State Enhanced 9-1-1 Advisory Committee
Meeting Minutes, April 14, 2015, via Conference Call

Members:
Stephanie Fritts
Rose Parr
Brad Miller
Amy McCormick
Jim Fosse
Mark Layhew
Jim Quackenbush
Ben Keller
Laura Caster
Lynn Mell
Peggy Fouts
Judy Wilson
Patti Kelly
Joann Boggs
Marlys Davis
Richard Kirton

Attendees:
Ed Bush
Steve Ruley
Kim (San Juan Co)
Jackie Jones
Jim Barber
Joannie Bjorge
Steve West
Criselia Grupp
Mark Janowski

Call to Order at 11:05. Quorum obtained.

Discussion on E911 County Contract Policy:

- Laura Caster (behalf of Tom S) – Opposed to zero splits, would like to see additional $ moved to modernization to assist larger counties implement NG phone systems, opposed to increasing minimum number of positions above current 2.
    - Splits are removed from policy being voted on today. Unable to locate specific language regarding minimum number of positions in policies being reviewed today.
- Patti Kelly – Does restriction of 6 positions only speak to maintenance under the Maintenance Allotment?
    - Richard – Yes.
- Ben Keller – What constitutes a position?
    - Richard – ability to answer and process a 911 call (Phone, CAD, Furniture)

FINAL

Motion by Stephanie/JQ for recommendation of E911 County Contract Policy
Abstention: Lynn Mell

Discussion on E911 County/WSP Equipment Contract Policy:

- Peggy Fouts – asked about the numbers included in the back of this policy.
    - Richard – as they work through the policies next year they will work on doing similar changes. Eventually getting down to one policy.

Motion passed for recommendation of E911 County/WSP Equipment Contract Policy
Abstention: Lynn Mell

End of call 11:30.

FINAL

State Enhanced 9-1-1 Advisory Committee
Meeting Minutes, March 19, 2015, 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. **Approval of Minutes**
a. January 15, 2015
Postponed until May.

IV. **AC Member & State Staff Changes – Peggy Fouts**
a. Cara Phillips, Representing VoIP (TCS)
b. Nathaniel Molsee, Alternate VoIP (TCS)

VI. **Old Business**
a. **Bylaw Revisions – Mark Layhew/Peggy Fouts**
- Jim Fosse – technically correct, it leaves openness for the counties. Article II, Section 1.
- Reference RCW 38.52.530.
- Bylaw changes were discussed at the September or November of 2014 meeting, to get into scope with RCWs. Bylaws hadn't been reviewed since 2011. Also in line with the Assistant Attorney General's recommendations.
- Lisa Ernst – please keep in mind the coordinators issues.
  - Discussion ensued; Voting for Chair, Vice Chair; 1:1 or as amended? Vote: 1:1 and 4 year term limit.
  - From 1/3 to simple majority of present members.
  - Section 4: striking – seeking legal opinion.
  - Section 5: generally
  - Section 7

b. **Action Items – Ziggy Dahl**
- Wireless Carrier Reports –Distribution process is still under review. AT&T does not have a problem sharing the information. T-Mobile is not set up to do traffic reports in their switching center. Andy will get out AT&T and T-Mobile in April. Sprint and Verizon; Sprint will have to be done in a monthly view. Verizon can do a 90 day review. SECO will turn reports around as soon as received. Sprint says they will provide traffic studies-**OPEN**
- Fluctuation of taxes statewide - (see handouts). This document will be posted to OneDrive and will be brought to the AC for review in May and November. – **CLOSED**.
- Legislative Report-Posted to OneDrive. AC needs to accomplish distribution independent of SECO. -**CLOSED**
- FCC letter on Location Accuracy-Not accomplished due to debate over end over accuracy part. There is concern about the FCC mandating accuracy levels. There are fundamental issues with current accuracy. The current pro-position is being touted by a specific company. Please comment on your own if you'd like to. - **CLOSED**
- Preserving Reliable 911 Services-WUTC has filed on behalf of the state and available on their website. The SECO will be filing as well.

