



WASHINGTON STATE
CRIMINAL JUSTICE TRAINING COMMISSION
19010 1ST AVENUE SOUTH, BURIEN, WA 98148

COMMISSION MEETING

Wednesday, September 14, 2011
10 AM

COMMISSION MEMBERS PRESENT:

Jeff Myers (Chair), Chief, Hoquiam Police Department
Bill Elfo, Sheriff, Whatcom County Sheriff's Office
Bernard Warner, Secretary, Washington State Department of Corrections
Darell Stidham, Deputy, Spokane County Sheriff's Office
John Batiste, Chief, Washington State Patrol
Julie Anderson, Auditor, Pierce County
Ned Newlin, Chief of Corrections, Kitsap County
Thomas Metzger, Prosecuting Attorney, Pend Oreille County
William Boyce, Citizen at Large

WSCJTC STAFF PRESENT:

Debbie Mealy, Deputy Director
Brian Elliott, Manager, Financial Services
Doug Blair, Investigator, Peace Officer Certification
Greg Baxter, Manager, Human Resources
Ian Edwards, TAC Officer, Corrections
Joel Gavino, Manager, Information Technology
John Suessman, Commander, Basic Law Enforcement Academy
Pam Clark, Commander, Corrections
Sonja Hirsch, Executive Assistant
Stephanie Supko, Manager, Research, Science & Technology
Steve Lettic, Assistant Director
Tisha Ehret, Manager, Peace Officer Certification
Todd Brophy, TAC Officer, Corrections
Tony Anderman, Manager, Advanced Training
Wesley Anderson, Manager, Facilities

GUESTS PRESENT:

Brian Moran, Chief Deputy, Attorney General's Office
Jean E. Meyn, Assistant Attorney General, Attorney General's Office
Marvin Wolff, Volunteer, Whatcom County Sheriff's Office

WELCOME & OPENING REMARKS

The Chair called the meeting to order at 10:06 AM with a quorum present. Sonja Hirsch conducted roll call of the Commissioners, Deputy Director Mealy conducted roll call of the WSCJTC staff, and self-introductions of guests followed.

In addition to the introduction of staff, Deputy Director Mealy explained organizational changes as well as changes in personnel titles and roles.

Commissioner Welcome: Bernard Warner

Jeff Myers, Commission Chair

Mr. Warner began his career with the Department of Corrections at the Washington State Penitentiary in 1980 at the age of 23 when the prison was considered one of the most dangerous prisons in the country. His first assignment was as a classification counselor of the highest-risk unit at the Walla Walla prison. During his career at Washington State DOC he worked in several different prisons and divisions before becoming an administrator at Headquarters.

During the 1990s, he played a key role in Washington's prison expansion and led the siting process for Airway Heights Corrections Center, Coyote Ridge Corrections Center, and Stafford Creek Corrections Center. In the mid-1990s, he was a policy advisor to then Governor Mike Lowry.

Beginning in 2000, Mr. Warner held high-ranking positions at state corrections agencies in Arizona, Florida, and California. Before returning to Washington State in 2010, he served as Chief Deputy Secretary of Juvenile Justice at California Department of Corrections and Rehabilitation. In October 2010, Mr. Warner returned to Washington State as Prisons Director and was appointed as Secretary of the Washington State Department of Corrections in July 2011 by Governor Gregoire.

WSCJTC Staff Farewell: Doug Blair

Jeff Myers, Commission Chair

Mr. Blair officially announced his retirement, from the WSCJTC, which will be effective September 30, 2011.

Doug has worked for the WSCJTC for 10 years and was the creator of the Washington State Peace Officer Certification process. Prior to working for the WSCJTC, he served as Sheriff of Yakima County and also as a WSCJTC Commissioner.

Mr. Blair said working for the WSCJTC has been an absolute honor and pleasure, as tremendous things have been accomplished over the years.

APPROVAL OF MEETING MINUTES

Commissioner Batiste made a motion to approve the meeting minutes of June 8, 2011. Commissioner Newlin seconded the motion. The motion passed unanimously.

CHAIR'S REPORT

Jeff Myers, Commission Chair

At the last meeting, the Chair addressed the role of the Commissioners, the WSCJTC mission statement, the roles and responsibilities of the Commission, and more.

