

**The Idaho Public Safety Communications Commission’s Public Safety  
Answering Point (“PSAP”) Standards & Training Committee**

**Standing Rules**

**Article I.  
Authority and Name**

Section 1. Pursuant to the Operating Procedures of the Idaho Public Safety Communications Commission (IPSCC), Section 3.6., “*by majority vote, the IPSCC may establish working Committees in order to help it achieve its statutory mandates.*” This Committee, hereinafter to be referred to as the “Public Safety Answering Point Standards & Training Committee (PSAP Standards & Training Committee)”, was formally approved by the IECC, on September 9, 2010.

**Article II.  
Purposes**

Section 1. The following are the purposes of the PSAP Standards & Training Committee to assist the IPSCC in accomplishing their Goals, Strategies, and Outcomes of their adopted Strategic Plan, which includes, but not limited to:

- Developing an annual work plan for approval by the IPSCC.
- Identify options and methods for public safety dispatcher certification and re-certification in Idaho.
- Identify minimum training standards and model of credentialing process for public safety dispatchers within the State of Idaho.
- Assist in the identification of the issues and opportunities with emerging technologies.
- Assist the IPSCC with fulfilling its mission statement by identifying professional development opportunities and training.

**Article III.  
Mission Statement**

Section 1. *The mission of the PSAP Standards & Training Committee is:*

To assist the Idaho Public Safety Communications Commission in fulfilling its mission through professional development and standardization of public safety communications in the State of Idaho.

**Article IV.**  
**Officers**

Section 1. *Officers of the PSAP Standards & Training Committee.* The officers of the PSAP Standards & Training Committee will include a Chair appointed by the IPSCC. The PSAP Standards & Training Committee shall elect a Vice-Chair, Treasurer, and Secretary from the other members of the Committee. Terms of service for each of these positions will be two years.

Section 2. *PSAP Standards & Training Committee Chair.* The roles and responsibilities of the Chair will include the following:

- Preside over and conduct all PSAP Standards & Training Committee meetings in accordance with state law including the development of meeting agendas.
- Provide leadership, oversight and guidance to the PSAP Standards & Training Committee, under the direction of the IPSCC.
- Represent PSAP Standards & Training Committee at IPSCC meetings.
- Perform oversight of budget, nominations, and removal of committee members.
- Notify the county, city, or tribal decision-making body or office if a voting member from its jurisdiction does not regularly attend and/or participate during the PSAP Standards & Training Committee meetings.
- Coordinate with the IPSCC to ensure that the PSAP Standards & Training Committee has all of the resources required to achieve its mission.
- Represent the PSAP Standards & Training Committee on other communication issues.
- Recommend district nominations to IPSCC.
- Enable the PSAP Standards & Training Committee to perform its objectives by allocating all available resources and mitigating controllable challenges.
- Act as a liaison and present the findings and recommendations of the PSAP Standards & Training Committee to the IPSCC, counties, cities and tribes.

Section 3. *PSAP Standards & Training Committee Vice-Chair.* The roles and responsibilities of the Vice-Chair will include the following:

- To perform the role of PSAP Standards & Training Committee Chair when the Chair is not available to attend a meeting.
- Other responsibilities as requested by the PSAP Standards & Training Committee Chair.

Section 4. *PSAP Standards & Training Committee Treasurer.* The roles and responsibilities of the Treasurer will include the following:

- Maintains records of all budgetary expenditures
- Presents budget to PSAP Standards & Training Committee at each meeting
- Other responsibilities as requested by the PSAP Standards & Training Committee Chair.

- Section 5. *PSAP Standards & Training Committee Secretary*. The roles and responsibilities of the Secretary will include the following: To take minutes of all committee meetings.
- Maintain action items list from committee meetings.
- Distribute meeting minutes and action items to members of the committee within one week.
- Other responsibilities as requested by the PSAP Standards & Training Committee Chair.