- SECO Fiscal Report-Information has been added back into report-**CLOSED**
- State of Virginia White Paper-Posted to OneDrive -**CLOSED**

VII. Subcommittee Reports

a. 911 Communications Subcommittee – Marlys Davis

- **FCC & Telecom Report November 2014 (Refer to handouts)**
  - Comments need to be submitted by counties before Monday on the Reliable 911 Service as Technology Evolves.
  - Rules to Help Emergency Responders Better Locate Wireless 911 Callers; CMRS providers must provide horizontal and vertical locations as well as perform within time constraints.
  - Accuracy testing has improved over the years, refer to Phase II Accuracy Testing handout.
  - Comments due by March 24 on the State Collection and Distribution of 911 and Enhanced 911 Fees and Charges.
- **Interim Text-to-9-1-1**
  - Kitsap has cut over to Text-to-911. Chart with various cutover implementation dates is posted to OneDrive.
- **Collaborative Effort to deal with quality issues off wireless and VoIP 911 calls.**
  - Some of the issues include; transferring, voice quality, etc. Tracing software was placed on all of King County's equipment and issues were traced back to the service providers.
  - NG9-1-1 Call Quality and Routing Issues (see OneDrive for PowerPoint); We are looking for a more coordinated approach. We don't know how big the issue is so we are proposing a summit be held with all stakeholders to address the issues; what has been learned so far and what we don't know about. For instance contacting VoIP providers – how do you contact them? Contact lists are needed. Items to discuss; should we establish procedures, establish forms, best practices, troubleshooting lists, escalation procedures, etc. We will be asking for volunteer PSAPs to install tracing equipment. This could possibly be covered at the June forum in Kennewick. Kenn Moisey at SECO is contact for this issue.
- Next meeting is May 14, 2015 at the King County 911 office in Seattle.

b. Public Education Subcommittee – Kay McKellar

- No Report

c. NG911 – Jim Quackenbush

- No Report

d. Policy Subcommittee – Richard Kirton

- New membership changes Craig Larsen Medium Counties West – Deanna wells to take over. Keeping Tom Shaughnessy as the alternate.
- Rural Counties West position 2 - Karl Hatton replaces Steve Romberg with Jason Fritz as the alternate.
  - i. CPD and operations policies:
    Items of concern include Section 3, Item 1: clarification, line items are line by line contracts. Item 2. Operations contract is based on 3 formula elements plus CPD. Recommending removal of wireline/wireless split.

Clarifies operations contract items with in the formulas, can be moved around. Ineligible items; demarcation should be similar to the voice network. Recommending splitting out equipment contract for this year still. All equipment reference has been struck from this policy and added to the equipment policy. CPD Schedule; adding CPD 8 training coordinator cap same as CPD 3. CPD 4; will need to spend more money on GPS. Currently a placeholder has been inserted. CPD 6; data synchronization for preapproved software. TOM SHAUGHNESSY-split on wireline/wireless service has a direct effect to getting some money to zero money. Opposed to the 2 areas of the proposed change. Speaking on behalf of Island County and not as an AC member.

ii. Equipment Policy-changes relating to eligibility. These will be biennial contracts. Make sure your projects are finished by end of biennium. Changes first paragraph is new, #2-C, #4- will have letter K added. 5-F is new, CPD 6 was added into reimbursement schedule. Quarterly progress report added. B-7.1 Modernization was removed.

iii. Would prefer to delay voting on policies until review can be done with constituents. Needs to be completed by mid-April. Motion to adopt today as stated with recommendations. Motion seconded. Discussion: Recommend removing fobs as an eligible item. Don't recommend voting today. Comment: Tom Shaughnessy, Rebecca, Marcus, and TCS abstain from voting. A special meeting will be called for voting.

e. Training Subcommittee – Scott Jenkins

- Working on deaf and hard of hearing training. Beta test was done yesterday and was excellent. Advertising will go out for classes coming up. Twelve classes will be done between now and the end of June.

f. GIS Subcommittee – Craig Larsen

- The subcommittee made a number of recommendations to the Policy committee.
- Next meeting is April 16, 2015 at King County.

g. Strategic Planning Subcommittee – Laura Caster

- Continue working on updating document. Expect to have an update by mid-April.

h. Subcommittee Member Additions Summary – Peggy Fouts

- Public Education
  - Wendy Ritchie – Grays Harbor County
  - Jody Gaylord – Clark County
  - Carmita Barnes – Ferry Count
  -
- Policy
  - Med West – Deanna Wells, Tom Shaughnessy remains as Alternate
  - Rural West – Karl Hatton, Jason Fritz replaces Steve Romberg as Alternate

- *Moved, seconded, and passed to accept the above members into their relative subcommittees.*

VIII. State Office Reports

a. Fiscal Reports – Bill Peters (Refer to handouts)

- SECO budget, added back in the 911 fund balance.
- Network billing continues to be a challenge. We're closing in on the issues. We have identified about $700K dollars to date.

