***

g. Strategic Planning Subcommittee – Laura Caster

- Lisa Caldwell is on Subcommittee representing Rural Counties East.
- Helen Rasmussen is on Subcommittee representing Medium Counties West.
- **Next Meeting February 1, 2016 – Web & Phone Meeting**

h. Subcommittee Member Additions Summary – Peggy Fouts

** Motion by Richard Kirton, seconded by Criselia Grupp to add the following Members to the following sub-committees (Lisa Caldwell and Helen Rasmussen to Strategic Planning Committee and Robin DeLaZerda to the Public-Education Committee). **MOTION CARRIED.***

VIII. State Office Reports

- **Fiscal Reports – Bill Peters (Refer to handouts)**
- Bill gave an overview of Financials. Governor has proposed that the \$8 Million Dollars be returned to E911.

b. RFP Status/ESInet – Andy Leneweaver

- Previous RFP was cancelled and New One has been issued, due to a requirement that limited competition. Current RFP closes on February 12th. Should sign the contract on June 30th

IX. New Business

a. 2016 Meeting Dates – Peggy Fouts

- On OneDrive and the back of January's Meeting

b. Chair and Vice-Chair Nominations and Vote – Peggy Fouts

- Motion by Ben Keller, seconded Richard Kirton by to elect JoAnn Boggs as Chairperson. Keith Flewelling moves that nominations be closed, seconded by Laura Caster **MOTIONS CARRIED. JoAnn Boggs Elected Chairperson.**
- Motion by Stephanie Fritz, seconded by Amy McCormick to elect Richard Kirton as Vice-Chairperson. Keith Flewelling moves that nominations be closed, seconded by Laura Caster. **MOTIONS CARRIED. Richard Kirton Elected Vice-Chairperson.**

X. APCO/NENA Legislative – Keith Flewelling (APCO/NENA Chair)

- Bill 2287 TRAVIS ALERT BILL. - An Orange Puzzle Symbol is placed on a Residence or Vehicle to indicate that there is a Person of Special Needs within the residence or vehicle. Orange puzzle piece symbol for a person of special needs is in the house or vehicle. This would also translate to the 911 center to alert the PSAP that a person that calls from that residence may have special needs. Voluntary opt in program, no funding source. WASPC testified concern over targeting and risk from criminals. Special needs populations concern over being labeled.

b. APCO Information – Richard Kirton

- Spring forum will be held after Western Regional. Beginning on March 10th & 11th.
- Certification of Appreciation presented to James Fosse and Mark Layhew.
- Certification of Appreciation presented to Peggy Fouts as Chairperson from 2012 to 2016.

X. Adjournment

Meeting adjourned at 12:00pm.

Handouts from the July 16, 2015 Meeting:

- Agenda
- Draft of July 2015 Minutes
- Action Items from July 2015 Meeting
- FCC & Telecom Report
- 911 Communications Subcommittee Meeting Schedule
- Strategic Planning Document DRAFT
- AC Budget Reports
- Total SECO State Revenue
- Tentative E911 AC Meeting Schedule for 2016