A retreat was scheduled for mid-August; however, it was cancelled due to the inability to establish a quorum.

Commissioner Retreat

The Chair will schedule a one-day retreat to discuss the Strategic Plan, which is currently being developed by WSCJTC staff. The Commission, as the policy makers of the WSCJTC, is to provide the overall guidance and direction of the Executive Director and WSCJTC.

Commissioner Metzger stated that it is important for the Commissioners to meet to set goals and determine the direction of the WSCJTC. When the Commission addresses the direction, the discussion will be on whether or not those in charge are getting the job done. He added that the meeting will need to be planned and have structure.

Director's Evaluation

Mr. Baxter informed the Commissioners that all bargaining unit employees are required to have an annual evaluation, and a Performance Development Plan (PDP) used for the process.

The Chair stated that it is important for the Executive Director to have a clear understanding, in writing, of the Commissioners' expectations. On the other end, the expectations of the Executive Director would be evaluated by the Commission.

Mr. Baxter confirmed the Commission's authority to conduct a performance review of the Executive Director at any interval determined.

The PDP was displayed on the projector screen for the Commissioners to review, and Greg discussed the different sections of the form.

The Chair stated that in the first part of the PDP, the expectations of the Executive Director would be outlined, and the expectations would be evaluated in the second part of the PDP.

Commissioner Newlin asked if there were expectations for the Executive Director for the last 12 months.

Mr. Baxter and Commissioner Batiste both stated that the duties of the Executive Director were outlined in the job description. In addition, Mr. Baxter said a firm job description, approved by the Commissioners, was developed prior to recruiting for the position.

Specific performance goals (e.g. visit x number of sheriffs, deliver y number of peace officer revocations) were not established. However, due to the Executive Director's broad and long strategic responsibilities, a look back and review with narrative comments about what he has accomplished during his first year is appropriate to

document based on the performance the Commission considers to be important and necessary.

Commissioner Metzger stressed the importance of the PDP to lay out the Commission's expectations of the Executive Director rather than use an approach for the Executive Director to simply go out and take care of business. During the retreat, it will be important for the Commissioner to determine what the Commissioners want, the direction the Commissioners want the WSCJTC to go, and then review how the staff has done on getting to the goal(s).

Commissioner Boyce shared that the Commissioners may need to use a 360-degree approach for an evaluation since the Commission only meets four times each year. It will be important to get feedback from the staff.

Mr. Baxter stated that former Executive Director Michael Parsons' file includes very few of his actual performance reviews, as his performance reviews were simply letters from the Chair of the Commission extracting comments from performance reviews conducted during executive sessions. His performance reviews referred to strategic goals and things included in the Executive Director's report to the Commission during the quarterly meetings.

Mr. Baxter suggested, like for any employee, if you give the employee performance goals, priorities, and deadlines that they report on those during appropriate intervals (e.g. accomplished x, y, and z).

Mr. Baxter reported that there were two periods where former Executive Director Parsons received a 360-degree review, and staff comments were solicited.

Commissioner Anderson stated that since employee feedback was solicited during the former Executive Director's evaluation; she would like it included in the current Executive Director's performance evaluation.

Chief Deputy Moran reported that he and Attorney General McKenna completed an evaluation for the Executive Director of the National Association of Attorneys General. Some of the key competencies they used for the evaluation were managerial skills, effective communication, collaborative relations and representation, oversight of resources, organizational approaches, candid advice and counsel, and vision and strategic perspective.

For the feedback portion of the evaluation, feedback was first solicited from present membership and then a 360-degree evaluation was performed, which was very robust. During the 360-degree evaluation the team talked to former AAGs, staff members, and others.

Mr. Baxter reported that almost all of the letters in former Executive Director Parsons' file include granting a salary increase. This will not be an issue currently, as the Legislature has enacted a salary increase freeze for exempt and WMS employees.

The Vice Chair believes the evaluation for the Executive Director should have a high priority on the retreat agenda.

DEPUTY DIRECTOR'S REPORT

Debbie Mealy, Deputy Director

Deputy Director Mealy announced that Executive Director Hawe and Commissioner Rahr were attending the National Association for Civilian Oversight of Law Enforcement (NACOLE) Conference, in New Orleans, to discuss the Justice Based Policing concept.

