

**AGENDA**  
**E-911 REGIONAL ADVISORY GOVERNING BOARD**

<u><b>SPECIAL MEETING: PSAP CONTRACT</b></u> October 16, 2018 8:30 am – 9:30 am	<u><b>GENERAL MEETING</b></u> October 16, 2018 9:30 am – 10:30 am
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E911 Program Office, 20811 84<sup>th</sup> Ave S, Suite 105, Kent, WA  
Skype 206.263.8114 code: 6589673 (note code change)

**PARTICIPANTS**

- **RAGB member Point of Contact:** Sheryl Mullen (Chair), Lora Ueland (Vice-Chair), Vanessa Barnes, Jeff Flohr, Craig Wilson, Dave Schlaegel, Brian Smith, Samantha Stottlemyre, Michael Sharp, Chris Wilson, Stacy Wassall, Scott Sotebeer
- **Additional Point of Contact:** Tom Orr
- **Program Office Staff:** Ben Breier, Deb Flewelling, Bob Potts, Bryan Karol

**RAGB SPECIAL MEETING**

- 8:30 am – 8:35 am**      **WELCOME (Sheryl)**
- Introductions and welcome guests (including phone)
  - Agenda review - additions, deletions
- 8:35 am – 9:25 am**      **PSAP CONTRACT (Sheryl and Ben)**
- PSAP Director meeting highlights (October)
  - Program Office Response (Ben)
  - Open Discussion
- 9:25 am – 9:30 am**      **WRAP UP**
- **Wrap Up:** action item review

**RAGB GENERAL MEETING**

- 9:30 am – 9:35 am**      **Roll Call (Sheryl)**
- Agenda review - additions, deletions
  - Minutes Approval – 9.26.18
- SharePoint: Minutes 09.26.18 draft*
- 9:35 am – 10:15 am**      **General Business (Sheryl and Ben)**
- Text to 911 Policy Review
  - Text to 911 Deployment Update
  - Recap Funding Request - Program Office Response (Ben)
- SharePoint: Text to 911 Policy, Funding Response*
- 10:15 am – 10:30 am**      **WRAP UP**
- **Round table**
  - **Wrap Up:** action item review, requests noted in the minutes

**2018** Nov. 17 (General meeting - call routing; 2019 public education campaigns, 2019 Chair/VC vote)  
**2019** Feb. 13 (scheduled), May 8 (scheduled), Aug. 14 (on hold), Nov. 13 (on hold)

Meeting Notes  
E-911 REGIONAL ADVISORY GOVERNING BOARD

<u>SPECIAL MEETING: PSAP CONTRACT</u> October 16, 2018 8:30 am – 9:30 am	<u>GENERAL MEETING</u> October 16, 2018 9:30 am – 10:30 am
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E911 Program Office, 20811 84<sup>th</sup> Ave S, Suite 105, Kent, WA

**RAGB SPECIAL MEETING**      *Commenced at 08:32 am & concluded at 9:04 am*

**Present:**

**RAGB member Point of Contact:** Sheryl Mullen (Chair), Lora Ueland (Vice-Chair), Vanessa Barnes, Jeff Flohr, Craig Wilson, Dave Schlaegel, Brian Smith, Chris Wilson, Scott Sotebeer

**Program Office Staff:** Ben Breier, Deb Flewelling, Bob Potts, Bryan Karol

**Guests:** Tom Orr, Tim Floyd, Marilyn Pritchard, Steve DiJulio, Ron Tiedeman, Mike Villa

**Welcome & Introductory Remarks - Sheryl Mullen**

Participants and guests self-introductions

Request for agenda additions, deletions – none provided

**PSAP Contract - Sheryl Mullen and Ben Breier**

Sheryl advised the Directors met in early October and their draft was provided to the 911 Program Office (PO).

Ben thanked everyone for participating and asked Marilyn to walk through the PO response.

