

# **APCO/NENA General Business Meeting Agenda**

## **December 8-9, 2016**

### **Salishan, OR**

#### Call to Order

- Bob called the first part of the Business meeting to order at 2:34 p.m. on 12/8/16

#### Correspondence

- No correspondence received.

#### Approval of Minutes

- Approval of the minutes from the Sunriver meeting. Motion made by Jeff Rusiecki and seconded by Rob Poirier. Motion passed.

#### Treasurer Report

- Doug was unable to attend today.
- Basic information via Bob Cozzie.
- Draft fiscal numbers:
  - 186,892 as of 12/31/16
  - 80,539 = investments
  - 267,431 = net assets

#### DPSST Update

- Busy place right now
- Telecommunications generally holds 4 classes per year. Class added in March 2017. For January/March classes = 32 instead of 24 students. April, July makes it like 5 classes in first 7 months. January is full, March at 28, April has 21 students, July at 12.
- 2017, there are several weeks where 7 classes will happen simultaneously. Lots of hiring in all disciplines.
- Budgetary standpoint: Governor's Budget recommends reduction in police classes. Because telecom has its own funding stream, 911 classes okay.
- 1500 retirements estimated in coming years (Silver Tsunami)
- Eriks sent out email officially naming successor to Todd Anderson. Mike Leloff, assistant Portland Police Chief, has been named to start in January, pending background.

- Curriculum committee is alive and well.
- Q: EMD Classes? Always one after each scheduled telecom classes. \*  
\*\*Update – Tami advised the regularly scheduled DPSST Telecommunicator classes have an EMD class to follow, but not always if there is a class will they be associated together; there are classes that are scheduled as needed. Steve 1<sup>st</sup>, Rob 2<sup>nd</sup>

## Old Business

- APCO/NENA and WR Conference Audit (Doug Kettner/Bob Cozzie)
  - Didn't have a budget in the past couple of years. Want to begin developing a budget for each year via Committee estimates.
  - For example, Awards Committee would submit their estimates to the E-Board who will develop the overall annual budget.
  - Finance Committee is helping to move forward.
- Strategic Plan Follow-Up (Bob Cozzie)
  - Approved the Strategic Plan in October.
  - Skeleton Strategy with goals. E-board has assigned elements to E-Board members
    - Legislative Goal = Bob Cozzie (working with Legislative Chair, Mark Spross, to develop the strategy end game)
    - 911 Components = Toni Sexton
    - Developing Leadership = Marie Longworth
    -

## New Business

- Chapter Elections (Ann Rakosi)
  - Cheryl set up the Google Form for the elections. Worked very well.
  - Q: Second Year? Technically, our 3<sup>rd</sup> year, but we defaulted to paper last year.

## Standing Committee Reports

- Awards Committee (Brandy Ritter)
- Training Committee (Marie Longworth)

- Sunriver Report: Cleared about \$14K at Sunriver (Marie)
- Training (Andrea): Out of the \$100K to spend, we have spent 75K.
  - Some is already earmarked. 6K for NENA, 6K for Suniver, 2500 for TERT. 10K left to spend between now and June.
  - Talking with Tamie and Washington State CJTC for well-received class about accountability and responsibility for tenured employees on owning their attitudes. Tentatively talking Medford, Deschutes and WCCCA as hosts. No dates set yet.
  - \$12K left to work on mental health clients. DPSST has sponsored de-escalation with mentally ill. Trying to get speaker confirmed again before June 30<sup>th</sup>. Aim to do these regionally.
  - March APCO-NENA meeting agenda will be on website next week.
- Membership Committee (Ann Rakosi)
  - George Long and Sheila Thompson will be joining committee
  - Want to go back to using nametags at meetings for new members
  - Will work with Registration to get these printed with new member designation.
  - Membership Committee may develop something for career development for future.
  - Will be reviewing bylaws.
  - Mentioned Committee Charter for membership.
  - Revisited chapter membership proposal for new graduates of academy. Maybe academic award? Membership = \$120 for a year with about \$30 coming back to chapter.
- Technical Committee (Maureen Kinzel-Grubbs)
  - No update from Tech Committee
- Legislative Committee (Larry Hatch for Mark Spross)
  - Mark Spross will be taking over from Larry Hatch as chair
  - No update from Legislative Committee