BLEA Commander Introduction

In August 2011, John Suessman was selected as the first full-time state employee to fill the position of Basic Law Enforcement Academy Commander.

Commander Suessman started with the Lacey Police Department in 1979 as a reserve police officer. In 1980, he was hired as a full-time police officer and, since that time, he has held the positions of reserve police officer, narcotics detective, traffic officer, sergeant, Thurston County Narcotics Task Force Commander, patrol lieutenant, and commander. In addition, he has been an instructor for the WSCJTC.

John graduated with Basic Law Enforcement Training class 135 and Federal Bureau of Investigation National Academy class 174. He holds an associate degree, bachelor degree, and all of his career level certifications.

John is married, lives in Olympia, and has four children and five grandchildren.

Budget/Legislative Agenda

The Governor's Office asked state agencies to plan for five percent and ten percent budget reductions, and a budget forecast will be released on September 15 to determine how much will need to be cut from each agency's budget.

A list of the proposed WSCJTC budget cuts was emailed to the Commissioners prior to the meeting in addition to receiving a hard copy at the meeting.

Each WSCJTC manager was asked to meet with their staff and determine where cuts could be made within their program/division's budget. Following those meetings, the Senior Management Team met a few times to discuss the proposed cuts that were brought forward. Some of the proposed cuts include: cut printing costs in BLEA, reduce overtime expenditures for BLEA instructors, reduce the use of BLEA outside instructors, cancel one BLEA class, cancel one COA class, cancel one JSA class, eliminate towel service in locker rooms, shorten EVOC at WSP Academy from five days to three days, reduce budget allotment to AGO estimate, elimination of Doug Blair's position due to his early retirement, don't backfill one BLEA instructor position, reduce website enhancements and maintenance performed by vendor, reduction in Printelligent and Sprint billing, and more.

Deputy Director Mealy stated that the Commissioners had not been involved in the budget reduction process in the past; therefore, she went through the list and explained each proposed cut. There was an extensive discussion on the items listed in regard to potential impacts to the agency as well as stakeholders.

The Vice Chair stated that the Law Enforcement Digest (LED), produced by the AG's Office monthly, is a very valuable tool for all law enforcement agencies. He believes

that, given the agency's mission, it is the WSCJTC's responsibility to pay for and deliver the LED.

Deputy Director Mealy and Mr. Elliott met with staffers of the Ways & Means Committee a few weeks ago and there was a very strong message that the Legislature will be looking at new funding sources and shifting costs to the locals (e.g. law enforcement agencies) during the next legislative session. Agencies are already paying over \$3,000 per recruit; however, agencies should expect those costs to increase.

Mr. Elliott outlined the items included should a five-percent reduction be implemented, and what items will be cut should a ten-percent reduction be implemented.

The Commissioners disagreed with the following proposed cuts: elimination of the LED and driving simulator program. In addition, they would like to see less, if any, cuts to the child welfare and child abuse trainings.

Driving Simulator

The Legislature provided the WSCJTC with funds to operate the driving simulator; however, the WSCJTC was made responsible for recouping the money from local agencies for use of the simulator.

WSCJTC staff put out an email survey in an attempt to determine the desired need, by law enforcement agencies, for the driving simulators. Based on the responses received, approximately \$50,000 could be recouped.

Deputy Director Mealy met with Mr. Elliott this morning to discuss options for the driving simulator program, and she will meet with Executive Director Hawe when he returns from Louisiana. Her proposal will be to keep the driving simulator going for the rest of the fiscal year so interested agencies can use it.

The Deputy Director and Mr. Elliott will then prepare a decision package for the supplemental budget and explain that there are no funds to run the program during the next fiscal year unless the Legislature helps with funding. The WSCJTC does not want to quit offering the driving simulator, but it makes it difficult to offer it when there are no funds to hire a person to drive it in addition to fuel and maintenance. The WSCJTC will express to the Legislature that the way in which the driving simulator was funded is not working.

Commissioner Stidham stated that the driving simulator is to enhance training; therefore, basic training should not be replaced with the simulator.

He believes that agencies are simply backing away from the program, because of the affixed dollar amount. However, once people see other agencies using it, they will want to use the program as well.

