

Meeting Minutes

Interagency COOP Workgroup (iCOOP)
Tuesday, February 26, 2013
8:30 a.m. – 11:00 a.m.

Welcome & Introductions/ John Ufford

Brian Culver (Cascadia) & Bill Eller (WA State Conversation Commission) on the phone, all others signed in with the sheet.

General Dougherty Expectations / John Ufford – Information Sharing

Kelly Dunbar and John Ufford met with General Daugherty earlier in the month. John explained the history and the fact that General Daugherty has accepted the responsibility of leading (performing Chair duties) the iCOOP.

Gen. Daugherty wants to get through the group formation and into the action portion of the Governor's Directive.

John provided an update on the coordination and identification of the agencies representation. Agencies should be using the CAT and going through the COOP. Gen Daugherty will present iCOOP policy recommendations to the OCIO by the end of March or when the iCOOP completes the work.

Review of Charter / All – Discussion & Decision

Charter was unanimously approved without discussion.

Nominations for Officers / John Ufford – Discussion & Decision

Members of the iCOOP have volunteer to serve in the positions of Co-Chair (Annie Merritt), Vice Chair (Tyler Ray), Secretary (Thelma Smith). Doug Selix has volunteered for one of the at large positions pending his approval as an alternate member of the iCOOP for for DES..

Additional nominations for the at large position can be done today or e-mail forwarded to John (john.ufford@mil.wa.gov). Next meeting, we will elect the officers so that they will begin their terms in April. At the conclusion of the discussion, Jameel Shamsid-Deen volunteered for the secondary at-large position.

Discussion about the location/meeting day and time was brought up. The fourth Tuesday at 0830 in the ELG meeting room was put forth as the recommended date, time and location for the monthly iCOOP meeting.

Sub Committee for Policy Review / John Ufford – Call for Volunteers

A working group of about 5 people are needed to review current policies and to identify opportunities for improvement and change. This committee will review State Policies, not internal agency policies. All Internal Agency policies should be worked through internal processes.

We have some opportunities to make some recommendations for both the COOP and the Disaster Recovery side. We have enough authority for this working group to make recommendations for change.

Volunteers: John Ellsworth (BIIA), Tyler Ray (WSP), Bob Bippert (CTS), Jameel Shamsid-Deen and John Ufford. (John will scare up some additional volunteers). Kelly Dunbar (L&I) volunteered after the close of the meeting.

Sub Committee for Interdependencies / John Ufford – Call for Volunteers

By the end of September each agency must have essential functions identified along with external dependencies. This sub-committee is needed to assist agencies in coordination of the external dependencies and to assist agencies going through the CAT.

There is a request for a full time position for a statewide COOP manager is in the legislature. This would be a statewide dedicated manager which would work with the iCOOP and state agencies.

A concern about getting this committee formed and develop a quick timeline to assist the agencies rather than having the agencies do re-work later. Discussion revolved around identifying the essential functions of government, working with agencies and moving forward rather than using the 2007 work.

From the Governor's directive, these two bullet items will be the focus of this sub-committee:

- Procedures exist for internal and external communication when normal methods may be disrupted, including information on whether the agency is open or closed; and,
- Performance of the agencies' critical functions, including technology systems that support those functions, are possible when disruptions occur due to a disaster or emergency.

Volunteers: Jason Beers (CTS), Thelma Smith (WSDOT), Suzanne Nott (WSP), Jim Hazzard (DOR), Doug Selix (DES) and Arel Solie (WSP)

Wrap-Up & Next Steps / John Ufford – Discussion & Decisions

All agencies should have completed the Continuity Assistance Tool by the end of April. The results should be used to update agency COOP plans by June 2014. Agency internal policies should have been reviewed as part of the CAT.

ESF2 definitions updates are due in 2013.

Next meeting will be election of officers. Any additional agenda items should be sent to John Ufford or Kelly Dunbar.

Each of the sub committees will take a few minutes directly after the meeting to discuss the first meeting and coordinate.
