

**Present:**

Kevin Haight, Idaho State Police / EICC  
Cullin Sherman, Madison County S.O.  
DeLisa Orren, Idaho State Police  
Wendy Berrett, Whitcom  
Donielle Whitney, Pocatello P.D.  
Trisha Marosi, Idaho State Police

Charlene Holbrook, Post Falls P.D.  
Cindy Felton, Lewiston P.D.  
Carmen Boeger, Nampa P.D.  
DeAnn Taylor, Cassia County S.O.  
Anna Pearson, Fremont County S.O.

**Joining by Conference Call:** Mark Enfield, WesTek

We discussed issues reference to the PSAP Seminar venue. Some of the issues were with the rooms, food, conference call telephone, inexperienced staff, ability to enter tax exempt information into computer system, cleanliness, etc. The hotel is currently in the process of remodeling several areas and we have been assured that these issues should be taken care of prior to the PSAP Seminar in October. DeLisa has been working with Jonathan Wray who is the director of sales and catering for Wyndham.

**Review Minutes:**

Donielle made a motion to accept the meeting minutes from the June 3, 2015 meeting. DeAnn seconded the motion. Motion passed unanimously.

**Financial Report:**

Wendy advised there is \$2593.37 remaining in the budget for training and \$2314.78 remaining in the travel budget.

Carmen made a motion to approve the budget. Trish seconded the motion. Motion passed unanimously.

**4<sup>th</sup> Annual PSAP Seminar Assignment Updates**

**Sponsor / Vendor Issues:**

Charlene reported that there is \$6,780 by vendors and sponsors that have been paid thus far through Paypal. Charlene has received checks and other payments which would bring the total up to approximately \$10,000.

Trisha advised that there are 16 registered vendors and 10 to 15 promised vendors that have not registered/paid as of yet. There is room for 35 vendors. There are 3 Bronze and 1 Silver Vendors signed up so far.

Logos that are collected from the sponsors and vendors need to go to DeAnn or Donielle.

Our goal is to raise \$25,000 for this year's seminar. After reviewing last year's costs, which was \$21,709.47 and cutting t-shirts and breakfast this year (saving \$5,600), we should be in good shape if we reach our goal of \$25,000.

**Speakers / Breakouts:**

Carmen advised the information is coming in at an expected rate. She is still waiting on Bio's for some of the speakers. She will be contacting the speakers if she doesn't hear from them soon. DeLisa advised that the AMBER Alert speakers are on board.

Discussed possible gifts for the speakers.

**Facility / Food / AV Equipment / Shirts:**

We had the discussion about the venue at the beginning of the meeting. Refer to notes in the first paragraph.

**Registration Issues:**

Erin was unable to attend the meeting, Carmen will be checking with her to see when we will be able to start the registration process.

**Binders / Posters / Promos / Reception:**

Donielle and DeAnn will send information to Craig Logan reference the binders and note pads.

The committee discussed and agreed that all committee members would put the binders together prior to the seminar.

**Swag Bags / Gift Items:**

Wendy said that 911 Cares will donate articles for the bags once we have a better count on attendees.

Kevin reported that we have sufficient lanyards.

We discussed the possibility of creating some type of bingo card that attendees will need to complete by visiting vendors for a chance of winning a prize. Wendy will be checking into some options.

Trisha has spoken with Kathleen Patchett who is making stickers of K27 and the possibility of the committee purchasing some for the attendee bags.

We discussed that we need to have the registration table manned at all times during the seminar so someone is available to answer attendee questions. Kevin will check with POST to see what is needed for the classes at the seminar to be POST approved.

Kevin said that he will follow up with the Idaho APCO chapter to see if they were going to have a booth at the seminar.

**Certificates / Photos / Newsletters:**

Nothing new to report at this time.

**Tables / Registration:**

We need to send out “save the date” which will include the vendor reception information to the Chief’s and Sheriff’s. Kevin will get the updated list to DeAnn and Donielle.

**2<sup>nd</sup> Quarter Training - Ethics:**

Lt. Kevin Haight taught that Ethics class throughout the state and the class reviews were very good.

**3<sup>rd</sup> Quarter Training – Health, Nutrition, Fitness, Wellness:**

Kevin stated that the instructor, Eric Heitzinger, was not able to get everything put together to train during the 3<sup>rd</sup> quarter; however, would be interested in teaching during the 1<sup>st</sup> or 2<sup>nd</sup> quarter of 2016. It’s too late to schedule another speaker for the 3<sup>rd</sup> quarter so we will not have training during the upcoming quarter.

**Future meetings:**

The next meeting will be on September 9<sup>th</sup> at 1300 PDT at the Post Falls Police Department, 1717 E. Polston Avenue, Post Falls, Idaho. The IECC meeting will be held on September 10<sup>th</sup> and the committee members are encouraged to attend.

**Open Comment:**

Kevin had a conversation with Kelley Packer who is an Idaho State Representative from the Pocatello area (District 28-B) about getting mandatory dispatch certification to the floor. She said that there are two conditions that need to be addressed. The funding source and we need to have the approval from the key stakeholders.

**Idaho Dispatcher Certification Project:**

APCO requires 24 hours of continuing education hours for dispatcher certification. We discussed that it would be best to recommend the same standard.

The afternoon was spent going over the recommended curriculum for the mandatory dispatcher certification project. Cindy will be putting together a packet with the recommended curriculum and what would need to be changed in the current POST dispatch academy. This information will be presented at an upcoming meeting with the POST Training Council Subcommittee on August 24<sup>th</sup>.

Meeting Adjourned.