The Chair stated that most law enforcement agencies are currently going through the budget process; therefore, they need to budget now if they want to send people through the program. If agencies don't budget for the program, there will not be money to offer it to their officers.

Deputy Director Mealy said the cost for each person to use the driving simulator is \$50. Staff members are reaching out to the Traffic Safety Commission and many others for assistance.

If the program fails, the WSCJTC will be satisfied that it made every attempt to save the program.

Commissioner Stidham asked Commissioner Batiste if his staff could put figures together in regard to how much it costs to operate their driving simulator annually.

Commissioner Batiste will have his staff prepare numbers and present it to WSCJTC staff.

Mr. Anderman stated that the state will get a return on its investment should they fund the driving simulator, as programs such as this reduce driving accidents, fatalities, and more.

Commissioner Warner questioned why costs couldn't be shifted or cuts be made elsewhere to come up with the funds for the driving simulator.

Deputy Director Mealy confirmed that all non-mandated programs have received some sort of cut, so there is nowhere else to cut.

Commissioner Stidham shared the idea of possibly offering the simulator to other organizations and companies to generate revenue.

Strategic Plan/Communication Plan

The current strategic planning process is more in depth than it has been in the past, most likely due to staff's adjustment to new leadership, new management teams, new divisions, and a new vision. This process has changed the way we look at the WSCJTC because of the changes over the last year.

It is important for all staff members to be a part of the process; therefore, the process has been spread out to provide sufficient time to complete the plan.

Mr. Anderman reported that Phase I of the process has been completed in which the management team met to determine the agency's mission based on the vision brought forward by the Executive Director.

During the retreat, the mission, vision, and values were discussed. Staff chose to stick with the current values of professionalism, integrity, and accountability. In addition, the entire staff went through a SWOT (strengths, weaknesses, opportunities, and threats) analysis.

After the retreat, the Senior Management Team has reviewed the current Strategic Plan to determine what is or is not relevant, a priority, and essential.

The hope is to have Phase II completed by October 28, as the group will meet next week to analyze the SWOT analysis and develop mission driven goals.

By January 13, 2012, the strategies, objectives, and a timeline will be developed for each goal in addition to a communication strategy.

Deputy Director Mealy stressed the importance of focusing on the agency's mission regarding the strategic planning process, due to everything currently going on at the WSCJTC (e.g. budget cuts), and ensuring that all staff's input is heard.

Executive Director's Vision

Executive Director Hawe's new vision is very much about generating revenue and finding ways to bring money in to the WSCJTC in different ways. He brought Stephanie Supko, to be introduced shortly, on staff to seek out various grants that are available for agencies like the WSCJTC.

The Commissioners will have an opportunity to visit Room E-205, which has been turned into an Emergency Operations Center (EOC), and the agency is looking at how to bring in FEMA grants and monies by partnering with other agencies and becoming a secondary emergency response site. This is a new direction for the WSCJTC and there is a focus on generating revenue.

Commissioner Anderson requested that Commissioners be made aware, if any, if the grants require matching funds or have obligations for ongoing support.

The Chair shared that some grants seem like a great idea, but then are not sustainable, which require you to work outside the mission.

Commissioner Vacancy

The Commission currently has a vacancy, city line officer, and is waiting on a replacement through the Governor's Office. Contact has been made, but an appointment has not yet been made due to the Governor's schedule and other priorities.

STAFF REPORTS

All Staff Retreat Recap

Tony Anderman, AT Manager

This topic was covered during the Deputy Director's Strategic Planning/Communication Plan report.

Kalispel Waiver Request: Fredrick Warren

Tisha Ehret, Certification Manager

The Kalispel Tribe of Indians has requested a waiver for Assistant Chief Fred D. Warren to attend the Basic Law Enforcement Equivalency Academy after a 16-year break in service from Washington State law enforcement.

Per statute, a break in service in excess of five years (60 months) would require the officer to attend the full 720-hour Basic Law Enforcement Academy in order to be eligible for certification.

Chief James Wynecoop attended the meeting telephonically.

The Commission can choose to require him to attend the Basic Law Enforcement Equivalency Academy or the full Basic Law Enforcement Academy. The staff's

recommendation is for Assistant Chief Warren to attend the full, 720-hour Basic Law Enforcement Academy following a lengthy break in service.

