

IDAHO PSAP STANDARDS & TRAINING COMMITTEE

OFFICIAL MINUTES

A video/tele-conference/in person meeting of the Idaho PSAP Standards & Training Committee was held on August 4, 2021. The committee members were given the option to meet in person at Nampa Police Department or to join the meeting virtually due to the COVID-19 restrictions.

Commencement

Chair Kevin Haight called the meeting to order at 10:08 a.m. MST. A quorum was present.

Members Present:

- Kevin Haight, Idaho State Police
- Cullin Sherman, Madison County SO
- Carmen Boeger, Nampa PD
- Lynn Parker, Jefferson County SO
- Cindy Felton, Lewiston PD (via tele-conference)
- Wendy Berrett, Whitcom (via tele-conference)
- Charlene Holbrook, Post Falls PD
- Stephanie Harris, Pocatello PD (via tele-conference)
- Kelly Copperi, Valley County SO
- Roxanne Wade, Canyon County SO (via tele-conference)

Members Absent:

- Erin Hidalgo, Bingham County SO
- Trisha Marosi, Idaho State Police
- DeAnn Taylor, Cassia County SO

Others Present:

- Cassie Owens, Ada County 911, Idaho APCO/NENA President (via tele-conference)
- Michele Carreras, Idaho State Communications (via tele-conference)
- Kim Chipman, Washington County SO
- Dana Hanford, Industry Partner

Consent Agenda

Committee Financial Report – Wendy Berrett gave the Committee Financial Report through July 31, 2021 – Travel and Training - \$21,951.02

MOTION: Carmen Boeger moved, and Charlene Holbrook seconded that the Committee Financial Report be accepted. The motion passed.

Information Agenda

Idaho EMD Standards/Requirement Initiative

Kevin Haight received an email from Jathan Nalls from the Idaho State EMS Bureau stating that because of the up kick of COVID he has been consumed with other duties as assigned but would get Kevin Haight a draft product as soon as possible.

ECO Academy Curriculum Revisions – Status Update

Kelly Copperi will be sending updated curriculum to Cassie Owens for review.

Idaho ECO-ERT Initiative – Status Update

Emergency Communications Officer – Emergency Response Team

Kevin Haight has received some great feedback from the draft document.

Action Agenda

Regional Quarterly Trainings

Q3 – First Responder Resiliency, Captain Cameo Akins

The class is still receiving great reviews from attendees. Cindy Felton shared that she will not be able to host the training scheduled for September 21st due to her impending retirement and there is only one person registered so far. It was decided that we will cancel the class in Lewiston and Kelly Copperi will contact Cameo Akins to see if she can teach a class in McCall instead.

2021 Conference – Boise Riverside Hotel – October 18-20, 2021

- *Committee Members will meet at 11:00 a.m. on Sunday, October 17, 2021.*

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
- **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
 - Jared Olson - Court Testimony Class

Conference Fundraising Goal - \$35,000

Nothing at this time.

Technical Tracks – John Joseph/IPSCC LMR Committee

Nothing at this time.

Assignments

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

Trisha Marosi emailed out the following information reference to the sponsors/vendors:

Westek Marketing		Platinum 20
Life Flight		Early registration 20
Computer Arts Inc		Early registration 20
Zetron		Early registration 20
Geo-Comm		Early registration 20
Russ Bassett		Early registration 21
Solacom		Early registration 21
Police Legal Sciences, Inc		Early registration 21
Xybix Systems, Inc		Early registration 21
NGA 911		Platinum 21
Voice Products		Early registration 21
American Power Systems		Early registration 21
Commercial Electronics		Silver 21
Rapid SOS		Standard Registration 21
The Sales Group		Gold 21 + 2 Standard
Lumen		Standard Registration 21
(17 Booths)	Total Funds	\$14,650.00

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

Carmen Boeger will begin working on the POST Credit approval.

- **Facility/Food/AV Equipment/Scrutiny of Contract & Billing** – Charlene Holbrook/Cassie Owens

Charlene Holbrook said everything is taken care of except the selection for the food for the Tuesday Night Event. The committee members reviewed the different options available.

