

IDAHO PSAP STANDARDS & TRAINING COMMITTEE

OFFICIAL MINUTES

A video/tele-conference/in person meeting of the Idaho PSAP Standards & Training Committee was held on April 6, 2022. The committee members were given the option to meet in person at the Idaho Sheriffs Association conference room 3100 Vista Ave, Boise, or to join the meeting virtually due to the COVID-19 restrictions.

Commencement

Vice Chair Lynn Parker called the meeting to order at 10:02 a.m. MDT. A quorum was present.

Members Present:

- Casey Van Buskirk, Shoshone County SO (virtual)
- Wendy Berrett, Whitcom (virtual)
- Roxanne Wade, Canyon County SO
- Carmen Boeger, Nampa PD (Ad Hoc Member)
- Stephanie Harris, Pocatello PD (virtual)
- Lynn Parker, Jefferson County SO
- Cullin Sherman, Madison County SO
- Marci Williams, Latah County SO (virtual)
- Beverly Crawford, Kootenai County SO (Ad Hoc Member) (virtual)
- Trisha Marosi, Idaho State Police (virtual)
- DeAnn Taylor, Cassia County SO (virtual)

Members Absent:

- Jens Pattis, Idaho State Police
- Megan Swensen, Fremont County SO (Ad Hoc Member)
- Erin Hidalgo, Bingham County SO
- Kelly Copperi, Valley County SO

Others Present:

- Kim Chipman, Washington County (virtual)
- Jamie Rebman, Washington County (Virtual)
- Sherry Glick, Idaho Falls Bonneville ECC (virtual)
- Dana Hanford, The Sales Group (virtual)

Consent Agenda

Committee Financial Report – Wendy Berrett gave the Committee Financial Report – Travel and Training - \$23,322.75.

MOTION: Roxanne Wade moved, Stephanie Harris seconded that the Committee Financial Report be accepted. The motion passed.

Information Agenda

PSAP Committee Chairman

MOU – Backup Phone Assistance

Sherry Glick with Idaho Falls Bonneville County ECC has asked for assistance or information from any agencies that have any existing MOU's with other agencies regarding failover or emergency call taking.

Trisha Marosi and Casey Van Buskirk stated there may be a written MOU between Post Falls, Bonner County, and Shoshone County. Casey will send a copy to Sherry.

Rule of 80

Legislation passed both the House and the Senate, and has been signed by the Governor.

Trisha Marosi said Melissa Stroh is going to follow up with PERSI to find out what the process or next steps are for dispatchers after the law goes into effect on July 1, 2022.

Action Agenda

PSAP Committee Member Vacancy Region 4

Lynn Parker did not receive any responses from any agency in Region 4. DeAnn Taylor reached out to agencies as well and did not receive any interest either.

Motion: DeAnn Taylor motioned, Trisha Marosi seconded, to select member from the two existing ad hoc members.

A ballot vote via text message was conducted. Beverly Crawford was selected by majority vote.

Regional Quarterly Trainings

POST has issued new POST ID's to every employee now, Carmen will put a message out on the Facebook page, and Kelly will include information on Eventbrite Conference registration.

Q1 – First Responder Resiliency, Captain Cameo Akins. Region 1 will be March 30 and 31, at ISP 615 W Wilbur Ave, Coeur d' Alene, Trisha Marosi will be the host. The trainings have been completed, 85 students attended, feedback was extremely positive.

Q2 – Customer Service, DeLisa Orren, Trisha Marosi, Steven Thopmson. DeLisa is not able to teach statewide this at this time.

Trisha Marosi can teach or arrange for Regions 1 & 2, Stephanie Harris can teach or arrange Regions 4, 5 & 6, Kelly Copperi, Carmen Boeger, Roxanne Wade, and Jens Pattis will arrange instructor(s) for Region 3. Carmen will produce the flyer, Cullin will coordinate dates, times, and locations.

The POST curriculum will be the source of instruction.

Q3 – Ethics, Jens Pattis.

Possible Future Training(s)

Eric Hetzinger, ISP Dispatcher, Technology and Social Media Class, Kelly Copperi offered to assist.

Michelle Carreras suggested Jeremy Eliot, he teaches a Statecomm class for POST, possibly a combined Hazmat/Statecomm class.

Idaho ECO-TERT Initiative

No new information.

ECO Job Task Analysis & ECO Academy

Stephanie has talked with Audrey McKay. The original vendor made changes to the contract which may cause the project to go back out to bid, if it doesn't the hope is to begin in June.

EMD Standard/Requirement

On hold for now until the Job Task Analysis is completed.

2022 Conference – Coeur d' Alene CDA Best Western – October 17-19, 2022

- *Committee Members will meet at 11:00 a.m. on Sunday, October 16, 2022.*

Keynotes

Lynn Parker will follow up with both keynotes.