Marilyn Pritchard advised there can be some contract language differences, but the goal is to work towards consistency. She asked several questions:

- Who should the PO communicate with - the group or individual agencies? Response: Discussed with the whole group to create a starting point but each PSAP will need to make their own decisions and may want to negotiate separately.
- What term do the PSAPs want? Response: 3 year initial contract would be ok.
- Is the overall intent to have policies separate? Response: Yes
- Where will the policies live as there needs to be a contract reference to them? Response: There was some disagreement with referencing policies inside a contract.
- Due to the meeting time constraints, Marilyn chose not to go into the PO questions.

Sheryl asked for open discussion:

- Tom Orr raised concern about the lack of RAGB consultation on the 2019/2020 budget prior to its submission, specifically budget cuts for the 2019/2020 budget cycle. He stated it was too late for PSAPs to consider the impacts of these cuts in this cycle and financial discussions with RAGB has not yet happened.
- Chris Wilson expressed concerns about getting all the contracts signed by the individual PSAPs by year end and it was agreed the goal was to complete development by year end.
- Several asked about the Strategic Plan and requested a link or document be forwarded to the group. Sheryl advised of the process and reminded it was also on the SharePoint site.
- Ben clarified that removal of some policies makes sense (i.e. operations), however there should be a funding policy in the contract or a reference to a separate document. Several felt the exchange of money should be identified as a term in the contract, not in policy.

Marilyn agreed to reach out to individual groups with current document as a starting point. **(Action) She asked Sheryl to identify which PSAPs were a part of the current contract discussions.**

**RAGB GENERAL MEETING**    *Commenced at 09:33 am and concluded at 10:30 am*

**Present:**

**RAGB member Point of Contact:** Sheryl Mullen (Chair), Lora Ueland (Vice-Chair), Vanessa Barnes, Jeff Flohr, Craig Wilson, Dave Schlaegel, Brian Smith, Chris Wilson, Scott Sotebeer, Stacy Wassall

**Program Office Staff:** Ben Breier, Deb Flewelling, Bob Potts, Bryan Karol

**Guests:** Tom Orr, Tim Floyd, Marilyn Pritchard, Ron Tiedeman

**Welcome & Introductory Remarks - Sheryl Mullen**

Participants and guests self-introductions

**Approval of 09.26.18 Minutes:** Approved (documents on SharePoint)

**General Business - Sheryl Mullen and Ben Breier**

- The Text to 911 Policy was reviewed and updated. The final document was approved for recommendation to the PO and ready to be submitted to the training teams.
- Text to 911 Deployment Update: Almost all equipment is in place and short code testing is available for those agencies. Once all the equipment is installed, carrier service will be ordered and their testing will begin which will likely be inside 2 weeks from the request. Train the trainer training begins today. Once the carrier testing begins, the system will be live (soft launch) which should be about mid-November. The hard launch with the public announcement will be scheduled for late December to early January and will include the political leaders. A communications/messaging plan is in final stages and will be shared with PSAPs. The PO is also working with their other county regional partners in order for the media event to be relevant to the whole Puget Sound region.
- Recap Funding Request: The Program Office accepted the RAGB request to use escrow funds for other 911 applications, however, they cannot go on the call taking equipment. The written response is posted to the SharePoint. Ben asked if the current funding policy should be modified or just use the formal acceptance as an attachment to the current policy. The preference was to use the formal acceptance as an attachment and be sure it is loaded on SharePoint with the funding policy.

**Wrap Up**

- Dave Schlaegel advised Bothell PD's Viper upgrade went well – they were the first to upgrade with the new ESInet in place
- Sheryl encouraged everyone to connect with the new members.

**Next Meeting:**

General Meeting

Wednesday, November 14, 2018 9:00-12:00

Program Office, Kent

Skype: 206.263.8114 code: 3889939

Minutes completed by: Deb Flewelling, KC E-911 Program Office

Minutes approved: November 14, 2018