Ms. Ehret reported that she is not familiar with any case in which the Commission granted a waiver for someone with a 16-year break in service.

Commissioner Elfo made a motion to deny the waiver request for Kalispel Assistant Chief Fred D. Warren. Commissioner Anderson seconded the motion. The motion passed unanimously.

The Chair reiterated to Chief Wynecoop that Assistant Chief Warren would need to attend the 720-hour Basic Law Enforcement Academy to be certified as a Washington State Tribal Law Enforcement Officer.

Policy on BLEA Rules

Tisha Ehret, Certification Manager

At the Commission Meeting in June 2011, the Commissioners discussed an appeal received from a BLEA recruit who was terminated from the Basic Law Enforcement Academy. During the appeal, a problem was discovered with the process. Since the meeting, Tisha Ehret and AAG Meyn worked to streamline the appeal process outlined in BLEA Rule 5.12.190, Investigation of Rule Violations or Misconduct.

AAG Meyn informed the Commissioners that the changes made to Rule 5.12.190 eliminate them from the process, as the appeal will be handled internally through the proper chain of command. The recruit will have the opportunity to appeal the termination to the Executive Director or designee. Finally, if needed, the recruit can appeal the decision of the Executive Director to the Superior Court.

Based on a few questions that were asked, **Ms. Ehret** then discussed how Peace Officer Certification ties into this issue. Currently, recruits sign the Application for Peace Officer Certification during the first week of the academy. This is done to allow the WSCJTC the ability to deny the person's application for certification should they be dismissed from the academy.

Corrections Division Update

Pam Clark, Corrections Commander

New TAC: Deputy Ian Edwards

Deputy Edwards is from the Snohomish County Sheriff's Office and currently assigned to the Corrections Division. Deputy Edwards has worked for the WSCJTC on his own time acting in mock scenes for the Corrections Officers Academy.

New TAC: Todd Brophy

Todd Brophy is from the Juvenile Rehabilitation Administration (JRA), Naselle's Youth Camp, and currently assigned to the Corrections Division. Mr. Brophy has worked, on contract, for the Corrections Division for the last year developing a JRA Academy, which was a long process involving all of JRA's internal stakeholders. In addition, he is a master level defensive tactics instructor.

Both of these gentlemen are new to their positions, but definitely not new to the Corrections Division.

A revision of all the Corrections academies has been performed, based on a prior job task analysis, and a pilot of each academy will be done by the end of October.

The Division is now offering regional training, and the kickoff will be held in October in conjunction with Cowlitz County Corrections. This development came out of conversations with stakeholders during WASPC Conferences and during one-on-one meetings at agencies throughout the state.

Deputy Director Mealy added that Commander Clark and her staff have been throughout the state meeting with stakeholders to talk about their needs and determine ways to provide assistance.

The Chair commended Commander Clark and her staff for reaching out to stakeholders, as it is a huge piece of the continued plan.

Deputy Director Mealy stated that she and Assistant Director Lettic too have been traveling around the state meeting with chiefs and sheriffs in individual meetings, as well as in group meetings, by attending county sheriff and chiefs meetings.

Chapter 139-07 WAC

Doug Blair, Certification Investigator

Proposed by: WSCJTC staff

Reason for change: The Legislature amended the law granting authority to the WSCJTC to adopt standards on conducting background investigations and polygraph examinations or similar assessments for the position of a certified law enforcement officer or a reserve law enforcement officer.

Action required: Discussion only

Mr. Blair discussed the background regarding the changes to this WAC as well as the different parties that provided input.

Commissioner Newlin added that he would like to see a change made to WAC 139-07-020(b)(v) to read, "The names and addresses of all employers and schools attended within the last ten years, at a minimum."

Mr. Blair said that the WAC is to establish the minimum requirements.

The Chair reported that any further change or suggestions need to be sent to Ms. Hirsch.

Mr. Blair stated that he has been in contact with members of the Northwest Polygraph Examiner's Association; however, no one is in attendance from the Association.

WAC 139-05-100

Doug Blair, Certification Investigator

Proposed by: WSCJTC staff

Reason for change: RCW 36.28.025 states: "A person who files a declaration of candidacy for the office of sheriff after September 1, 1979, shall have, within twelve months of assuming office, a certificate of completion of a basic law enforcement training program which complies with standards adopted by the criminal justice training commission pursuant to RCW 43.101.080 and *43.101.160." This new rule will establish a standard for basic law enforcement training for newly elected sheriffs.