- Day 1 – Michelle Lilly, PhD. – Current Research Evidence on Health in 9-1-1
- Day 2 – Kyle Plush Foundation (Ron & Jill Plush) – Be Your Best Self

Proposed Breakouts

- **Long Breakouts**
 - Day 1 – Michelle Lilly, PhD. – Individual & Organizational Interventions for 9-1-1
 - Day 2 – Pam Thompson – Be Your Best Self. Trisha Marosi will follow up and confirm.

- **Short Breakouts**

- PSAP Committee Member Roundtable Discussion
- Nicole Whittaker - Over vs Under Functioning Trainees
- Beth English - Leading the Toxic Employee or Cover Your Agency with Documentation. Lynn Parker will follow up and confirm.
- Jared Olson - Court Room Testimony Class. Stephanie Harris will follow up and confirm.

Conference Fundraising Goal - \$35,000

Technical Tracks – John Joseph, Dave Taylor, Dana Hanford

Dana has not been able to contact John Joseph. He will follow up with Dave Taylor and get the sessions confirmed.

Assignments

- **Sponsor/Vendors & Fees** – Trisha Marosi

Trisha has approximately \$10,500 committed so far, has received a lot of interest of sponsorships. We are ahead of where we usually are at this time of year.

- **Speakers/Break-Outs/POST Credit Approval** – Carmen Boeger/Roxanne Wade

Carmen Boeger will begin the POST approval process. She will follow up with Erin Hidalgo and get the schedule built.

- **Facility/Food/AV Equipment/Scrutiny of Contract & Billing** – Cassie Owens, Casey Van Buskirk

Beverly Crawford will be the point of contact with the Best Western, Casey and Trisha will assist as well.

- **Welcome Reception - October 17, 2022 / 1800-2000 hours** – Kelly Copperi

- **Tuesday Night Event** – Casey Van Buskirk, Beverly Crawford

Boat Tour; Casey has the person of contact and will follow up with them, get options and pricing to present at the next committee meeting.

- **POST Rosters/Sweatshirts/T-Shirts Research** – Kelly Copperi

- **Eventbrite/Registration/Attendee Name/Email List/Evaluations** – Kelly Copperi/Cullin Sherman

- **Notebooks/Posters/Promotional Materials** – DeAnn Taylor

DeAnn will get the save the date post card built and send it out to the committee for approval.

- **Swag Bags (250)/Swag Bag Contents / Raffle** – John Joseph/Dana Hanford/Trisha Marosi

Dana Hanford has made arrangements for the bags from the same vendor as before.

- **Certificates/Photos/Newsletter** – Kelly Copperi/Erin Hidalgo/Stephanie Harris
- **Registration Table/Schedule Cards** – Cullin Sherman/Erin Hidalgo
- **Honor Guard/Singers/Bagpipes** – Roxanne Wade/Wendy Berrett/Carmen Boeger

Pipes & Drums – Wendy has been in contact with CDA fire, they can attend, and offered honor guard as well if needed.

- Day 1 –
- Day 2 –

Honor Guard – Trisha will check with ISP honor guard

- Day 1 –
- Day 2 –

Singers – Trisha has confirmed Justin Scotch, Roxanne has confirmed Tiffany Knehr.

- Day 1 –
- Day 2 –

- **Photo Booth** – Roxanne Wade/Stephanie Harris
- **Governor Welcome Letter** – Jens Pattis
- **Idaho APCO/NENA Meeting** – Cassie Owens/Kelly Copperi
During lunch of 2nd day of the conference.
- **Travel Coordinator** – Lynn Parker
- **Instructor Gifts**
- **Poster Boards** – DeAnn Taylor

DeAnn will submit the graphics and order to the printer in Boise. Roxanne Wade said she can pick them up from the printer and bring them to the conference.

10th Anniversary Challenge Coin (2023) – Carmen Boeger/Lynn Parker

2023 Conference – Boise Riverside Hotel, October 2-4, 2023

Future Meetings

- May 4, 2022, will wait to see if IPSCC will be meeting in East Idaho or just virtual again.
- June 1, 2022, ICRMP Building
- July 6, 2022, ICRMP Building, possibly skip July's meeting.

Open Forum/Discussion

DALF Videos: Pocatello Police Department, Bingham County Sheriff's Office, and Jefferson County Sheriff's Office have a video. Contact Lynn Parker if anyone would like to borrow the Denise Amber Lee Foundation videos.

DeAnn Taylor advised Craig Logan will be retiring May 18th.

Dispatch Appreciation week is next week.

Adjourn

MOTION: DeAnn Taylor moved, and Roxanne Wade seconded that the meeting adjourn. The motion passed.

