

Meeting Notes

Interagency COOP Workgroup (iCOOP)

Tuesday, April 23, 2013

9:30 a.m. – noon.

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

If you would like to participate via Teleconference:

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

Present on the phone:

- Jason York – DSHS
- Jeff Kiper - Veterans Affairs
- Sonia Soelter – Agriculture
- Rick Woodruff - Community Colleges
- Brett Clark - Employment Security
- Brian Culver – Cascadia.

Present at meeting (Signed attendance sheet):

- Charles Bates – AOC
- Aaron Butcher – OFM
- Mark Donges – DES
- Kelly Dunbar - LNI
- Colleen Gilbert – DVA
- Mark Hagen – Commerce
- Jim Hazzard – DOR
- Jameel Shamsid-Deen –DOC
- Ed Hundsnurher – HCA
- Colleen Maguire – Parks
- Sharie McCafferty – DOH
- Annie Merritt – DOH
- Suzanne Nott – WSP
- Tyler Ray – WSP
- Doug Selix – DES
- Ron Seymour – DFI
- Thelma Smith – WSDOT
- Anna Swain - ESD
- John Ufford – Military
- Pauline Yale – DFI

9:30 Building Emergency & Safety Instructions Thelma Smith (WSDOT)

The evacuation routes and emergency information was explained.

9:35 Welcome & Introductions Annie Merritt (DOH)

Annie introduced the newly elected leadership team the following team members are serving a 2-year term:

- Annie Merritt (DOH), Co-Chair
 - Thelma Smith (WSDOT), Secretary
 - Jameel Shamsid-Deen (DOC), Member at Large (Position 1)
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These team members are serving a 1-year term:

- Tyler Ray (WSP), Vice-Chair
- Doug Selix (DES), Member at Large (Position 2)

News updates

Statewide Risk Management Presentation - Next week, Annie will be presenting to the statewide Risk Management members, providing information about what the iCOOP is doing.

If there are any meetings which the iCOOP membership hears about or wants the iCOOP team to participate in, please contact the leadership team.

Sonia Soelter (Agriculture) is scheduling the FEMA COOP training scheduled for May 21 & 22nd. If there is anyone interested, please contact Sonia (SSoelter @agr.wa.gov or (360) 725-5509) COOP training at Thurston County Fairgrounds. Additional information will be sent out by next week.

9:45 Governor's Directive Status

John Ufford (MIL)

John provided information about the 92 state agencies, councils, tribal and non executive branch agencies.

John provided a dashboard view of the status of the executive agencies (see attachment). The dashboards will continue to be tracked past the G-MAP closeout.

As the report goes forward, the agencies will be given an opportunity to provide updated status.

E-mail updates on status can be sent to John if you are either the COOP or D/R representative for your agency.

Both subcommittees have been challenged in the participation for each group. Volunteers from other agencies are needed on both the Policy and Interdependencies subcommittees. The committees need participation from those agencies which aren't IT focused in the subcommittees. The perspectives and knowledge will add to the direction of the committees.

Interdependencies subcommittee:

The Interdependencies subcommittee purpose is to identify where there are dependencies between agencies, with vendors or outside resources. Long term goals include identifying at an enterprise (statewide) level where agencies could coordinate for services or support each other.

The committee has been challenged to identify where and what the dependencies are? while meeting the deadline. Doug Selix and Mark Donges have created a catalog of functions, but the committee needs additional volunteers to get the work done.

The committee is working on a strategy for identifying the interdependencies. When the strategy is complete, the committee will bring the information back to the group.

The committee needs an additional 2-3 COOP, EM or FM volunteers. Volunteers who represent agencies with multi-dependencies are very welcomed.

Policy subcommittee:

The Policy subcommittee purpose is to identify what policies may need to be updated to provide recommendations on what needs to be changed to meet the needs of the COOP, D/R, EM or FM. The OCIO's office has a policy on Disaster Recovery, but hasn't been updated since 2000. There are no RCW's, WAC's or statewide policies for COOP, FM or EM. This is one area which the subcommittee can identify a possible state need.

The policy sub committee needs additional volunteers also. The two committees may be merged to achieve the goals needed by the Governor's directive. This committee has met once but hasn't gotten any traction.

John Ufford will be looking at getting additional volunteers for the Policy side. Annie took the pulse on if we have jumped into policy and interdependencies too soon. If there are no additional volunteers in 30 days, the committees will merge.