*Meeting Adjourned on 12/8/16. Will resume at 0830 on 12/9/16.*

*Meeting Reconvened on 12/9/16 at 0830.*

### ***Standing Committee Reports***

- Awards Committee (Brandy Ritter)
  - No report.
- Training Committee (Andrea Tobin)
  - Report already given above.
- Membership Committee (Ann Rakosi)
  - George Long and Sheila Thompson will be joining this committee.
  - Working on developing packet for new members.
  - Want to go back to wearing nametags at conferences to help new attendees. Will work with registration to get these printed for future meetings.
- Technical Committee (Maureen Kinzel-Grubbs)
  - No Report.
- Legislative Committee (Larry Hatch)
  - Mark Spross will be chair of this committee in 2017.

### ***Special Committees and Projects***

- 911 Advisory Committee (Keith Endicott)
  - Normal updates received.
  - Asked for 5-year timeline for Next Gen at Sunriver meeting. Hoping for more communication about targets.
  - CPE Purchasing, Maintenance & Standards. OEM wants recommendation for subaccount funded equipment.
  - OEM also requested recommendation on PSAP Position Allocation method.
  - Public Education Subcommittee (Cheryl Bledsoe)
    - Committee hasn't met since Sunriver, but took homework assignment from PSAP Advisory to outline process

recommendation to OEM to utilize \$25K from Alert 911 fine to be used towards Text-to-911 advertising in new jurisdictions who are adopting this service in 2017.

- Outage Committee (Gordon Tiemeyer / Mark Tennyson provided update)
  - During Advisory Committee, OEM's pilot as duty officer for 30 days. Results didn't work as perfectly as hoped. FCC requirement for TELCO to notify PSAPs which has caused the confusion. Been improvement on coordination, but still work to be done.
  - Discussion: Outage notifications that are broad are not helpful at all. Can't determine impacts. If carriers follow procedure in Oregon, these should go away. Carriers should notify OERS first, but this hasn't been happening. Mark Buccholz asked why outages couldn't go to Centurylink first before it goes to OERS. [Answer = FCC requirement to notify ASAP as soon as there is an outage.]
  - Per Gregg Holt, need to designate OERS as contact person in PSAP profile. Toni Sexton said OEM has been having difficulty getting other carriers to approve OERS as PSAP contact number.
  - Discussion about the outage policy committee and developed policy about whether the PSAP should be first notified or OERS.
  - Outage Committee will be meeting again soon.
- Amber Alert Committee (Andrea Tobin)
  - No amber alerts in Oregon over past year.
  - Couple of reports didn't reach criteria. Will aim to train LE better on why.
- Association of Oregon Counties (Steve Watson)
  - Marie & Bob attended breakfast with "affinity" organizations to discuss legislative activities. Eye-opener to see how many organizations are connected with AOC.
  - Steve Watson will be rep.

- APCO International (Jennifer Reese, Executive Council Rep)
  - Still waiting to hear back on reclassification in February.
  
- APCO “Aging in PSAP Workforce” Committee (Bob Cozzie)
  - APCO Subcommittee meeting right now. Bob is also on training subcommittee.
  - Aiming for white paper for the National Conference in Denver.
  - Webinar on January 24th available through APCO.
  
- DPSST Board / Policy Committee (Kelly Dutra, George Long, Sharyl Dresser)
  - Met on November 2<sup>nd</sup>.
  - Meeting again on February 1<sup>st</sup>.
  
- DPSST Curriculum (Andrea Tobin)
  - Meeting on Tuesday.
  - Putting together Job Task Analysis Workgroup for scenario-based learning work to be done.
  
- Finance Committee (Renee Heidy)
  - Been busy working via telephone on creating a charter (on 2<sup>nd</sup> draft now). Hoping to present to E-Board after 1<sup>st</sup> of year. Will share with other committees when approved as template for other committees.
  - Reviewing how the Treasurer fits into the Finance Committee. Treasurer should not represent the Finance Committee to ensure checks and balances.
  