Action required: Discussion only

Mr. Blair stated that the language contained in this new WAC was determined through a collaboration of members of the Sheriffs' Association during a past WASPC Conference.

Commissioner Elfo stated he missed the meeting at which this WAC was discussed, and he would vote against the language. He believes that newly elected sheriffs should be held to the same standard as any other peace officer and be required to attend the full Basic Law Enforcement Academy.

Facebook

Joel Gavino, IT Manager

The WSCJTC launched its Facebook account in mid-February 2011 and there are 740 "likes" to date. This media source is a great way for the agency to disseminate information to stakeholders, students, and others.

Currently, staff will post information about graduations, classes that need to be filled, upcoming meetings and events, pictures and videos of the Chief For a Day program, and more. In addition, it is being used by BLEA graduates to send encouraging comments to new students and graduating students.

Deputy Director Mealy reported that this is just one more way the WSCJTC is trying to relay information to students and stakeholders.

New Staff Introductions: Stephanie Supko

Steve Lettic, Assistant Director

The WSCJTC has created a Research, Science, and Technology Division, and the catalyst for this is an increase in research, surveying, and assessment in order to change how the agency does business or provides feedback.

The new division was needed, because it was too much work for the Advanced Training Division. The Research, Science, and Technology Division's manager is Stephanie Supko, and she will be responsible for working on various grants and research projects.

Ms. Supko has 11 years of emergency management experience at the federal, state, and local levels. She began her career as a commissioned officer with the United States Coast Guard where she served in a number of different capacities; most notably in the management team of 9/11, with weapons on loads in support of Operation Iraqi Freedom, and hurricane Katrina. She spent four years in higher education at Peninsula College in Port Angeles, WA.

Research, Science, and Technology and the Advanced Training Division are doing a joint Job Task Analysis (JTA) on the BLEA, as a JTA has not been conducted since 1995. The JTA will study what an officer does for the first year after they graduate from the academy and at what capacity we should train them in order to tailor what we are doing as we evolve. This information was recently distributed through WASPC's Get the Word Out.

The research end has been completed in examining the past 42 BLEA classes, which included pre and post PBL. Nine hundred and eighteen free flowing memos have been received detailing what graduates felt worked for them, did not work for them, and contained other data based on their experience at the BLEA. Through the JTA, the information will be reviewed to determine what can be done to make the BLEA better. The results of the JTA will be shared with Commissioners and other stakeholders, so the WSCJTC can make data driven changes.

NIMS Resolution

Stephanie Supko, Research, Science & Technology

A NIMS (National Incident Management System) resolution was brought before the Commissioners for signature.

The NIMS is the national and international standard on how agencies respond and communicate for any level of an incident response. While the WSCJTC does follow and play in accordance with this system, there is no formal adoption stating that we will work and train in accordance with this system. As the WSCJTC assumes a larger leadership role in emergency management, as well as a training function, which is a route that will be taken shortly, this will be very vital for the WSCJTC to be able to lead by example and ensure we have one major tenant that allows us to seek federal support funds via grants in order to aid us with IT infrastructure that will support our Emergency Operations Center.

A major requirement to receive federal funds is to have the formal adoption of NIMS. This does not change the way the WSCJTC does business, but it does make a symbolic proclamation that this is a system the WSCJTC is using.

Commissioner Warner made a motion to adopt the NIMS Resolution.

Commissioner Newlin seconded the motion. The motion passed unanimously.

The Resolution was numbered 2012-01; however, it will be changed to 2011-01 to reflect the calendar year in which it was adopted rather than the fiscal year.

NEW BUSINESS

Demo: E-205

Jeff Myers, Commission Chair

The Chair asked the Commissioners to visit Room E-205, Emergency Operations Center (EOC), following the meeting to view the new technology.

Deputy Director Mealy asked Commissioners to visit the room, as a lot of new technology and hard work went into the development of the EOC.

Commissioner Metzger inquired as to the driving force behind the EOC.