## **Article V. Membership**

Section 1. Each PSAP Standards & Training Committee member shall be selected from one of the following:

- IPSCC Commissioner
- Primary or secondary PSAP Managers/Directors
- Dispatchers/Senior Dispatchers/Supervisors
- Agency Supervisor responsible for primary or secondary PSAPs

Section 2. All members of the PSAP Standards & Training Committee shall be approved by and serve at the pleasure of the IPSCC.

Section 3. The PSAP Standards & Training Committee members will be comprised of twelve (12) members from the six designated districts as shown in Exhibit A. It is the intention of the PSAP Standards & Training Committee to have two members from each district where possible. The committee will attempt to have two (2) representatives from each district. If a District is unable to include two (2) representatives willing to serve, another member may be appointed from another district. Ideally, no district should have more than three (3) voting representatives. Voting members should confer with and periodically report the work and progress of the Committee to all PSAPs in their district. Advisory and ex-officio members are not considered voting members.

Section 4. All members of the PSAP Standards & Training Committee are required to physically attend at least 3/4 of the scheduled meetings of the Committee on an annual basis as outlined in Article VI.

Section 5. When a vacancy occurs on the PSAP Standards & Training Committee, the Committee Chair will contact the PSAPs and secondary PSAPs in the open District to solicit nominations to fill the vacancy. Once requested, the interested agencies will have thirty (30) days to submit a nomination to the PSAP Standards & Training Committee. Nominations shall consist of a letter of recommendation from the agency head, a letter of interest and a resume from the nominee. Once nominations have been received, the PSAP Standards & Training Committee will evaluate each nomination and provide a recommendation to the IPSCC for approval.

Section 6. The PSAP Standards & Training Committee may add ex-officio members as necessary.

These members may come from local (including surrounding jurisdictions/districts), regional, state, tribal, or federal public safety agencies or planning organizations. These members may sit on the PSAP Standards & Training Committee on a temporary basis as needed. Ex-officio members are defined as a member seated for a particular issue or task at hand. Ex-officio members are not entitled to vote.

Section 7. It is the intention of the PSAP Standards & Training Committee to maintain the membership as it existed on January 13, 2010 when these Standing Rules were adopted by the IPSCC. Representation from the districts as set forth in Section 3 will be fully implemented as openings on the Committee become available.

## **Article VI. Meetings**

Section 1. *Regular Meetings.* A regular meeting of the members of the PSAP Standards & Training Committee shall be held every other month, usually the first week of the month to coincide with the IPSCC meeting. The regular meetings of the PSAP Standards & Training Committee will be held in the afternoon the day before the IPSCC meeting and if necessary reconvene in the morning of the next day for any further business prior to the IPSCC meeting. Attendance at the IPSCC meeting by the PSAP Standards & Training Committee members is encouraged, however not mandatory. Changes to the meeting schedule may be adjusted by the Chair based on weather, budgetary constraints, projects or other unforeseen circumstances. All meetings shall be conducted according to a modified Robert's Rules of Order.

Section 2. *Notice of Meetings.* The location of the PSAP Standards & Training Committee meetings will be determined by the Committee Chair and primarily conducted in Ada County, Idaho. Ideally the PSAP Standards & Training Committee will meet monthly with a minimum of six (6) face-to-face meetings per calendar year.

Notice of meetings shall comply with the Idaho Open Meeting Laws, Idaho Code § 67-2343.

The Committee Chair or his/her designee shall notify each committee member of the date, time and location via mail, email or telephone contact. It is each member's responsibility to notify the Committee Chair of their ability to attend the meetings or not, prior to the beginning of the meeting.

Special meetings may be called by the Chair, after polling, by phone or email, and obtaining the consent of at least one-half of the appointed members.

Section 3. *Quorum.* Seven (7) of the thirteen (13) members of the PSAP Standards & Training Committee shall constitute a quorum for the transaction of business at any meeting. If a member is unable to attend, then he/she can have an individual be a proxy as long as the

Chair is notified before the meeting begins.

