

AGENDA

Interagency COOP Workgroup (iCOOP)

Tuesday, March 26, 2013

9:30 a.m. – 10:05 a.m.

Edna Louise Goodrich Building

7345 Linderson Way SW, Tumwater, WA 98504

Conference room 1028A

If you would like to participate via Teleconference:

Teleconference Number: 360-709-8060

Teleconference Password: 1072525

9:30	Welcome & Introductions	John Ufford
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John welcomed the attendees and provided information about General Dougherty's schedule changes relating to the COOP meetings. John acknowledged the contributions of Kelly Dunbar, Charlie Hennigan, Ken Cureton and so many others which got the group going and sustained the group through the years.

9:35	Election of Officers	John Ufford (Military)	Election
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Election of officers was held for the following positions :

- Co-Chair (*April 2013-March 2015*) Annie Merritt (DOH)
 - Vice-Chair (*April 2013 – March 2014*) Tyler Ray (WSP)
 - Secretary (*April 2013-March 2015*) Thelma Smith (WSDOT)
 - Member at Large Position 1 (*April 2013-March 2015*) Jameel Shamsid-Deen (DOC)
 - Member at Large Position 2 (*April 2013 – March 2014*) Doug Selix (DES)
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9:40	Policy Review Subcommittee Report	Bob Bippert (CTS)	Report
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The subcommittee has met once with another meeting scheduled.

9:45	Interdependencies Subcommittee Report <ul style="list-style-type: none">• Review and provide updates	Jason Beers (CTS)	Report
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The sub-committee has met once and is scheduled to meet this Thursday. The group is working on tools to identify the essential functions. Each agency on the committee will be bringing two essential functions to the group to see how the current tools work.

9:50	Governor's Directive (reissue)	John Ufford (Military)	Information Sharing
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The Governor's office has reissued the policy for the COOP. Some of the highlights are:

- 1.) What has been done the agencies continue to get credit for completing.
- 2.) The next milestone is the completion of the CAT is April 30th.
- 3.) The reporting structure remains the same through John and the Military Department. We will continue to report progress toward the COOP milestones to General Daugherty, so he can report to the Governor. It appears as if Governor Inslee is not going to use the current GMAP process, so his seeing the data directly from the GMAP Dataview application is unknown. More information will be communicated as it becomes available.
- 4.) Quarterly reports are due on the 15th following the month (i.e., April 15th for March).
- 5.) The Continuity Assistance Tool (CAT) is to be of assistance to the agencies. The agencies are still able to apply those items which are applicable. Each agency answers the CAT which makes sense for the agency, but not to rewrite the CAT.
- 6.) The results for the CAT are used as an internal agency working document. The CAT is NOT turned into the Military department. This is strictly a management tool for performance improvement. How often the CAT is revisited within the agency is up to each individual agency.

9:55 IPMA Forum

**Doug Selix
(DES)**

**Discussion &
Decisions**

Anne Merritt brought up that this would be a good forum to help the technicians understand the relationship between the COOP and Disaster Recovery.

Suzanne also mentioned that the COOP group used to have a booth. Doug will look into if we can have a booth again.

Jason Beers (CTS), John Ufford (MIL, John will assist but conflicts with scheduled EOC exercise), Bruce Ensign (DOR), Anne Merritt (DOH), Suzanne Nott (WSP) and

Thelma Smith (WSDOT) will help Doug with the Forum planning.

10:05 Wrap-Up & Next Steps

John Ufford
(Military)

**Discussion &
Decisions**

John announced the election results as listed above.

Meeting was adjourned at 10:05!

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