MOTION: Carmen Boeger moved, and Stephanie Harris seconded that the food for the Tuesday Night event will be a western BBQ theme. The motion passed.

- **Welcome Reception - October 18, 2021 / 1800-2000 hours** – Kelly Copperi

Nothing at this time.

- **Tuesday Night Event** – Carmen Boeger/Roxanne Wade

Nothing at this time.

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

Nothing at this time.

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

Eventbrite is available for registration now.

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

Nothing at this time.

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

Kevin Haight told Dana Hanford to send the swag bags/swag bag contents to him and provided him with the address.

- **Certificates/Photos/Newsletter** – Kelly Copperi/Erin Hidalgo

Nothing at this time.

- **Registration Table/Schedule Cards** – Cullin Sherman/Erin Hidalgo

Nothing at this time.

- **Honor Guard/Singers/Bagpipes** – Kevin Haight/Wendy Berrett/Carmen Boeger

Pipes & Drums

- Day 1 – Boise Fire Pipes & Drums
- Day 2 – Nampa Pipes & Drums

Honor Guard

- Day 1 – Treasure Valley Honor Guard
- Day 2 – Treasure Valley Honor Guard

Singers

- Day 1 – Tiffany and Taylor Knehr, Canyon County SO ECO and daughter
- Day 2 – Tiffany and Taylor Knehr, Canyon County SO ECO and daughter

- **Photo Booth** – Roxanne Wade/Stephanie Harris

The theme will be western to coordinate with the western BBQ for the Tuesday Night event.

- **Governor Welcome Letter** – Kevin Haight

Nothing at this time.

- **Idaho APCO/NENA Meeting** – Cassie Owens
During lunch of 2nd day of the conference.

Nothing at this time.

- **Travel Coordinator** – Lynn Parker

Nothing at this time.

- **Instructor Gifts**

Lynn Parker will check into pricing for aluminum water bottles with the PSAP logo that will be distributed to instructors and be a raffle drawing option for attendees. He will send the pricing information to committee members. Committee members also discussed the possibility of making a donation to the Kyle Plush Foundation.

MOTION: Kelly Copperi moved, and Charlene Holbrook seconded that a \$500 donation to the Kyle Plush Foundation be made. The motion passed.

- **Poster Boards** – Trisha Marosi

Nothing at this time.

10th Anniversary Challenge Coin (2022) – Carmen Boeger

Cindy Felton will check with a challenge coin vendor to see if there is a possibility of paying for the setup fee and coins out of the current year's budget prior to ordering the coins in early 2022. She will forward contact information and other information to committee members.

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

Nothing at this time.

Future Meetings

- September 1, 2021 – Lewiston @ 10:00 a.m. PST/11:00 a.m. MST
- November 3, 2021

Open Forum/Discussion

DALF Videos: (Pocatello Police Department and Canyon County S.O.) Contact Kevin Haight if anyone would like to borrow the Denise Amber Lee Foundation videos.

FaceBook Page: As a reminder, if anyone has information to be posted on the Idaho PSAP Committee FaceBook page send the information to either Carmen Boeger or Erin Hidalgo.

Cindy Felton had shared with the committee that she is retiring, effective September 15, 2021.

Carmen Boeger shared that beginning in October she will be leaving her current position to take the Community Engagement Coordinator position within the Nampa Police Department. The committee members discussed whether it was possible to keep Carmen Boeger on as an Ad Hoc exofficio member to the PSAP committee.

MOTION: Lynn Parker moved, and Charlene Holbrook seconded that the committee would recommend keeping Carmen Boeger on the committee as an Ad Hoc exofficio member. The motion passed.

Kevin Haight shared that we will need to vote for the Vice Chair and Secretary positions at the September 1st meeting due to the vacancies created by Cindy Felton and Carmen Boeger.

Adjourn

MOTION: Charlene Holbrook moved, and Cullin Sherman seconded that the meeting adjourn. The motion passed.

The meeting adjourned at 3:22 p.m. MST

Kevin Haight
Committee Chair

Cindy Felton
Committee Secretary