## **Article VII. Finances**

Section 1. *Budget.* The IPSCC shall set the budget for the PSAP Standards & Training Committee at the time of its adoption of the IPSCC budget. The IPSCC approves its budget prior to October 1<sup>st</sup> of each year.

The Chair shall have the PSAP Standards & Training Committee budget prepared and presented to the IPSCC Treasurer no later than July 1<sup>st</sup> of each year.

An adequate system of bookkeeping shall be maintained by the Treasurer to track the budget.

The Chair shall report on the budget at each Commission Meeting.

The fiscal year shall be the same as county governments within the State of Idaho, from October 1<sup>st</sup> to September 30<sup>th</sup> each year.

Section 2. *Travel.* Guidelines are located in the Idaho Public Safety Communications Commission Policy 001, IPSCC Travel Policies & Procedures.

*Lodging.* Expenses will be reimbursed at the actual cost as long as the cost is not unreasonable or exorbitant. Members will ask for the Government Rate or the Group Rate associated with the event. Government Per Diem can be located at <http://www.gsa.gov/portal/category/100000>. Travelers should seek out the lowest rate possible for hotel rooms. If the GSA or State Government rate is not available, exceptions are allowed.

*Per Diem.* Daily per diem reimbursement for In-State travel can be located at <http://www.gsa.gov/portal/content/101518>. Partial day per diem reimbursement, where employees are to be absent from their official station on official business for less than twenty four (24) hours, partial day per diem reimbursement is equal to a maximum of twenty-five percent (25%) of the total per diem rate for breakfast, thirty-five percent (35%) of the total per diem rate for lunch, and fifty-five percent (55%) of the total per diem rate for dinner.

Section 3. *Vehicles.* Car-pooling should be used whenever possible.

*Rental Vehicles.* A standard or smaller vehicle will be rented unless the situation dictates a larger one. Enterprise Rent-A-Car holds the state contract and will be utilized when possible: [http://www.enterprise.com/car\\_rental/home.do](http://www.enterprise.com/car_rental/home.do). Other rental companies with the closest cost comparison with the state contract may be used only if Enterprise is not available and/or all additional vehicle coverages are to be waived.

Mileage will not be reimbursed using personal vehicles unless it has been pre-approved by the IPSCC Treasurer prior to the trip. Use of departmental vehicles is encouraged; however, there will be no reimbursement.

Section 4. *Reimbursement using Travel Express.* Users should log on to the State Controllers website: <http://www.sco.idaho.gov/>; complete the claimant information; per diem rates are automatically calculated; complete the comments for each expense listed. Receipts for Rental Cars, Fuel, and Lodging along with a reimbursement request form must be submitted to the Accounting Office at the Military Division. Travelers should maintain a copy of receipts for their own records.

Section 5. *Purchases and other expenditures.* Purchases and other expenditures must be pre-approved by the Chair. A receipt must be submitted for reimbursement to the IPSCC Treasurer for approval. Once it is approved by the IPSCC Treasurer it will be forwarded to the Accounting office at the Military Division.

Section 6. *Reimbursement Reporting.* The total amount of reimbursement shall be reported to the PSAP Standards & Training Committee Treasurer. This notification shall be made no later than one week from the date any form of reimbursement has been requested.

### **Article VIII. Standing Rule Amendment Process**

Section 1. In order to amend the PSAP Standards & Training Committee Standing Rules, a meeting of the voting members must be held.

Any proposed changes to the standing rules must be circulated to all voting members of the PSAP Standards & Training Committee and any interested party prior to the next meeting for committee review. The proposed changes submitted for review must include any proposed new language to the standing rules, along with a brief explanation and why they are desirable.

To complete the action of amending the standing rules, a formal vote on the matter must take place. The IPSCC will give final approval for all amendments.

Exhibit A

PSAP Standards and Training Committee Districts

