

**MEETING MINUTES**  
**E-911 REGIONAL ADVISORY GOVERNING BOARD**  
**2/7/2024, 9:00 am – 10:00 am**  
**(In-Person & Virtual)**

**Present:** Samantha Stottlemire (Chair) (EPD), Vonnie Mayer (Vice-Chair) (VCC), Amy Bannister (SFD), Tricia Bellizzi (IPD), Vanessa Barnes (WSP), Bill Hamilton (NC), Monica Burke (KCSO), Kevin Lovell (UW), Gregory Hough (SFD), Robert Clemmons (RPD), Abigail Steele (KCSO)

**Program Office:** Bob Potts, Ben Breier, Beth Knieps, Bryan Karol, Jami Hoppen, Amber Thompson

**Guest(s):** None

**WELCOME – Samantha Stottlemire**

- Introduction and welcome guests-Called to order 9:00am
- Roll Call (Quorum) –Quorum reached at 9:02am
- Public Comments-None
- Approval of Minutes – December, approved by consensus 9:03am
- Agenda Review – No amendments 9:03am

**PROGRAM MANAGER UPDATE – Ben Breier**

- RAGB Introductions
  - The proposal to postpone the RAGB Introduction item to April 10, 2024, was unanimously accepted.
- RAGB Charter Review
  - The proposal to postpone the RAGB Charter Review item to April 10, 2024, was unanimously accepted.
- 2024 RAGB Meeting Changes
  - The June meeting has been rescheduled to the first Wednesday of the month, June 5th, due to the WA APCO/NENA State Conference.
- Strategic Objectives Update
  - The Strategic Objectives Design is a ten-year plan that is regularly updated every other year.
  - On February 8, 2023, the strategic objectives were accepted by consensus.
  - The 911 Program Office is seeking volunteers to join the working group responsible for updating the Strategic Objectives.
  - In preparation for achieving specific goals, workgroup members will volunteer in the April RAGB meeting and commence collaboration either in May or June.
  - The adoption of the new Strategic Objectives is scheduled for the first meeting of 2025.

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**FINANCE MANAGER UPDATE – Bryan Karol**

- 2023 Year-End Review (Preliminary Actuals)
  - Preliminary Revenues are better than budget by \$1.29M and better than prior year by \$0.75M. The final posting is pending.
  - Expenses are better than budget by \$4.9M overall better than prior year by \$12M due to the Platform Project funding.
  - The benefit has been obtained through a combination of payroll lag, vacant positions, and operational reserves, without any expenditure from the capital contingency.
  - The accounts that experienced changes in escrow are Acct #53000 (\$2.5M) and Acct #55000 (\$0.5M), which performed worse than the previous year due to higher PSAP Escrow Distributions.
  
- Review of Funding Policy
  - A comprehensive presentation was delivered to address the escrow funding process, 2025 budget timeline, biennial, and the remaining balance at the end of the project.
  
- Review of the Budget Process
  - End of Project in 2026, balance remaining will be disappropriated and funds will return to the Operating Ending Fund Balance.
  - The utilization of funds is contingent upon the completion and disappropriation of the project.
  - PSAP's have the opportunity to request reimbursement by the 15th day of the first month of each quarter.
  - In February of the following year, detailed documentation is required for all reimbursement requests made in the calendar year. Typically, a call taker salary report that meets or exceeds your entire annual requested amount will satisfy a state audit.

**GOVERNMENT RELATIONS & OUTREACH UPDATE – Jami Hoppen**

- Public Education Update
  - The 911 Program office continues to cultivate relationships: engaging with educators and other partners in King County.
  - The safety of employees is a top priority for the Department of Licensing (DOL), and to ensure this, the 911 Program Office has been conducting comprehensive training on the 911 system for non-emergency situations.
  - Get ready for an exciting lineup of Public Education events starting in May, with a comprehensive list of all upcoming events available on SharePoint.

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- The Winter Smart Watch Detection Campaign kicked off to educate the community about activity recognition and fall detection on smart watches.
- Ski resorts and ski rental facilities in King County have received educational flyers.
- Program Office Training Update
  - The RAGB members received a comprehensive presentation on draft training webinars and sponsored leadership trainings, offering a high-level view of the initiatives.
  - Tentatively, webinars are scheduled to take place on the fourth Thursday at 1100, with a hybrid format that includes both virtual and in-person sessions.
  - The kick-off session is scheduled for March 28th, and all sessions will be recorded for future reference.
  - The PowerPoint presentation will be sent by Jami for the purpose of review and feedback.
  - Vonnie Mayer (VCC) extended their Peer Support Team's services to include peer support and wellness trainings.
  - The number of telecommunicators in a PSAP will determine the sponsorship of employees for state trainings and certifications.

**TECHNICAL & OPERATIONS UPDATE – Beth Knieps**

- Project Update
  - Seattle's PSAPs are currently experiencing delays due to issues with the second circuit. Each PSAP has both a primary and a secondary circuit, both of which are held to the same standard and bandwidth.
  - The primary circuit remains stable, the secondary circuit was awaiting construction, causing a disruption in workflow. In order to expedite the process, Intrado provided a temporary secondary circuit.
  - During the preproduction load testing, it was discovered that the secondary circuit was not reliable.
  - Seattle's PSAPs are facing additional challenges in this scenario, as they do not have immediate access to a direct pathway. Intrado is currently exploring various methods to enhance conductivity.
  - The remaining PSAPs are following the predetermined schedule and do not foresee any potential problems in the future.
  - The KCSO is planned to cutover at the beginning of April, while VCC is scheduled for the end of April.
  - Phase III Platform Recorder effort is progressing smoothly. The consultant has been actively engaging with the PSAPs; successfully collecting valuable data to formulate requirements.

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- PSAP Tech Ops Report
  - There was no meeting conducted in the month of January.
  - The meeting held on February 1st focused on reviewing the project and discussing its components, purpose, and significance.
  - On Wednesday, February 14th, the Organizational Change Champions will convene their scheduled meeting.

**FOR THE GOOD OF THE ORDER**

- Industry/Legislative Update – Jami Hoppen
  - The legislative session concludes on March 7th, marking the end of a short session. Multiple bills are being monitored as they would have an impact on the 911 community.
  - HB2311 aims to provide comprehensive support for first responders by focusing on their overall well-being and promoting peer support. This legislation recognizes the importance of addressing the mental and emotional needs of first responders and allows for more flexibility for peer support across agencies and disciplines.
  - HB2258 would require counties to provide municipalities with funding from the excise tax dollars. A substitute bill was submitted, and it appears now it would only impact Spokane County.
  - In November 2023, Congresswoman Norma Torres, reintroduced the "911 SAVES Act". Legislation aims to redefine the role of telecommunicators at a federal level.
  - The Department of Retirement Systems (DRS) has changed the election period for current PSAP employees to move from PERS to PSERS.
    - New election period is June 1, 2024-September 1, 2024
  - Samantha Stottlemire (EPD)-Spoke with DRS and they have confirmed they will be publishing the rules later this month.
  
- Roundtable
  - None
  
- Wrap Up: Requests/Actions noted in Minutes
  - If you are interested in joining the Strategic Objectives workgroup, please inform Ben. Volunteers will be asked during the April RAGB meeting.
  - Amber Thompson-will be sending out the updated invitation for the June meeting, which has been rescheduled to June 5th, the first Wednesday of the month.
  - To get more information about scheduled farmer markets, upcoming fairs, and legislative updates, visit SharePoint.

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- Send all feedback regarding trainings, webinars, and sponsored trainings directly to Jami.

Meeting adjourned at 9:52am

Next Meeting: **April 10, 2024**