Using terminology that crosses boundaries

Tyler explained that one of the goals of the committee is to build a shared understanding

of continuity terms across state agencies. In furtherance of that goal, Tyler provided an overview of the difference between an Emergency Support Function, which is an emergency management term, and an essential function, which is a continuity term. Tyler provided two handouts: an overview of the Emergency Support Functions from the State's Comprehensive Emergency Management Plan and an overview of essential function definitions used in continuity planning. There is no current definition for what a "State Essential Function" is and Tyler explained that defining that term would be important work for the policy subcommittee to consider, as it could help the Interdependencies Subcommittee with their task of identifying and prioritizing essential function interdependencies. California's State Essential Functions were included in the handouts as an example.

Both the Emergency Support Functions and the Essential Function definitions are available on the icoop web site under the heading "Monthly Meeting Hand-outs and Information" on the right navigational bar at:

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

10:45 Building Evacuation

The ELG building evacuated as part of the annual emergency drills for DOC/WSDOT.

11:10 Bring meeting to order

Annie Merritt (DOH)

Annie provided an overview of the work that DES has done in their data collection effort from the 2007 COOP plans which were submitted to the Military department.

11:15 Round Robin

ALL

Here are just some of the reports from the agencies:

DSHS: DSHS does not have a single COOP plan. Rather, we have a CEMP that includes:

- DSHS vital services
- Emergent positions required to support vital services
- Basic Plan
- Emergency Communication Strategy for Management, which has been tested
- Procedures for Headquarters Emergency Coordination Center
- Annexes individual emergency response plans and continuity plans, as they are developed

The CAT is of very limited utility to us and must be modified significantly before it can be applied meaningfully. That process will take several months and I do not anticipate employing a revised CAT before January 2014.

DSHS is finalizing a Project Charter that delineates how we will implement a cycle of continuity planning that dovetails with existing business planning efforts and incorporates the core requirements, as stipulated by FEMA. The project includes measureable outcomes, not just meetings and outputs.

Employment Security: Going through a transition time as staff has retired.

OFM: Has been going through new Business Analysis processes to document the COOP processes.

AOC: D/R in good shape. OAC is now going through the COOP. Charlie Bates is working on a template for the various groups.

PARKS: COOP includes the IT D/R Plan is updated annually. Parks is working on how to incorporate the CAT into their plan.

Commerce: CAT has been completed and the COOP has been updated. With completion of the CAT, there are some updates needed to the COOP. Commerce is having some difficulty with the Essential Functions.

Revenue: Almost finished with the CAT. There has been monthly meetings since January. Revenue has identified what needs to be changed in the COOP. Additional work on revisiting the Essential functions and prioritization.

Health Care Authority: HCA has merged with another state agency and is working on revisiting the essential functions from both agencies. HCA has narrowed down to about a dozen essential functions. All of which are 3 or more days and has no critical functions which must be up within 72 hours. Having a few problems applying the CAT since the agency is not a Tier 1 responding agency. The interim COOP is working for HCA now.

WSP: Technology changes fast, so keeping up with the ITD D/R Plan needs to be dynamic and will be able to match up with the COOP. ITD is working with the business to identify what is needed such as Sharepoint, to make sure that the business needs are covered. Last formal revision of the COOP was 2011. Since finishing the CAT this week, there are several revisions which need to be made.

Veteran's Affairs: VA is meeting next week to identify and prioritize for IT. The CAT was difficult since VA is not a Tier 1 responder.

DOH: Working on the CAT. Emergency management has a different view of essential with the functions identified by the business. With improvements which have been made, the COOP will be updated. This is a priority for the new director which started today.

State Attorney General: Early June will AG will be performing a table top exercise. Once the table top is done, then there will be an update to the COOP. AG is working on partnering with state agencies on where there may need legal services during an event.

Military Department: The military department's COOP representative spends ½ of the month in Thailand. The Military Department is working on adapting the CAT with the senior leadership and identifying at which level of detail is needed. Each of the divisions are going to be working on individual COOPs with the concept of a team of teams.

LNI: The CAT has been completed. The individual business plans have more detail than the agency COOP. LNI will be working on identifying where the additional documentation and information is provided for the COOP. LNI's executive team has made the COOP a priority. LNI has volunteered to help other agencies as needed.

WSDOT: New COOP staff person will be coming onboard in May. D/R plan is in the process of being updated. Both COOP and D/R have been made priorities within the agency and work continues to get WSDOT where we need to be with the COOP & D/R.

11:55 Meeting Conclusion

Annie Merritt (DOH)

Agenda items for the next or future meetings are welcomed. Submit requests to one of the iCOOP leadership team members.

Kelly Dunbar would like to get on the agenda for next meeting to discuss the general contract terms which she has been working on with DES for COOP and D/R vendor services.

Visit our web site

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