IX. For the Good of the Order

c. APCO/NENA Legislative – Keith Flewelling (New APCO/NENA Chair)

- Current budget is exceeding revenue by 100 million dollars.
- Sunshine committee: There is a lot of support for the 911 portion of the bill. They are talking about splitting the bill apart. The lobbyists for the newspaper will be working with us.
- ESSB 5158, Kelly Smith Act. Requires PSAPs to provide location to Emergency workers upon request, expected to pass.
- Will be in discussions with WUTC about PSAP architecture and funding.
- RFP has been tweaked and redone on advice of the AAG. A special 911 SAAG has been assigned to help us with the RFP to strengthen what were asking for. First target is 1 January 2016, more realistically, 1 July 2016. Current provider contract is extended to 31 December 2015.
- WMD on the 16th of March will change to a 4/10 work schedule working Tuesday's through Friday's with Monday's off. We will work around meeting issues.

X. Adjournment

Meeting adjourned at 3: 18 p.m.

Next Meeting is Thursday, May 21, 2015 at 9:30am
Building 92, Camp Murray, WA

Motions made at the January 15, 2014 Meeting:

- *Moved, seconded, and passed to accept the Public Education and Policy members as mentioned into their relative subcommittees.*

All meeting materials are available on the state OneDrive Account: https://onedrive.live.com/
If you are having any issues getting into the account, please contact Anna Marie Ortiz at 253-512-7012.

Handouts from the November 20, 2014 Meeting:

- Agenda
- AC Meeting Schedule for 2015
- Draft of January 2015 Minutes
- Draft of By-law recommendations
- Explanation of by-law changes
- SECO Action Items
- FCC & Telecom Report March 12, 2015

- King Co. Wireless Phase II Accuracy Testing Chart
- Text-to-911 Attempts Table
- E911 County Contract Policy Draft
- E911 County/WSP Equipment Contract Policy
- State E911 budget report

