

Chartering Division	Manager Responsible	Chair	Admin. Support	Kick Off Date	Sunset Date
State of Oregon, ODEM	Frank Kuchta	Nakita Thomas	9-1-1 Program Admin	October, 2008	None

Mission	<i>Provide 911 subject-matter expertise, guidance and recommendations to the 911 Program within the Oregon Department of Emergency Management and to other state programs on topics and issues that may impact effective 911 service delivery throughout the state of Oregon.</i>
Primary Goals & Objectives	<ol style="list-style-type: none"> 1. <i>Evaluate requests for 911 enhancement and recommend priority level when requested outcomes can not be simultaneously achieved within current ODEM 911 program resources and/or 911 community bandwidth.</i> 2. <i>Sharing information and/or gathering input from regional partners on issues as requested by ODEM or when initial consensus of the 911 AC representatives is not initially obvious or evident.</i> 3. <i>Identify emerging technologies and additional significant impacts on the 911 system; support proactive planning in the ability to address these evolving needs.</i> 4. <i>Assist the 911 program during the decision-making process for the procurement of new technologies, based on its demonstrated value to effective 911 service delivery.</i> 5. <i>Advise the 911 Program and State Legislature when amending 911 and Public Safety Emergency Communications related ORS and OAR.</i> 6. <i>Charter will be reviewed and approved annually.</i>
Customers	<ol style="list-style-type: none"> 1. <i>Internal</i> <ol style="list-style-type: none"> a. <i>Local PSAP Leadership</i> b. <i>ODEM and other State agencies that may make decisions that affect 911 service delivery</i> 2. <i>External</i> <ol style="list-style-type: none"> a. <i>The populations we serve</i> b. <i>Members of our public safety communities</i>
Success Indicators	<ol style="list-style-type: none"> 1. <i>All regions of the state have a voice and can be represented in decisions that affect 911 service delivery.</i> 2. <i>PSAP leaders feel they are part of the process and have input into their statewide 911 program.</i> 3. <i>Oregon pursues advancements in both technologies and procedures to enhance the effectiveness of 911/emergency dispatch business, utilizing proven public safety-grade solutions.</i> 4. <i>External customers can identify the value of the 911 program and investments made at the local level.</i>
Input Sources	<ol style="list-style-type: none"> 1. <i>State agencies within Oregon may provide presentations, documents or background information for questions that they are seeking answers to from the 911 community.</i> 2. <i>Oregon Department of Emergency Management will provide staff-level presentations, as needed, to guide various conversation topics.</i> 3. <i>Local 911 leadership or AC Representatives may provide questions or topics to the monthly agenda for conversation & advice.</i>
Meeting Frequency/ Procedures	<p><i>Meetings will be held monthly with committee report-outs occurring during quarterly Oregon APCO/NENA chapter meetings, as needed. Meetings can be cancelled if there are no agenda items within one week of the meeting date.</i></p> <p><i>At any time, the State 911 Program Manager will notify the advisory committee chair of any</i></p>

	<p><i>new program requests for committee input.</i></p> <ul style="list-style-type: none"> • <i>Once a request is accepted by the advisory chair for an upcoming agenda, the submitting party (ODEM or Regional Rep) shall identify the outcome being sought and provided brief presentation time on the agenda to provide any background information to the AC. Because presentation may be time limited, requestors may submit background materials for additional consideration one week prior to each meeting.</i> • <i>Minutes from previous meetings shall be drafted by ODEM 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 ODEM.</i>
<p>Recommendation Making Process</p>	<p><i>Recommendations will be made by consensus. If a committee member is unable to attend a meeting, their identified alternate will act on the primary representative's behalf. If nobody within their 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 their region. The Committee Chair must be notified of the substitution in writing prior to the meeting.</i></p>
<p>Recommendation Submission</p>	<p><i>The committee Chair will make written recommendations to the State 911 Program Manager, as needed.</i></p>
<p>Boundary Conditions to Decisions Made</p>	<p><i>The 911 Program Manager has final decision-making authority.</i></p>
<p>Committee Members</p>	<p><i>Each region may have one primary representative and an alternate. The primary members are identified at https://www.oregon.gov/oem/911/Pages/911-Advisory-Committee.aspx</i></p>
<p>Committee Chair and Vice Chair</p>	<p><i>The Committee Chair and Vice Chair will be voted in by current committee representatives. In the absence or vacancy of the Chair, the Vice Chair will serve as the AC Chair. 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></p> <p><i>In June of each year, the committee may choose to affirm current or elect new AC leadership. Both the Chair and Vice Chair may serve multiple terms, with the support of the AC members.</i></p> <p><i>The PSAP AC Chair also serves on the ODEM Executive Steering Committee for Next Generation 911 and may also be requested to actively advise the ODEM representative to the SIEC, should issues arise that affect the 911 community at large.</i></p>
<p>Committee Member Terms</p>	<p><i>Committee members shall serve a term of three years. Committee members may serve multiple terms, with the support of their Regional Partners.</i></p> <p><i>Current assignments and terms are listed in Appendix A.</i></p>
<p>Replacement of Committee Members</p>	<p><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 nominated, the PSAP AC Chair will conduct a vote with the PSAP leaders in the vacated region to choose the appropriate successor.</i></p>

Appendix A: 911 Advisory Committee Service Terms

Region	Representative	3-year Term Renewal Date
Region 1	Tiffany Miller	November 2027
Region 2	Mark Buchholz	January 2029
Region 3	Nakita Thomas	July 2026
Region 4	Marilyn Tiburski	February 2028
Region 5	Chris Perry	January 2029
Region 6	Karen Primmer	September 2028
Region 7	Carrie Hjerstedt	November 2027
Region 8	Tessa Cupp	January 2028
Region 9	Kevin Harris	January 2027
AC Leadership	Representative	1-year Term Renewal Date
AC Chair	Nakita Thomas	February 2027
AC Vice Chair	Ronda Griffin	March 2027