E911 ADVISORY COMMITTEE – BY APPOINTMENT										
ATTENDANCE 2015										
MEMBER	REPRESENTING	Member Since	J	M	A	M	J	S	N	
Fouts, Peggy	Chair	7/2003	X	X	X	X	X			X
Boggs, JoAnn	Vice-Chair	6/1992	X	X	X	X	X			
Kirton, Richard	Association of Public-Safety Communications Officials, International (APCO)	2/2012	X	X	X	X	X			X
	Association of Public-Safety Communications Officials, International (APCO) – A									
Kelly, Patti	Association of Washington Cities – East	5/2000	X	X	X	X				
	Association of Washington Cities – East – A									
Baker, David	Association of Washington Cities – West	5/2014	X	X			X			X
	Association of Washington Cities – West – A	9/2011								
Tiedeman, Ron	Association of Washington Cities – West – A	9/2011								
Parr, Rose	At Large	7/2008	X	X	X	X	X			X
Davis, Marlys	King County	5/1996	X	X	X	X	X			X
Flewelling, Deb	King County – A	5/2014		X						
King, Bruce (Volke)	Large Telecommunications Carrier – Position 1 (CenturyLink)	7/2002	X	X		X	X			
(King)	Large Telecommunications Carrier – Position 1 (CenturyLink) – A	1/2015								
	Large Telecommunications Carrier – Position 2									
	Large Telecommunications Carrier – Position 3									
Quackenbush, Jim	National Emergency Number Association (NENA)	5/1992	X		X	X	X			X
Shaughnessy, Tom	National Emergency Number Association (NENA) - A	1/2004		X						
Fosse, Jim	PSAP Director or 911 Coordinator from Rural Counties East (<75,000 pop.)	1/2014	X	X	X	X				X
Worden, Mike	PSAP Director or 911 Coordinator from Rural Counties East (<75,000 pop.) – A	7/2012								
Fritts, Stephanie	PSAP Director or 911 Coordinator from Rural Counties West (<75,000 pop.)	12/2003	X	X	X	X	X			X
Hatton, Karl	PSAP Director or 911 Coordinator from Rural Counties West (<75,000 pop.) – A	5/2013								X
Mizell, Lorlee	PSAP Director or 911 Coordinator from Urban Counties East (>75,000 pop.)	2/2000		X		X				
McCormick, Amy	PSAP Director or 911 Coordinator from Urban Counties East (>75,000 pop.) – A	1/2015	X		X					
Caster, Laura	PSAP Director or 911 Coordinator from Urban Counties West (>75,000 pop.)	1/2013	X	X	X	X				X
Larsen, Craig	PSAP Director or 911 Coordinator from Urban Counties West (>75,000 pop.) – A	7/2013					X			X
Phillips, Cara	Voice over Internet Protocol Provider (VoIP) (Ocondi, Judy)	7/2013	X	X			X			X
Molsee, Nathaniel	Voice over Internet Protocol Provider (VoIP) – A	1/2015								
Berschauer, Bob	Washington Ambulance Association (WAA)	7/2013	X	X		X	X			X
Lucci, James	Washington Ambulance Association (WAA) - A	3/2014								
Keller, Ben	Washington Association of Sheriffs and Police Chiefs (WASPC)	1/2012	X		X					
Lucas, Garry	Washington Association of Sheriffs and Police Chiefs (WASPC) – A	5/2009								
Jackson, Ted Sgt.	Washington Council of Police and Sheriffs (WACOPS)	1/2016								
	Washington Council of Police and Sheriffs (WACOPS) – A									
Gear, Robert	Washington Fire Chiefs (WFC)	6/2012	X	X		X	X			
Baynes, Grant	Washington Fire Chiefs (WFC) – A	4/2013								
Wilson, Judy	Washington Fire Commissioners Association (WFCA) (Verne Pierson)	8/2014	X		X	X	X			X
	Washington Fire Commissioners Association (WFCA) – A	8/2014								
	Washington Independent Telephone Companies (WITA)									
	Washington Independent Telephone Companies (WITA) – A									
Miller, Brad	Washington State Association of Counties – East	4/2005			X					
Peck, Brad	Washington State Association of Counties – East – A	5/2012								
Lenk, Tim	Washington State Association of Counties – West	5/2012	X	X						X
Chapman, Mike	Washington State Association of Counties – West – A	9/2001								
Lynam, David	Washington State Association of Fire Marshals (WSAFM)	2/2011								
Rogers, Greg	Washington State Association of Fire Marshals (WSAFM) – A	2/2011								
Coultsman, Joseph	Washington State Council of Fire Fighters (WSCFF)	4/2005								
	Washington State Council of Fire Fighters (WSCFF) – A									

CANCELLED DUE TO WILD FIRES

State Enhanced 911
 Advisory Committee Meeting Minutes
 January 21, 2016
 Page 7

	Washington State Emergency Management Association (WSEMA)									
Massingham, Jeanne	Washington State Emergency Management Association (WSEMA) – A	3/1992								
	Washington State Fire Fighters Association (WSFFA)									
	Washington State Fire Fighters Association (WSFFA) – A									
Layhew, Mark	Washington State Patrol (WSP)	1/2011	X	X	X	X	X			X
Renick, Meagan	Washington State Patrol (WSP) - A	1/2012								
Beaton, Rebecca	Washington Utilities and Transportation Commission (WUTC)	7/2002	X	X		X				X
Williamson, Bob	Washington Utilities and Transportation Commission (WUTC) – A	7/2002								
Ishii, Linda	Washington Wireless Industries – Position – 1 (AT&T)	8/2011	X			X	X			X
(Little)	Washington Wireless Industries – Position – 1 (AT&T) – A	7/2013								
Mell, Lynn	Washington Wireless Industries Position – 2 (T-Mobile USA)	9/2001	X	X	X	X				X
	Washington Wireless Industries Position – 2 (T-Mobile USA) – A									
Emerson, Gary	Washington Wireless Industries – Position – 3 (Verizon)	3/18/08		X						X
Fouste, Carla	Washington Wireless Industries – Position – 3 (Verizon) - A	4/2013	X	X				X		
(29)	A – Alternate Representative									