The meeting adjourned at 12:40 p.m. MDT

Lynn Parker
Committee Vice Chair

Cullin Sherman
Committee Secretary

AGENDA
PSAP Standards & Training Committee
April 6, 2022 – 10:00 a.m. – 4:00 p.m. (Mountain)

In-Person: Idaho Sheriff's Association /2nd floor – Conference Room A / 3100 Vista Avenue, Boise, Idaho

Virtual: Video/Tele-Conference / Join Zoom Meeting

<https://us02web.zoom.us/j/84740302055?pwd=MitBWFRVjBtc1psNTBYsZVRUIzZz09&from=addon>

Zoom Meeting ID: 847 4030 2055 Passcode: 540462

Conference Phone Number / One Tap mobile +13462487799,,84740302055# US (Houston)

***** Please note that the allotted times on the agenda are an approximation. *****

10:00 – 10:07	Commencement of Committee meeting, Roll call, and Introductions	Vice-Chair
10:08 – 10:10	Consent Agenda <ul style="list-style-type: none"> • Treasurer's Report – FY22 – last report – (\$24,110.06 / new report \$ _____) 	Vice-Chair
10:11 – 10:20	Information Agenda <ul style="list-style-type: none"> • PSAP Chairman – waiting for direction from IPSCC • MOU – backup phone assistance • Rule of 80 legislation update / discussion 	Vice-Chair
10:21 – 11:30	Action Agenda (ACTION ITEMS) <ul style="list-style-type: none"> • Committee vacancy Region 4 • Regional, Quarterly Trainings <ul style="list-style-type: none"> ○ Q1 2022 First Responder Resiliency, Training Captain Cameo Akins ○ Q2 2022 Customer Service – PSAP by region ○ Q3 2022 Ethics – Jens Pattis • Idaho ECO-ERT Initiative– sent to DIGB's • ECO Academy Curriculum revisions – Job Task Analysis – Kelly Copperi – Stephanie Harris • Idaho EMD Standards/Requirement Initiative – Push out to stakeholders • PSAP Conference <ul style="list-style-type: none"> ○ 2022 Conference Venue – Coeur d'Alene – October 17-19, 2022 at CDA Best Western ○ Keynotes <ul style="list-style-type: none"> • Day 1 – Michelle Lilly, PhD. - (Current Research Evidence on Health in 9-1-1) • Day 2 – Kyle Plush Foundation (Ron & Jill Plush) – (Kyle Plush story—Be Your Best Self) ○ Breakouts – PSAP Committee Roundtable Discussion; Over vs. Under-Functioning by Nicole Whitaker; Leading the Toxic Employee by Beth English; Court Room Testimony by Esq. Jared Olsen; Dr. Lilly – Individual & Organizational Interventions for 9-1-1 (long breakout, day 1); Pam Thompson – Be Your Best Self (long breakout, day 2) ○ Conference Fundraising Goal - \$35,000 ○ Technical tracks – John Joseph, Dave Taylor, & IPSCC LMR Committee 	Vice-Chair
11:30 – 12:45	LUNCH	
1:00 – 3:45	Action Agenda (ACTION ITEMS) continued... <ul style="list-style-type: none"> • Assignments <ul style="list-style-type: none"> ○ Sponsor/Vendors & Fees; extra raffle tickets given out by vendors, provided by us – Trisha ○ Speakers/Break-Outs/POST Credit Approval – Carmen/Roxanne ○ Facility/Food/AV Equipment/Scrutiny of contract & billing – _____ & Cassie ○ Welcome Reception – 1800 – 2000 (Welcome sign made? – Kelly) ○ Tuesday night event – ○ POST Rosters - Kelly ○ Eventbrite/Registration/Attendee Name & Email List/Evaluations – Kelly/Cullin ○ Binders / Posters / Promotional Materials – DeAnn / Kevin ○ Swag Bags (250) – pens, raffle – (John and Dana will discuss) ○ Certificates/Photos/Newsletter – Erin/Kelly ○ Registration Table/Schedule Cards – Cullin/Erin ○ Honor Guard / Singers / Bagpipes – Roxanne/Wendy/Carmen ○ Photo Booth – Roxanne & Stephanie ○ Governor welcome letter - ○ Idaho APCO/NENA Meeting during lunch on 2nd day – Cassie ○ Instructor Gifts – donation to KPATC Foundation - ○ Poster Boards posted at proper times/locations - • 10th Anniversary Challenge Coin – start promotion late summer • 2023 PSAP Conference – Riverside Hotel, Boise October 2-4, 2023 • Future Meetings: <ul style="list-style-type: none"> ○ May 4, 2022 (Possibly East Idaho – IPSCC on May 5th) ○ June 1, 2022 – Idaho Sheriff's Association 	Vice-Chair
3:46 – 4:00	Open Comment Period <ul style="list-style-type: none"> • DALF Videos – Pocatello Police Department / Bingham S.O. / Jefferson S.O. 	Vice-Chair
4:00	ADJOURNMENT	Vice-Chair