- Fire Chief’s Association (Margie Moulin)
  - No report
  
- Historical (Laura Wolfe / Jeff Rusiecki)
  - No report
  
- LE/DMV & LEDS Policy (Jeff Rusiecki)
  - No activity on LEDS since Hood River. No official correspondence about E-Board letter.
  - LE/DMV: Discussion on specialty plates.

- Next Gen (Andy Thompson / Rick Silbaugh)
  - No report
  
- Oregon Executive Development Institute/Northwest Leadership Institute (Kelly Dutra)
  - No report.
  
- Oregon Emergency Management Association Update (Dean Bender)
  - SHSP grant applications are due January 10<sup>th</sup>. Can have up to 10 projects per county this year. Looking for grant reviewers. Last year, Dean and Darren Rice participated.
  - April 11-13<sup>th</sup> = Oregon Preparedness Conference. 3 per county and 2 per larger city are paid for by OEM. At Sunriver. Good conference and looking to partner with OEMA. Sidra at OEM coordinates this conference and does a good job.
  
- Oregon State EMS (Mark Chandler)
  - No Report
  
- Oregon State Sheriff's Association (Jennifer Reese)
  - Meeting this week to focus on legislative issues.
  
- Police Chief's Association (Rock Rakosi)
  - In September-ish, OSSA and PCA put our press release about reduction in some drug crimes to misdemeanors which caused some controversy. Rock discussed how this impacted relationships in the legislature and constituencies.
  - Always here to support Oregon APCO-NENA
  
- Professional Standards/Oregon Accreditation Alliance (Mark Chandler)
  - Nothing new to report.
  
- Radio Language Project (Eva Zerfing)
  - Still gathering information to report. Running some of this by Eva's sheriff. Recommendation to share with Law Enforcement partners

via E-Board letter to discuss various radio outcomes. Develop joint taskforce?

- State Interoperability Executive Council (Bob Cozzie)
  - Radio Conference next week
  - Aiming to align with future APCO-NENA in March-April conference
  - Trying to get grant funding for four different technical assistance projects (one of them is next gen 911)
  - Discussion of role of “operability” and “interoperability” in grant UASI/SHSP processes as it related to a water provider study application. Need to clear up “P-25 compliant” or “capable” terminology.
  
- Taskforce on Optimal PSAP Architecture (Larry Hatch)
  - It’s over.
  - Voted to approve 3 draft reports this past Friday. As soon as they are released, will share with Oregon APCO-NENA.
    - Funding
    - Security
    - NG911 Readiness Scorecard
      - Mixed bag nationally on heading towards next gen.
      - Moving away from devices to IP-based feed.
      - Discussion of cyber security centers
  
- TERT (George Long)
  - Working on the “deployable checklists”
  - Only thing added is a request to state-level training
  - April 24<sup>th</sup> will be Oregon’s TERT Training day. 40 seats available. Announcement coming.
  - IS-144 is still alive on the FEMA Website
  - TERT Team Leader course is IS-1200.
  - Working on Oregon SOP. May utilize
  - Webpage developed on Oregon APCO-NENA website

### ***Good of the Order***

- Introduction of E-Board



- Strategy Champions assigned on E-Board
  - Jennifer Reese = chapter sustainability & growth
  - Marie Longworth = professional development for members
  - New Second VP = partnerships
  - Bob Cozzie = legislative activities
  - Toni Sexton = effective & efficient 911 service
  
- E-Board Procedure Manual put together by Cheryl as guide for the incoming board.

***Election Results (Ann Rakosi)***

- Used Google Form, votes were validated
- Three Positions Results:
  - Secretary = Erica Stolhand, Hood River County
  - CCAM Position = Kevin Farley, CNI
  - Second VP = Steve Watson, Columbia County

***Passing of the Gavel (Bob Cozzie/Toni Sexton)***

***Meeting Adjourned at 9:50 a.m.***