E911 COUNTY COORDINATORS

NAME	REPRESENTING		J	M	A	M	J	S	N
Fode, Angela	Adams County		X	X		X			X
Janowski, Mark	Asotin County		X	X	X	X	X		
Barber, James	Benton County		X	X	X	X	X		X
Fosse, Jim	Chelan County		X	X	X	X			
Romberg, Steve	Clallam County		X	X		X	X		X
Myers, Katy	Clark County		X	X		X	X		X
Caldwell, Lisa	Columbia County		X	X		X			X
Wells, Deanna	Cowlitz County		X	X			X		X
Grupp, Criselia	Douglas County		X	X	X	X	X		X
Hall, Karin	Ferry County		X	X		X	X		
Bush, Ed	Franklin County			X	X	X			
Slaybaugh, Kathleen	Garfield County		X	X		X	X		X
Jones, Jackie	Grant County			X	X	X	X		X
Fouts, Peggy	Grays Harbor County		X	X	X	X	X		X
Shaughnessy, Tom	Island County		X	X					
Hatton, Karl	Jefferson County		X			X	X		X
Davis, Marlys	King County		X	X	X	X	X		X
Kirton, Richard	Kitsap County		X	X	X	X			X
Mainwaring, Darlene	Kittitas County			X		X	X		
Ward, Jamie	Klickitat County		X	X					X
Larsen, Craig	Lewis County		X	X			X		X
Borden, Jo	Lincoln County		X	X		X	X		X
Evans, Mike	Mason County		X			X	X		X
Worden, Mike	Okanogan County			X					X
Fritts, Stephanie	Pacific County		X	X	X	X	X		X
West, Steve	Pend Oreille County		X	X	X	X	X		
Lenk, Tim	Pierce County		X	X					X
Halloran, Dave	San Juan County						X		X
Rasmussen, Helen	Skagit County		X	X		X	X		X
Fritz, Jason	Skamania County		X	X		X			X
Caster, Laura	Snohomish County		X	X	X	X			X
McCormick, Amy	Spokane County		X	X	X	X	X		
Webb, Lavonne	Stevens County		X	X		X	X		X
Flewelling, Keith	Thurston County		X	X	X	X	X		X
Kuhlmeier, Joannie	Wahkiakum County		X	X	X	X			X
Ruley, Steven	Walla Walla County		X	X	X	X	X		X
Erickson, Greg	Whatcom County			X		X	X		X
Kelly, Patti	Whitman County		X	X	X	X			
Renick, Meagan	WSP		X	X		X			X
Coughenour, Brad	Yakima County		X	X		X			X

E911 STATE OFFICE

NAME	REPRESENTING	Started	J	M	A	M	J	S	N
Daugherty, Bret	Military Department, Adjutant General								
Turner, Wallace	Military Department, Assistant Adjutant General - Army								
Ezelle, Robert	Mil Dept, Emergency Management Division, Director	4/13							X
(Antolin)	Mil Dept, Emergency Management Division, Deputy Director		X	X		X			
Dahl, Ziggy	Mil Dept, EMD, E911 State Coordinator	8/13	X	X		X			X
Leneweaver, Andy	Mil Dept, IT Division, E911 IT Project/Operations Manager	9/13	X	X		X			X
Miller, Dan	Mil Dept, IT Division, E911 GIS Specialist	3/12	X	X		X			X
Moisey, Kenn	Mil Dept, IT Division, E911 Technical Manager	12/13	X	X		X			X

