

# AGENDA

## Interagency COOP Workgroup (iCOOP)

Thursday, January 31, 2013

8:30 a.m. – 11:00 a.m.

Dept. of Labor & Industries Building  
7273 Linderson Way SW, Tumwater, WA 98504-7359  
Conference room S117/S118

If you would like to participate via Teleconference:

*Teleconference Number: 360-709-8060*

*Teleconference Password: 1072525*

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**8:30 Welcome & Introductions**

**Kelly Dunbar**

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**8:40 iCOOP Purpose, Goals & Objectives**

- Background & transition to a formalized Workgroup
- Specific Deliverables/Assignments

**Kelly Dunbar  
& Doug Selix**

**Information  
Sharing**

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Kelly & Doug gave a brief overview of the history of the group and what we hope to accomplish. The specific deliverables/assignments for the workgroup are based upon stated general expectations in the Governor's directive. One deliverable is to formalize the group via charter. We will use the Charter to refine the details of how we will meet the general expectations, including statewide collaboration and the production of ideas and suggestions to contribute to enterprise resiliency.

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**9:15 Review Draft Charter**

- Review and provide feedback for the Charter Sub-committee
- Schedule Final Approval Date

**Doug Selix**

**Discussion &  
Decision**

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Doug introduced the Charter sub-committee and explained that the Charter is a draft, submitted to the members of the iCOOP Committee for feedback and adoption. Doug led the group in review and discussion of the charter. The members participating in the meeting provided additional feedback. However, the group was unable to reach consensus on two items specifically; how the group will conduct votes and how many votes each participating agency has; and whether to restrict certain member agencies from holding specific steering committee offices. The group will discuss this at next meeting. The rest of the charter was accepted with minimal editing. Many thanks to the Charter Sub-Committee who spent a great deal of time on the charter development.

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<b>9:45</b>	<b>iCOOP Administration</b>	<b>Annie Merritt</b>	<b>Discussion &amp; Decision</b>
	<ul style="list-style-type: none"> <li>• Offices, terms &amp; elections</li> <li>• Meeting Schedule &amp; Location</li> </ul>		

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The group discussed nomination and election procedures. It was stated the person seeking a position did not have to explain what they would bring to the office, “they just had to be a willing body”. It was then brought up that those serving on the Standards and Solutions sub-committee should not serve on the steering committee; we did not reach consensus on this issue. After a lengthy discussion the group decided we would formalize the charter in writing to be approved by vote. Those people that are interested in a steering committee position or nominating a person for a position can submit nominations to Kelly and it would be discussed at the next meeting. The time ran out before the group could discuss the potential meeting times and locations.

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<b>10:15</b>	<b>Continuity Assistance Tool Training</b>	<b>Kelly Dunbar</b>	<b>Information Sharing</b>
	<ul style="list-style-type: none"> <li>• February 14<sup>th</sup>, 2013 at the ELG Building; 9:00 a.m. – 3:30 p.m.</li> <li>• Head Count via Meeting Notice</li> </ul>		

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Please respond to the meeting notice if you are planning on attending so we can give FEMA an accurate headcount.

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<b>10:30</b>	<b>Business Continuity Planning Tool Demos</b>	<b>Doug Selix, Mark Donges &amp; Jameel Shamsid-Deen</b>	<b>Discussion &amp; Decision</b>
	<ul style="list-style-type: none"> <li>• Discuss planning tools</li> <li>• Determine interest in further demos of products</li> </ul>		

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Time ran out before we could adequately discuss this agenda item. It should be scheduled for a future meeting

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<b>10:50</b>	<b>Wrap-Up &amp; Next Steps</b>	<b>Kelly Dunbar</b>	<b>Discussion &amp; Decisions</b>
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Next meeting is February 26, at the ELG Building, Room 1028A

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Visit our web site

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

## Attendance

Last Name	First Name	Org	Area	Mailstop	Phone	Attended
Abbott	Jeannie	DNR	COOP		360-902-1304	P
Bates	Charles	AOC	COOP	41170	360-705-5305	A
Beers	Jason	CTS	IT		360-407-8868	A
Bippert	Bob	DES	EM	40104	360-407-9210	A
Bouffard	Robert	DE	COOP		360-725-4680	
Broglio	Jade	Cascadia	COOP		425-971-8887	
Bush	Sue	SHS	COOP		360-902-8159	
Butcher	Aaron	OFM	EM/ COOP	43113	360-902-0406	A
Campbell	Corina	COM	EM/ COOP	42525	360-725-4138	
Cearns	Spence	ESD	IT	46000	360-407-4692	
Clark	Brett	ESD	IT	46000	360-407-4758	
Colvin	Patrick	ATG	FM	40100	360-664-0092	
Condra	Gary	DVA	COOP		360-725-2202	A
Cox	Paul	SHS	IT		360-902-7767	A
Craig	Mary	DSB	IT		360-725-3839	
Culver	Brian	Cascadia	IT		425-352-8186	
Dahl	Brian	Tech Colleges	IT		425-803-9768	
Davenport	Darrell	DRS			360-664-7309	
Davis	Marie	SAO	COOP		360-725-5622	
Dean	Ken	DSHS	IT		360-902-0227	
DeShaye	Bob	ESD	IT		360-407-4647	A
Donges	Mark	DES	IT		360-407-8025	A
Duffield	Gary	DIS	IT	42452	360-902-3464	
Dunbar	Kelly	LNI	IT	44770	360-902-4450	A
Eller	Bill	CON	COOP		360-407-6200	P
Ellsworth	John	BIIA			360-753-6823	A
Ensign	Bruce	DOR	IT		360-596-3683	
Feek	Cami	ATG	FM	40122	360-586-4079	
Fithian	Thomas	DOC	COOP		360-725-8214	
Gillespie	Brian	UTC	IT		360-664-1175	
Ginn	Craig	EMD	EM		253-512-7097	A
Grover	Kevin	HCA	IT		360-725-9598	
Hauan	Rick	CDHL	COOP		360-418-0401	
Hazzard	Jim	DOR	COOP/ FM	47469	360-725-7475	
Heiser	Ed	RCO			360-725-3930	
Henly	Jim	DOL	IT		360-664-6547	P