Deputy Director Mealy again shared that Executive Director Hawe has a vision to bring in resources and open up the way the WSCJTC does business and the types of relationships that are built. It is a change to what has been done in the past, but it will build partnerships for the WSCJTC, as with the EOC. Agreements have been entered into with the Normandy Park PD, Port of Seattle PD, City of Burien, US Attorney's Office, United States Coast Guard, and King County Sheriff's Office.

Ms. Supko stated that the WSCJTC establishing the EOC is not only an external project, as it is just as important for us to take care of our own internally. When you think about what the WSCJTC does, and the symbolism it has for the state, the WSCJTC is a soft and appealing target should someone want to go after where first responders are trained and significantly impact the state. The WSCJTC needs to be able to respond and take care of our own and provide additional service to our community.

The WSCJTC is going to train itself and have infrastructure that will be state-of-the-art and innovative. Since we have this technology, we will create partnerships and share it with others by supporting our local communities.

Commissioners Anderson and Elfo asked how much the room cost.

Ms. Supko stated that the money was the initial IT infrastructure investment directed toward the room, and the total infrastructure additions cost approximately \$75,000 to \$80,000. Some of this money was an initial investment that the WSCJTC hopes to be able to backfill through partnerships. The WSCJTC has identified infrastructure enhancements that it would like to include to make the EOC an even bigger and better service for us, which will be received through various funding (e.g. grant opportunities). It will augment what is already there.

Commissioner Elfo asked if this came out of the existing IT budget.

Ms. Supko confirmed that the funds came out of the IT budget; however, Deputy Director Mealy reported that the money came out of the agency's operational funds.

Commissioner Stidham asked if he would be trained on the EOC and what it would do for him as a police officer.

Ms. Supko stated that the Incident Command System (ICS), which is the command and control communication function of NIMS, is primarily utilized by fire. What she has found, in regional and statewide exercises and incidents, is the communication breakdown between law enforcement and fire has proved to be significant. One of the first tasks for the WSCJTC is to find the appropriate venue to train law enforcement on what the ICS is and how to best use it. The law enforcement community is currently organizing events (e.g. parades and funerals) that are most relevant and pertinent for law enforcement; however, the WSCJTC would like to expand beyond that to provide more joint operation response between law enforcement and fire.

The WSCJTC will be using the EOC for mock scene training and deploying it as an EOC or emergency communications center so people can see it alive and in action. There will be a significant amount of ICS training to go along with it that will expand beyond the physical space of E-205.

Commissioner Elfo voiced his concern that he hopes there is funding coming in to help backfill, since it seems the WSCJTC is deviating away from its core mission and going into a whole new field.

Commissioner Anderson stated that the reactions to this topic reinforce the need for a Strategic Plan and for the Commissioners to be involved in the strategic planning process. Issues such as the EOC should be driven by the Strategic Plan.

Commissioner Stidham voiced his concerns about there not being money for the driving simulator, where he can be trained on policy and how to drive, but the WSCJTC has a cool, new room.

Ms. Supko responded to Commissioner Stidham that there are no operational funds for anything she is doing. The Research, Science, and Technology Division is building off of partnerships and grant opportunities to support future operations. Operational funds have not been earmarked for this project, as it is Ms. Supko's job to go out and find the monies through partnerships or other means.

Commissioner Anderson asked when the first action was taken to implement the EOC.

Mr. Anderson stated it was not too long after Director Hawe was hired, and the first step was all new furniture for Room E-205.

Deputy Director Mealy confirmed that the renovation to E-205 has been ongoing for approximately nine-to-twelve months.

Commissioner Elfo asked if there has been coordination between the WSCJTC and the Washington State Department of Emergency Management and General Lowenberg's Office.

Ms. Supko confirmed that the State's Emergency Department and General Lowenberg are aware.

Demo: Simulator

Jeff Myers, Commission Chair

The Chair announced that the driving simulator is available for Commissioners to view and demo; therefore, if interested, they should visit the simulator located at Mock City.

OLD BUSINESS

Nothing to report.

The meeting was adjourned at 12:24 PM.

Next Meeting: December 14, 2011, at 10 AM
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Written by: _____
Sonja Hirsch, Executive Assistant Date _____

Reviewed by: _____
Debbie Mealy, Deputy Director Date _____

Approved by: _____
Chief Jeff Myers, Commission Chair Date _____