E911 ADVISORY COMMITTEE – BY APPOINTMENT
ATTENDANCE 2015

MEMBER	REPRESENTING	Member Since	J	M	M	J	S	N	
Fouts, Peggy	**Chair**	7/2003	X	X					
Boggs, JoAnn	**Vice-Chair**	6/1992	X	X					
Kirton, Richard	Association of Public-Safety Communications Officials, International (APCO)	2/2012	X	X					
	Association of Public-Safety Communications Officials, International (APCO) – A								
Kelly, Patti	Association of Washington Cities – East	5/2000	X	X					
	Association of Washington Cities – East – A								
Baker, David	Association of Washington Cities – West	5/2014	X	X					
Tiedeman, Ron	Association of Washington Cities – West – A	9/2011							
Parr, Rose	At Large	7/2008	X	X					
Davis, Marlys	King County	5/1996	X	X					
Flewelling, Deb	King County – A	5/2014		X					
Volke, Markus	Large Telecommunications Carrier – Position 1 (CenturyLink)	7/2002	X	X					
King, Bruce	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						
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					
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					
Hatton, Karl	PSAP Director or 911 Coordinator from Rural Counties West (<75,000 pop.) – A	5/2013							
Mizell, Lorlee	PSAP Director or 911 Coordinator from Urban Counties East (>75,000 pop.)	2/2000		X					
McCormick, Amy	PSAP Director or 911 Coordinator from Urban Counties East (>75,000 pop.) – A	1/2015	X						
Caster, Laura	PSAP Director or 911 Coordinator from Urban Counties West (>75,000 pop.)	1/2013	X	X					
Larsen, Craig	PSAP Director or 911 Coordinator from Urban Counties West (>75,000 pop.) – A	7/2013							
Phillips, Cara	Voice over Internet Protocol Provider (VoIP) (Ocondi, Judy)	7/2013	X	X					
Molsee, Nathaniel	Voice over Internet Protocol Provider (VoIP) – A	1/2015							
Berschauer, Bob	Washington Ambulance Association (WAA)	7/2013	X	X					
Lucci, James	Washington Ambulance Association (WAA) - A	3/2014							
Keller, Ben	Washington Association of Sheriffs and Police Chiefs (WASPC)	1/2012	X						
Lucas, Garry	Washington Association of Sheriffs and Police Chiefs (WASPC) – A	5/2009							
Nelson, Bryce	Washington Council of Police and Sheriffs (WACOPS)	1/2012							
Blinn, Grant	Washington Council of Police and Sheriffs (WACOPS) – A	1/2012							
Gear, Robert	Washington Fire Chiefs (WFC)	6/2012	X	X					
Baynes, Grant	Washington Fire Chiefs (WFC) – A	4/2013							
Wilson, Judy	Washington Fire Commissioners Association (WFCA) (Verne Pierson)	8/2014	X						
Wiley, Dusty	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							
Peck, Brad	Washington State Association of Counties – East – A	5/2012							
Lenk, Tim	Washington State Association of Counties – West	5/2012	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							
Coultman, Joseph	Washington State Council of Fire Fighters (WSCFF)	4/2005							
	Washington State Council of Fire Fighters (WSCFF) – A								
	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					
Renick, Meagan	Washington State Patrol (WSP) - A	1/2012							
Beaton, Rebecca	Washington Utilities and Transportation Commission (WUTC)	7/2002	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						
Little, Jessica	Washington Wireless Industries – Position – 1 (AT&T) – A	7/2013							
Mell, Lynn	Washington Wireless Industries Position – 2 (T-Mobile USA)	9/2001	X	X					
	Washington Wireless Industries Position – 2 (T-Mobile USA) – A								
Emerson, Gary	Washington Wireless Industries – Position – 3 (Verizon)	3/18/08		X					
Fouste, Carla	Washington Wireless Industries – Position – 3 (Verizon) - A	4/2013	X						
(29)	*A – Alternate Representative*								
E911 COUNTY COORDINATORS									
NAME	**REPRESENTING**		**J**	**M**	**M**	**J**	**S**	**N**	
Fode, Angela	Adams County		X	X					
Janowski, Mark	Asotin County		X	X					
Barber, James	Benton County		X	X					
Fosse, Jim	Chelan County		X	X					
Romberg, Steve	Clallam County		X	X					
Myers, Katy	Clark County		X	X					
Caldwell, Lisa	Columbia County		X	X					
Wells, Deanna	Cowlitz County		X	X					
Grupp, Criselia	Douglas County		X	X					
Hall, Karin	Ferry County		X	X					
Bush, Ed	Franklin County			X					
Slaybaugh, Kathleen	Garfield County		X	X					
Jones, Jackie	Grant County			X					
Fouts, Peggy	Grays Harbor County		X	X					
Shaughnessy, Tom	Island County		X	X					
Hatton, Karl	Jefferson County		X						
Davis, Marlys	King County		X	X					
Kirton, Richard	Kitsap County		X	X					
Mainwaring, Darlene	Kittitas County			X					
Allen, Robert	Klickitat County		X	X					
Larsen, Craig	Lewis County		X	X					
Borden, Jo	Lincoln County		X	X					
Evans, Mike	Mason County		X						
Worden, Mike	Okanogan County			X					
Fritts, Stephanie	Pacific County		X	X					
West, Steve	Pend Oreille County		X	X					
Lenk, Tim	Pierce County		X	X					
DeLaZerda, Robin	San Juan County								
Demel, Helen	Skagit County		X	X					
Fritz, Jason	Skamania County		X	X					
Caster, Laura	Snohomish County		X	X					
McCormick, Amy	Spokane County		X	X					
Webb, Lavonne	Stevens County		X	X					
Quackenbush, Jim	Thurston County		X	X					
Bjorge, Joannie	Wahkiakum County		X	X					
Ruley, Steven	Walla Walla County		X	X					
Erickson, Greg	Whatcom County			X					
Kelly, Patti	Whitman County		X	X					
Renick, Meagan	WSP		X	X					
Coughenour, Brad	Yakima County		X	X					
E911 STATE OFFICE									
NAME	**REPRESENTING**	**Started**	**J**	**M**	**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							
Antolin, Peter	Mil Dept, Emergency Management Division, Deputy Director		X	X					
Dahl, Ziggy	Mil Dept, EMD, E911 State Coordinator	8/13	X	X					
Leneweaver, Andy	Mil Dept, IT Division, E911 IT Project/Operations Manager	9/13	X	X					
Miller, Dan	Mil Dept, IT Division, E911 GIS Specialist	3/12	X	X					
Moisey, Kenn	Mil Dept, IT Division, E911 Technical Manager	12/13	X	X					
	Mil Dept, IT Division, E911 Security Officer								
Peters, Bill	Mil Dept, EMD, E911 Customer Support Section Supervisor	12/12	X	X					
	Mil Dept, EMD, E911 Financial Program Manager								
Lewis, Teresa	Mil Dept, EMD, E911 Financial Coordinator	12/99	X	X					
Lotonuu, Sharon	Mil Dept, EMD, E911 Program Assistant	12/13	X	X					
Ortiz, Anna Marie	Mil Dept, EMD, E911 Administrative Assistant	8/08	X	X					
Mask, Kim	Mil Dept, EMD, E911 Secretary Senior	8/08	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 Spinner	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 Spremin	Motorola
Bevrely Slocum	TCS	Hugo Valencia	FCSO	Dave Fuller	CRESA
Thomas ORR	NORCOM	John Joseph	GeoCom	Nathaniel Molsee	TCS
Keith Flewelling	Thurston County				

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