Hennigan	Charles	LNI	EM	44860	360-902-5729	A
Himmel	John	DOT	COOP		360-705-7973	P
Hofe	Jocelyn	DOL	EM		360-902-9237	
Hundsnurher	Ed	HCA	EM/ COOP	45501	360-725-1951	
Isley	Dotty	SAO	IT		360-725-5395	
Johnson	Nikki	HCA	COOP	42692	360-923-2805	
Johnston	William, LTC	MIL	COOP		253-512-8633	
Kanikebert	Ken	SPI	COOP		360-725-6115	
Kassel	Albert	DRN	IT		360-902-1316	
Kirk	Agnes	CTS	IT	41503	360-407-9031	A
Kiper	Jeff	DVA	IT		360-790-3895	A
Lamb	Chris	DRS	IT		360-664-7282	
Lanouette	Bob	LNI	IT	44720	360-902-5964	A
Lee	Mark	CDHL	IT		360-418-0410	
Liston	Bob	BIIA	COOP/IT		360-753-6823	
Ludwig	Carlyle	SHS			360-902-7615	
Maciejewski	Gary	ECY	IT	47600	360-407-6670	
Mathews	Carole	LNI	RM	44860	360-902-5740	
McCafferty	Sharie	DOH	IT		360-236-4432	A
McWhorter	Charlie	Olympic Coll	IT		360-710-4181	
Merritt	Annie	DOH	EM	47816	360-236-4069	A
Moody	Dwight	AGR	IT	42560	360-902-1947	
Nacht	John	ESD	COOP		360-407-4506	
Nordstrom	Jill	OIC	COOP	40256	360-725-7241	
Nott	Suzanne	WSP	IT	42646	360-705-5180	
Pender	Nick	DES	IT		360-407-8076	
Pickett	George	DRS	COOP		360-664-7950	
Ray	Tyler	WSP	COOP		360-704-2968	
Riveland	Bruce	Olympic Coll	COOP		253-269-8760	
Robins	Connie	COM	COOP		360-725-2662	
Robinson	Scott	RCO	COOP		360-902-0207	
Roddy	Teresa	CON	IT		360-407-6475	
Sarno	Nadia	OFM	FM	43113	360-902-0618	
Seymour	Ron	DFI	IT		360-902-8788	A
Shamsid-Deen	Jameel	DOC	IT	41109	360-725-8348	A
Schmit	Joe	DOT	EM	47358	360-705-7838	
Sciaccotta	Thomas	DOH	IT	47904	360-236-4490	
Selix	Doug	DES	IT	41401	360-407-8081	A
Simons	Jeff	WSIPC	IT	-----	425-349-6509	
Smith	Eva	Edmonds CC	IT		425-352-8186	A

Smith	Thelma	DOT	IT	47430	360-705-7728	P
Soelter	Sonia	WSDA	RM	42560	360-725-5509	A
Sweet	Judy	HCA	IT		360-915-8811	
Tanayo	Peter	SPI	IT		360-725-6134	
Thomas	Gene	DEL	IT		360-725-4918	
Trask	Tony	DOT	FM	47303	360-705-7891	
Trout	Dennis	MIL	IT	TA:20	253-512-7391	
Tudor	Greg	RCO	IT		360-902-3018	P
Ufford	John	EMD	EM	TA-20	253-512-7052	
Walsh	Sondra	UTC	COOP		360-664-1286	
Whaley	Julie	DOT	EM	47358	360-705-7814	
Wilkinson	Gary	COM	IT		360-725-4139	P
Williamson	Zodie	HCA			360-725-1667	
Winslow	Christine	AOC	IT	41170	360-705-5249	
Woodruff	Richard	Tech Colleges	COOP		360-704-4380	
Yale	Pauline	DFI	EM/FM		360-902-0502	A
York	Jason	DSHS	EM	45848	360-902-8351	

COOP=Continuity of Operations, EM=Emergency Management, FM=Facilities Management,  
IT=Information Technology, RM=Risk Management