DUE TO WILD FIRES

State Enhanced 911
 Advisory Committee Meeting Minutes
 January 21, 2016
 Page 8

	Mil Dept, IT Division, E911 Security Officer								
Peters, Bill	Mil Dept, EMD, E911 Customer Support Section Supervisor	12/12	X	X		X	X		X
	Mil Dept, EMD, E911 Financial Program Manager								
Lewis, Teresa	Mil Dept, EMD, E911 Financial Coordinator	12/99	X	X		X	X		X
Lotonuu, Sharon	Mil Dept, EMD, Statewide Service Program Coordinator	12/13	X	X					X
Ortiz, Anna Marie	Mil Dept, EMD, E911 Administrative Assistant	8/08	X	X		X	X		X
Mask, Kim	Mil Dept, EMD, E911 Secretary Senior	8/08	X	X		X	X		X

JANUARY GUESTS

NAME	REPRESENTING	NAME	REPRESENTING	NAME	REPRESENTING
Hillman Mitchell	NG911 Security.com	Rick Branum	CenturyLink	Mike Smith	DOH
Peter Beckwith	South Sound 911	Bill LePoidevin	ECW	Bruce King	CenturyLink
Luiz Melchert	Zetron	William King	Skagit 911	Vicki Hyett	CenturyLink
Catie Holstein	DOH	Jean Nealy	Pierce County	Corey Sulenes	NG911 Security.com
Ron Spencer	Motorola	Keith Flewelling	TComm	Tom Orr	NORCOM
Mark Janowski	Whitcom				

MARCH GUESTS

NAME	REPRESENTING	NAME	REPRESENTING	NAME	REPRESENTING
Jean Nealy	Pierce County	Sheryl Mullen	NORCOM	Kay McKellar	Chelan County
Bruce King	CenturyLink	Hillman Mitchell	NG911 Security	Melissa Liebert	Wahkiakum County
Peter Beckwith	SS 911	Alice Johnson	Island County	Vicki Hyett	CenturyLink
Debbie Grady	SNOCOM	Steven Friederich	Military Dept	Ron Spencer	Motorola
Beverly Slocum	TCS	Hugo Valencia	FCSO	Dave Fuller	CRESA
Thomas Orr	NORCOM	John Joseph	GeoCom	Nathaniel Molsee	TCS

APRIL SPECIAL MEETING GUESTS

NAME	Name	NAME	REPRESENTING	NAME	REPRESENTING
Kim Ott	San Juan County				

MAY GUESTS

NAME	REPRESENTING	NAME	REPRESENTING	NAME	REPRESENTING
Barbara Hart	Franklin County	Bev Slocum	TCS	Bruce King	CenturyLink
Luiz Melchert	Zetron	Sheryl Mullen	NORCOM	John Joseph	GeoComm
Tim DiMarco	Airbus DS Comm	Ron Spencer	Motorola Solutions	Deb Flewelling	King County E911

JULY GUESTS

NAME	REPRESENTING	NAME	REPRESENTING	NAME	REPRESENTING
Jessica Little	AT&T	Vicki Hyett	CenturyLink	Scott McKenzie	CenturyLink
Jean Nealy	Pierce County	Luiz Melchert	Zetron	Scott Jenkins	Spokane 911
Kay McKellar	Chelan/Douglas	Peter Beckwith	Southsound 911	Ron Spemer	Motorola Solutions
Tim DiMarco	Airbus	Bruce King	CenturyLink		

JULY GUESTS

NAME	REPRESENTING	NAME	REPRESENTING	NAME	REPRESENTING
Christine Dill	State Office	Bill LePoiedivan	Combix 911, Inc.		

NOVEMBER GUESTS

NAME	REPRESENTING	NAME	REPRESENTING	NAME	REPRESENTING
Sheryl Mullen	NORCOM	Jean Nealy	Pierce County	Dave Fuller	CRESA
Melissa Liebert	Wahkiakum County	Briean Liebert	Public	Beverly Slocum	TCS
Bruce King	CenturyLink	Kayreen Lum	King County	Ben Breier	King County
Beau Renfreo	Wahkiakum County	Vicki Hyett	CenturyLink	Tim Manfirdzu	PACCOM
Tom Skjervold	Camp Murray	Hillman Mitchell	CICSC	Laura Pitarys	King County
Deb Flewelling	King County	Luiz Melchert	Zetron	Elizabeth Heintzman	ECW/Motorola
Ron Sperver	Motorola	Tom Powers	CENCOM	Diane Mark	CENCOM