

Meeting Notes

Meeting of the Interagency Continuity of Operations (iCOOP) Committee

Tuesday, January 28, 2014, 9:30 a.m.

Edna Lucille Goodrich Building (7345 Linderson Way SW, Tumwater, WA 98504-7359)
Conference room 1028A

Attendees on Phone:

Jeff Kiper, Claudia Connor, Bill Eller, Bruce Ensign

Attendees:

Amy Myers, Lisa Zolman, Marla Kentfield, Arel Solie, Phil Johnson, Shannon MacFarlane, John Ufford, Clayton Braun, Suzanne Nott, Bernadette Fong, Mary Craig, Jim Hazzard, John Antapasis, Ken Cureton, Joe Panesko, Sonia Soelter, Liz Smith, George Pickett, Megan Fitzgerald-McGowan, Kelly Dunbar, Doug Selix, Shari McCafferty, Jocelyn Hofe, Ron Seymour, Chuck Hunter, Chris Kennedy, Sue Bush, Anna Swain, Nadia Sarne, Colleen Maguire, Sheri Bruu-Deleon, Jill Nordstrom, Tyler Ray

Welcome & Introductions

Reviewed Building evacuation instructions and sent email to those attempting to teleconference with updated instructions.

**Tyler
Ray**

Confirmation of Steering Team Nominations

Co-Chair Nomination: Sonia Soelter – Doug Selix moved to nominate, seconded by Kelly Dunbar, confirmed by committee

**Tyler
Ray**

Secretary Nomination: Jill Nordstrom – John Ufford moved to nominate, seconded by Suzanne Nott, confirmed by committee

Military Department Update

John gave a status update of the COOP reporting under the Governor's directive and thanked those who had responded with updates by January 15. This information is used to update General Daugherty for the Results Washington effort and he is pleased to be able to report data backed progress.

**John
Ufford**

Joe Panesko provided an update on the COOP and COG updates sent forward to the Legislature. COOP seems to be moving forward, however the update to the COG language to add natural disasters to those items that might trigger a COG situation has stalled out with concern about legislative quorums. Additionally, a senator has included language into the bill that transitions it primarily to cyber-security. The Military Department is working this to try to resolve issues.

Interdependencies Subcommittee Report**Arel
Solie**

The subcommittee chair reported that the subcommittee has received interdependency worksheets from 29 agencies and additional agencies may still do so. If an agency submitted their information and it isn't appearing on the roster, they may contact Arel to make corrections. The goal of this tool is to identify and map interdependencies to allow for the discussions to take place between customer agencies and those agencies supporting them, perhaps identifying gaps and triggering conversations regarding expectations and priorities. The group will be looking at the data in the near future and will provide the iCOOP with commonalities and potential action items.

Training & Education Subcommittee Report**Sonia
Soelter**

A survey was sent to the iCOOP membership to find if there are any training requests, gaps or requests for mentorships that can be facilitated through the subcommittee. The T&E Subcommittee would like to add a training section to the iCOOP website.

A suggestion was made that future surveys could focus on the exercise portion of COOP, specifically looking at what the planning process for COOP exercises looked like and if any assistance with that process is needed.

Continuity Assessment Tool Agency Analysis**Doug
Selix**

Doug has requested that the group look at the results of the CAT as an aggregate. He has volunteered to collect and collate the data to see if there are any identifiable or systemic gaps that might be addressed in the future. Doug is requesting that page ix of the CAT be sent to him.

It was noted that there may be some issues with collecting the data as some of the agencies have had issues with the data not auto-populating dependent upon the use of the Word or PDF document. Additionally, as the CAT is a generalized tool, data may not be easily comparable between agencies.

As the idea is simply data collection, the group agreed that the data would not be used as a ranking tool or a performance metric but merely as a gap analysis tool.

The request for the CAT will be sent to the iCOOP group shortly. Doug is requesting the information one week before the next general meeting

Disaster Recovery Discussion**Doug
Selix**

Doug asked the group what they would like to see in regard to Disaster

Recovery discussion and requested that this be rescheduled as an agenda item as one of the subject matter experts was not in attendance.

Requested discussion topics included vital records recovery, essential records, paper records recovery, an update from CTS regarding off site data backup and the requirements of a customer agency in recovering data from that backup site.

Meeting Conclusion

**Sonia
Soelter**

Future agenda item suggestions:

Essential Records Training

IT Disaster Recovery

Vital Records Recovery

Devolution (John Ufford volunteered to contact FEMA for a presentation inclusive of discussion of the Federal Executive Board)

CAT and Continuity Circular Guidance 2

Overview of BIA (Kelly Dunbar volunteered to present)

Continuity of Operations for non-agency owned sites

Additional commentary:

Joe Panesko suggested that agencies have their AAG or legal review any devolution or succession plans to ensure that they are legally sound. Individual agency AAGs should be consulted due to the wide variety of regulatory requirements and agency specific authorities

Sheri Bruu-Deleon briefly discussed her interest in additional information for planning for a non-owned building which led to some discussion regarding coordination with other tenants in a building of COOP especially in the instance that an agency may not have the authority to close a building.

Kelly Dunbar pointed out that January 2014 marks the one year anniversary of the official committee meeting for iCOOP.

The next meeting is scheduled for February 25, 2014.

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