

Name of Team: State of Oregon 9-1-1 Advisory Committee

Rev: February 24, 2020

Chartering Division	Manager Responsible	Chair	Admin. Support	Kick Off Date	Sunset Date
State of Oregon, OEM	Frank Kuchta	Cheryl Bledsoe	Jeanie Stark	October, 2008	None

Mission	<i>Provide guidance and direction to the Office of Emergency Management 9-1-1 program staff on the direction of the 9-1-1 program in the State of Oregon.</i>
Primary Goals & Objectives	<ol style="list-style-type: none"> 1. <i>Identify emerging technologies and additional significant impacts on the 9-1-1 system; be proactive in our ability to address these needs.</i> 2. <i>Assist the 9-1-1 program during the decision making process for the procurement of new technology, software, based on its value to the local PSAP</i> 3. <i>Advise the 9-1-1 Program and State Legislature when amending 9-1-1 and Public Safety Emergency Communications related ORS and OAR.</i> 4. <i>Charter will be reviewed and approved at the first meeting of the calendar year with the transition to the new Chair.</i>
Customers	<ol style="list-style-type: none"> 1. <i>Internal</i> <ol style="list-style-type: none"> a. <i>PSAP Managers</i> 2. <i>External</i> <ol style="list-style-type: none"> a. <i>The citizens we serve</i> b. <i>Members of our public safety community</i>
Success Indicators	<ol style="list-style-type: none"> 1. <i>PSAP Managers feel they are part of the process and have input into their statewide program.</i> 2. <i>Oregon is viewed as a leader in the 9-1-1/emergency dispatch business.</i> 3. <i>External customers can identify the value of the 9-1-1 program and investments made at the local level.</i>
Input Sources	<ol style="list-style-type: none"> 1. <i>The committee will seek input from its partnerships with Oregon APCO/NENA, Oregon Fire Chief's Association, Oregon Police Chief's Association and Oregon State Sheriff's Association.</i> 2. <i>Any other group who we seek out for input.</i>
Meeting Frequency/ Procedures	<p><i>Meetings will be held monthly with committee report-outs occurring during quarterly Oregon APCO/NENA chapter meetings. Meetings can be cancelled if there are no agenda items within one week of the meeting date.</i></p> <ul style="list-style-type: none"> • <i>At any time, the State 9-1-1 Program Manager will notify the advisory committee chair of any new program requests for committee input.</i> • <i>Once a request is accepted by the advisory chair, the submitting party (OEM or Regional Rep) shall draft an advisory report regarding the topic along with recommendations for action and send this to the Chair of the AC for addition to the pre-meeting agenda packet. All reports will be due one week prior to the advisory committee meetings so that the agenda & meeting materials may be distributed in a timely manner to all participants.</i> • <i>Minutes from previous meetings shall be drafted by OEM and submitted to the PSAP advisory chair one week prior to the AC meeting.</i> • <i>The PSAP AC Chair will distribute the agenda, advisory reports and previous meeting minutes, which shall occur one week prior to the AC meetings, to all the regional representatives and to OEM.</i>
Recommendation Making Process	<i>Recommendations will be made by consensus. If a committee member is unable to attend a meeting, they have the option of designating someone to act on their behalf from within their region. If nobody within the region is available, the committee member may designate someone outside of their region to act on their behalf provided it is agreed upon by the members of that region. The Committee Chair must be notified of the substitution in writing prior to the meeting.</i>
Recommendation Submission	<i>The committee Chair will make written recommendations to the State 9-1-1 Program Manager.</i>
Boundary Conditions to Decisions Made	<i>The 9-1-1 Program Manager has final decision making authority.</i>

Committee Members	As identified at http://www.oregon.gov/OMD/OEM/OR911/911-advisory-committee.shtml
Committee Chair and Vice Chair	<i>The Committee Chair and Vice Chair will be a one year term respectively with alternating expirations. Both positions will be voted in by current committee representatives. Should either position be left vacant for any reason other than expiration, the committee will vote in an interim to serve until the regularly scheduled expiration date.</i>
Committee Member Terms	<i>Committee members shall serve a term of three years.</i>
Replacement of Committee Members	<i>When a committee member representing a PSAP region vacates their position they will solicit volunteers to serve in their place. If more than one volunteer is available, the outgoing representative will conduct a vote with the PSAP managers in their region to choose the appropriate successor. When a commercial member vacates their position the organization they represent will choose a successor.</i>