

Meeting Notes

Interagency COOP Workgroup (iCOOP)

Tuesday, June 25, 2013

9:30 a.m. – 11:30 a.m.

Edna Louise Goodrich Building

7345 Linderson Way SW, Tumwater, WA 98504-7359

Conference room 1028B-C

If you would like to participate via Teleconference:

Teleconference Number: 360-709-8060 Teleconference Password: 1072525

Building Emergency & Safety Instructions (Thelma Smith)

The exits, AED devices, Fire extinguishers and evacuation were reviewed.

Welcome & Introductions (Annie Merritt)

Annie welcomed the attendees and the attendees were asked to introduce themselves including those attending via the phone.

The question about if the COP plans came into play with the furlough situation was brought up. ½ of the attendees said that it was considered and ½ indicated that it was not considered.

Puget Sound Partnership & LNI used the COOP formula for essential functions. LNI reviewed the fatality response function and as a result will need to update their COOP.

The State Military Department is concerned about the furloughs in that the contacts in each of the agencies may be gone and there is concern about how or who to contact in some state agencies in the case of an emergency.

Update from General Daugherty

The Military Department just had a table top exercise on the fire situation in Washington and reviewed the COOP. There was a visit to eastern Washington which included reviewing the responses to hazmat spills.

General Daugherty has been working with the Governor's office on Results Washington. The COOP has been incorporated into Goal 4.

2 July 15th, the next COOP progress report is due. The reports from the agencies should contain information on what has happened in the last 3 months with the COOP. This report can be sent electronically to John Ufford (John.Ufford@mil.wa.gov). October 15th will be the next reporting cycle after July.

Policy Subcommittee Report (John Ufford)

John shared the proposed changes to RCW 42.14 and WAC (see agenda materials on web.). Please review the proposed changes and get feedback to John Ufford or Bob Bippert as soon as possible. The next meeting of the subcommittee is scheduled for the middle of July.

Tyler suggested that the subcommittee also get the Association of Counties involved, since some of the proposed changes will have an impact on the counties.

Interagency Dependences Subcommittee Report (Arel Solie)

Arel discussed the progress that the subcommittee has made. They are in the process of testing a collection tool to identify the interdependencies between state agencies.

The data collection tool will be used to build in resiliency planning and address the potential problems when an agency is no longer providing services which are used by other agencies.

The data collection tool will be routed to both the COOP and D/R representatives in each agency when they are ready to go live. The schedule however, will not meet the deadline in the executive order. The delivery of identified dependencies should be available by the end of the year.

Round Robin: Directive 13-02 Addressing Essential Staff (Tyler Ray)

Tyler started off the round robin in explaining how WSDP communicates the positions that are essential and their functions, annually. WSP presents the essential functions at an All-Staff meeting and re-engages the managers to review with the staff about their responsibilities and identification of who are responsible for which essential functions.

DOH has been going through changes to identify who makes the call about what positions are essential and who they are. The question has come up at DOH, who has the authority to activate the EOC and those people should be identified as essential Staff.

In some agencies the term "vital services" has been used instead of the term essential functions due to possible implications with the union rules. And because of the furloughs, there are attorneys involved with the decision making process.

Some agencies which aren't tied to Transportation funding, revolving fund or cost recoverable are making decisions based upon funding. General Daugherty shared that the instructions from the Governor's office is that unless the agency's services are directly tied to an RCW or WAC, the agency will be furloughing staff.

Discussion continued about the COOP being used for a tool or resource to assist with decision making, but in the case of budget restrictions, it is not the deciding factor.

There was much discussion around the furlough situation and identifying an organized shut down and restart of services. Contingency plans are used to identify what we have to do in these types of situations. The COOP is about keeping the business going and Disaster Recovery is about recovering from an event.

LNI discussed the two questions that they are asking of each of their divisions:

- 1.) Do your essential personnel know who they are?
- 2.) Do they know what they are responsible for?

The possible statewide COOP software product could assist with documenting and documenting functions.

<10 minute break>

Meeting Conclusion (Annie Merritt)

- Future Agenda Items
 - Questions & Answers
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