

# Meeting Notes

## Meeting of the Interagency Continuity of Operations (iCOOP) Committee

Tuesday, February 25, 2014

9:30 a.m. – 11:30 a.m.

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

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### Welcome & Introductions

Reviewed Building evacuation instructions. Sonia advised that there would be a change to the agenda as FEMA had agreed to present on Devolution.

**Sonia  
Soelter**

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### March Elections

Sonia advised that both the Vice-Chair (currently filled by Tyler Ray) and the Member at Large Position #2 (currently filled by Doug Selix) terms are expiring and that elections will take place at the March 2014 meeting. She will be sending out an email requesting nominations at the end of the week.

**Sonia  
Soelter**

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### Devolution

Andrew presented on Devolution. The agencies of the Federal government are required to have devolution plans while states, tribes, etc are encouraged to do so. Devolution is the process of transferring your authority or mission essential functions to another agency. Specifically, these plans should state how and when direction and control will be transferred to and from the devolution site. Devolution partners ideally will be similar in mission to your own organization and will have the right tools & systems in place to assist or take over the mission essential functions.

**Andrew  
Cleaves**

Additional information for devolution and continuity planning can be found at <http://www.fema.gov/continuity-operations>

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### Military Department Update

General Daugherty is currently in Washington DC but anticipates attending the next iCOOP meeting.

**John  
Ufford**

EMD is still accepting quarterly reports for those agencies that have not yet submitted their January Status. John requested that agencies let him know how their COOP updates are progressing. The quarterly reports are being reviewed for common elements which may be used to develop the agenda for iCOOP in the future.

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The COOP legislation put forward by the Military Department did pass the House. However, the Senate made amendments adding quite a bit of language regarding cyber security to the bill. It is currently in review with that language which will need to be resolved. The House Bill number is 2124 and the Senate bill number is 5971

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### **Policy Subcommittee Report**

The policy subcommittee has not met since the last iCOOP general meeting. Bob is monitoring the House & Senate bills which are based on the suggested language put forward by this subcommittee.

**Bob  
Bippert**

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### **Interdependencies Subcommittee Report**

The subcommittee has received input from 33 agencies regarding interdependencies. They are currently consolidating this information into a spreadsheet. Once the information is gathered the subcommittee will meet and look at actionable information.

**Arel Solie  
&  
Doug  
Selix**

If an agency hasn't reported yet, there is still time to do so. Negative reports (e.g. no interdependencies based on essential functions or no essential functions) are also welcome.

There may be future opportunities to use information so any additional reports will be accepted regardless of if that information is included in this first round of analysis. The hope is that individual agencies will work together to address interdependencies and the tool/process is designed to assist in that.

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### **Essential Records**

Theresa talked about some of the issues that Agriculture has run into in creating their essential records plan. The purpose of the planning function is to identify the essential records, prioritize the agency's need for those records, mitigate the risk to them, and train for when and how those records might be needed. One critical portion of this is recognizing that differences will exist between what is kept in paper records and what is kept in electronic records. Additionally, during an event electronic records may not be available, so it might be advisable to have a backup paper copy stored so it can be quickly duplicated and distributed.. Theresa strongly recommended looking not only at the forms that an organization might need, but also the documents that are required as a result of those forms being submitted.

**Theresa  
Norman**

Essential records can include the COOP, operations plans, passwords and instructions, desk manuals, and forms. They can also include internal and external client records.

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Agriculture has developed a Records Emergency Action Plan, which is like a small scale COOP just for records. They developed this plan after some records were damaged and then disposed of rather than being recovered or partially restored. This plan identifies who to contact in case records are damaged to determine whether or not they can be salvaged.

There is a WAC that requires the protection of the state's records. Keep in mind that the record may not seem pertinent now, but may be very important at a later date.

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**Meeting Conclusion**

Doug advised that he has received responses from 23 agencies providing their information from the CAT. He is still accepting information and believes that this may be useful in identifying agenda and training items.

**Sonia  
Soelter**

Sonia requested future agenda items

- Business Impact Analysis
- Consolidated Technology Services overview
- COOP Learning Consortiums
- COOP planning sticking points and best practices to overcome them

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<http://www.wsdot.wa.gov/partners/InteragencyCOOPWorkgroup/>