Washington Military Department Emergency Management Division	Effective Date: July 1, 2009 **E911 COORDINATOR FORUM ATTENDANCE POLICY** **Cancels all previous E911 Coordinator Forum Attendance Policies** **See Also:** E911 County Contract Policy E911 County Regionalization Contract Policy E911 Training Policy E911 Washington State Patrol Policy

COORDINATOR FORUM ATTENDANCE POLICY

This policy applies to all counties/WSP with contracts and does not require local revenue to be used against expenses.

1. **Coordinator Forum Attendance**
   a. Each County/WSP is eligible to send two PSAP/E911 Office employees to attend Coordinator Forums and should be claimed under line item CPD1.
   b. The 911 Coordinator is required to attend each forum and the second person should be selected to attend based on the topics being discussed at the forum.
   c. The Coordinator Forums are held three times a year and are typically scheduled for the first week of the following months with the exception of June:
      1. October
      2. March
      3. June (In conjunction with the Association of Public-Safety Communication Officials [APCO] Summer Conference)

2. **Reimbursement**
   a. All expenses related to a training event will be claimed for reimbursement as a whole after the event and expenses have been paid by the county/WSP.
   b. If registration fee was previously reimbursed by the State Office, you must indicate the month it was reimbursed. Travel and training expenses are exempt from the 30 day submittal requirement, but must be submitted for reimbursement within 60 days of the actual event
      1. All counties/WSP are eligible to receive travel reimbursement through county/WSP contracts for up to two PSAP/ E911 office employees.
      2. Reimbursement includes meals, travel, and lodging incurred in accordance with local jurisdictions travel policy and not to exceed State travel rates.
      3. Additional PSAP/ E911 office employees may attend Coordinator Forums, but will not be reimbursed under CPD1.

Approved by: Robert Oenning 9/22/09
Robert Oenning, State E911 Administrator