

IDAHO PSAP STANDARDS & TRAINING COMMITTEE

OFFICIAL MINUTES

A meeting of the Idaho PSAP Standards & Training Committee was held on May 1, 2019, at the Idaho State Police District 5 Conference Room in Pocatello.

Commencement

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

Members Present:

- Kevin Haight, Idaho State Police
- Cullin Sherman, Madison County SO
- Carmen Boeger, Nampa PD
- Roxanne Wade, Canyon County SO
- Trisha Marosi, Idaho State Police
- Lynn Parker, Jefferson County SO
- Hope Lindsey, SIRCOMM
- Cindy Felton, Lewiston PD (via Phone Bridge)
- Charlene Holbrook, Post Falls PD (via Phone Bridge)
- Wendy Berrett, Whitcom (via Phone Bridge)
- DeAnn Taylor, Cassia County SO (via Phone Bridge)
- Kelly Copperi, Valley County SO (via Phone Bridge)

Members Absent:

- Erin Hidalgo, Bingham County SO

Others Present:

- Craig Logan, Statewide 911 Coordinator
- Cheryl Anderson, Idaho Falls 911
- Stephen Smith, Idaho Falls 911
- Andi Anderson, Idaho Falls 911
- Sherry Glick, Idaho Falls 911
- Jennifer Sullivan, Idaho State Police/APCO/NENA
- Bill Behar, Industry Partner (via Phone Bridge)

Consent Agenda

*Committee Financial Report – Wendy Berrett gave the Committee Financial Report –
Travel - \$ 8,807.47 Training - \$ 2,531.79*

MOTION: Cullin Sherman moved, Trisha Marosi seconded, that the Committee Financial Report be approved. The motion passed.

Information Agenda

See Tell Now Initiative (Idaho School Safety and Security)

Project Coordinator Kayla Green (via Conference Bridge) explained the See Tell Now initiative. Basically it is a school safety and security program that is educating folks on “When you SEE something, TELL someone, NOW!” When you are in and around a school, simply be aware of your surroundings. You may notice something that doesn’t seem right, looks odd or is simply out of the ordinary. Tell someone at your school or call the police, tell someone. Do it now. Don’t wait. When it comes to the safety of our children, it’s always a better idea to be safe rather than sorry. This program is currently grant funded for 3 years. If you want to contact Kayla her email address is kayla.green@dbs.idaho.gov and phone number is 208-332-7154.

APCO/NENA Chapter Updates

Jennifer Sullivan said there is a chapter meeting in Pocatello on May 2, 2019.

She shared that there are some by-law changes coming. Basically APCO is wanting to prevent any further joint (APCO and NENA) chapters from being formed. Current joint chapters would be grandfathered in. The concern is that if there is a conflict between APCO and NENA those joint chapters may have a division within the chapter. The Idaho chapter voted to keep joint chapters.

Bill Behar shared that he holds a commercial position on a national APCO board and the board he is on is not supporting the by-law changes.

Jennifer Sullivan shared that the NENA Education Summit is being held in Boise, May 13-18, 2019.

ECO Academy Curriculum – Status Update

Kevin Haight, Carmen Boeger and Roxanne Wade attended a training session on April 30, 2019 where the Idaho Digital Learning Academy (IDLA) trained the POST staff on how to access the online training program.

An agreement has been signed for payment of the creation of the POST dispatch curriculum. The monies come from a grant fund.

Carmen Boeger turned all training outlines, objectives, PowerPoints, etc. into the POST council. The next step is to submit questions for each of the objectives. They are still working on the call-taking and legal and liability objectives. They need word for word, sentence, and paragraph form instruction for all the objectives (11 total) so POST can get it built into the online version. A suggestion was made to video/audio tape the training sessions and then dictate the information to achieve this requirement. Kevin Haight will contact POST to see if they will video tape each class at the next academy in June and then have the information from the video/audio dictated.

Cullin Sherman shared that POST has shared that they will no longer charge a registration fee (currently \$400.00) for the Emergency Communications Officer’s Academy.

Future Meetings

- June 13, 2019 – Idaho Sheriff’s Association - Boise (coincide with POST Academy graduation on June 14, 2019)
- July 10, 2019 – Boise - Location TBA

Action Agenda

PSAP Committee – Officer Elections

MOTION: Kelly Copperi moved, Roxanne Wade seconded, that Carmen Boeger be nominated for the Vice Chair position. The motion passed.

MOTION: Cullin Sherman moved, Trisha Marosi seconded, that Wendy Berrett be nominated for the Treasurer position. The motion passed.

MOTION: Carmen Boeger moved, Roxanne Wade seconded, that Cindy Felton be nominated for the Secretary position. The motion passed.

Regional Quarterly Trainings

- Q1 – Missing Children / Amber Alert Training – Tanea Parmenter/BCI
- Q2 – Purpose over Preference – Andrea Dearden
- Q3 – Suicidal Prevention/Mental Health for First Responders – Kim Kane
 - Kevin Haight will follow up with Kim Kane.

2019 Conference Venue – Riverside Hotel, Garden City – October 28-30, 2019

Keynotes

- Day 1 – Gordon Graham – 5 Concurrent Themes for Success
- Day 2 – Patrick Calley/Lieutenant of Ada County SO/Chief of Eagle PD – Leadership Class
 - Patrick Calley is retiring and taking a teaching position with the Professional Learning Institute (PLI). We would now need to pay for him to teach at the conference. The sheriff of Ada County Sheriff’s Office spoke to Kevin Haight and told him that if we move forward with Patrick Calley as a keynote speaker that he does not want Patrick Calley representing himself as being associated with the Ada County SO. Kevin Haight will be meeting with the Sheriff to discuss this further.
 - Cindy Felton shared that she attended the Office of Highway Summit recently and one of the keynote speakers was Brody Young and it was a very good presentation. She will make contact in the event that we need an alternate speaker.

Proposed Breakouts

- **Long Breakouts**
 - Day 1 –Gordon Graham – Customer Service – Creating Some Wow
 - Day 2 – Patrick Calley – Mindfulness

- **Short Breakouts**

- Brian Taylor – Court Testimony/Liability
- Kelly Copperi & Jennifer Sullivan – Bullying
- BPD Officer Blake Slater - Crisis Intervention
- NFD/NPD Officer Jason Cantrell - Rescue Task Force
- NPD Officer Eric Duke – Gang Narcotics Class – Alternative if there is a cancellation

Conference Fundraising Goal - \$30,000

Kevin Haight shared a spreadsheet of our fundraising goal and the normal expenses are as follows:

Keynote Speaker: \$5,000

Food/Hotel: \$19,000

Paypal/Eventbrite \$1,000

Incidentals: \$1,000

Singer/Pipes and Drums: \$300

TOTAL: \$26,300

The following are approximate costs for the evening event at the BSU Stueckle Sky Center during the conference:

Event: \$2,320

Bar: \$200

Music: \$600

Tour of Blue Turf at BSU: \$100

Food: \$25/person (each attendee will pay for their own)

TOTAL: \$3,220

GRAND TOTAL: \$29,520

All profits go to the APCO/NENA chapter and is put in their general fund instead of having a separate fund for our conference. The PSAP Standards & Training Committee cannot profit from the conference.

Technical Tracks – Dana Hanford/IPSCC LMR Committee

Kevin Haight shared that Dana Hanford sent out a call for papers for folks who are interested in teaching a class at the conference.

Bill Behar suggested that those teaching a technical track should be someone who is sponsoring an event or an industry partner with sponsorship to help with the costs of the conference. Several committee members thought this would be a good idea.

Assignments

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

Bill Behar asked for clarification on what sponsors receive for being a sponsor. He said that it doesn't specify on our documentation what each sponsor receives for a particular level of sponsorship. He is suggesting that we list it on our documentation prior to sending it out to the industry partners. He will work with Trisha Marosi on improving this documentation.

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

Carmen Boeger shared the proposed schedule for everyone to review.

- **Facility/Food/AV Equipment/Scrutiny of Contract & Billing** – Charlene Holbrook/Jennifer Sullivan

Jennifer Sullivan is suggesting that we set the rooms up in classroom style instead of round tables to accommodate more people.

- **Welcome Reception**

Will be held on October 28, 2019 from 1800-2000 hours.

- **Tuesday Night Event – BSU Stueckle Sky Center**

Tour of the BSU blue turf starts at 5:30 p.m. with dinner following at 6:30 p.m. and the band starting at 7:00 p.m.

- **POST Rosters** – Kelly Copperi

Nothing at this time.

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

Nothing at this time.

- **Spiral Notebooks/Posters/Promotional Materials** – DeAnn Taylor/Hope Lindsey

Hope Lindsey said that DeAnn Taylor got an approximate price quote of \$9.00 per notebook.

- **Swag Bags (300)/Lanyards, Pens, Raffle, Evaluations** – Trisha Marosi/Wendy Berrett/Kelly Copperi

Dana Hanford and Trisha Marosi are collaborating on getting the swag bags and items for the swag bags.

- **Certificates/Photos/Newsletter** – Cindy Felton/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

Pipes & Drums

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

Honor Guard

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

Singers

- Day 1 – Maddie Zahm
- Day 2 – Jeff Austin

Kevin Haight shared that his daughter, Ashley Haight and Maddie Zahm are friends. Ashley Haight is an exceptional artist and he asked how the committee members felt about the possibility of having Ashley Haight do a drawing during the opening ceremonies. The committee members supported this and suggested that the drawing would be raffled off at the end of the conference.

- **Photo Booth** – Hope Lindsey/Roxanne Wade

Nothing at this time.

- **Governor Welcome Letter** – Kevin Haight

Nothing at this time.

- **Idaho APCO/NENA Meeting** – Jennifer Sullivan

The meeting will be held at lunch on day 2.

- **Travel Coordinator** – Lynn Parker

Kevin Haight shared that we will need to provide transportation for Gordan Graham.

2020 Conference Dates & Location – Coeur d’Alene Inn - October 19-21, 2020

Nothing at this time.

Open Forum/Discussion

DALF Videos: (Madison County and Fremont County)

Kevin Haight shared that Nathan Lee will be presenting the Denise Amber Lee training in Ada County on June 11 & 12, 2019.

The Idaho Police K9 Memorial Ceremony is being held on May 15, 2019 at 6:00 p.m.

The Officer Memorial Candlelight Vigil will be held at 9:00 p.m. on May 22, 2019 and the Idaho Peace Officer Memorial is being held on May 23, 2019 at 10:00 a.m. at 700 S. Stratford Drive, Meridian.

Kevin Haight shared that the Idaho State Police has a CAD sharing software program available so other communications centers can access minimal call information if necessary. They are going to work with Nampa PD, Canyon County SO and Ada County initially to see how the program works.

Adjourn

MOTION: Carmen Boeger moved, and Trisha Marosi seconded that the meeting adjourn. The motion passed.

The meeting adjourned at 3:52 p.m. MST

Kevin Haight
Committee Chair

Cindy Felton
Committee Secretary