

Present:

Kevin Haight, Idaho State Police / EICC
Bruce Bowler, Madison County S.O.
Anna Pearson, Fremont County S.O.
Erin Hidalgo, Bingham County S.O.
Wendy Berrett, Whitcom
Trisha Marosi, Idaho State Police
Kelly Copperi, Valley County S.O.

Roxanne Wade, Canyon County S.O.
Donielle Whitney, Pocatello P.D.
DeLisa Orren, Idaho State Police
Carmen Boeger, Nampa P.D.
Cindy Felton, Lewiston P.D.
Charlene Holbrook, Post Falls P.D.

There was a problem with the phone bridge, therefore no one was able to call in.

Review of Minutes: The minutes from the last meeting were reviewed and accepted.

Financial Report: Wendy reported that there was \$4,879.09 for travel and \$33,177.53 in the training budgets. Nothing had been turned in for May.

PSAP meeting minutes will be put on the BHS IECC website. .

The next PSAP meeting will be held July 29th at 0800 at the Boise Hotel and Convention Center or at the ISP RCCS if they are unable to get a phone bridge. Due to scheduling conflicts, Lt. Haight, Donielle and Bruce will call in. Those interested will get together for dinner on the 28th at 6:30 PM at the Convention Center. The hotel will hold 6 rooms for our group if anyone wants to stay there.

PSAP Seminar Planning

Sponsor/Vendor

- Do we charge for electricity or give the option for cords that might be needed?
It was suggested that we charge \$15.00 per vendor for power if they choose that option.
If this is the option, we will need to ensure we have enough power cords.
- Payment Option 1:
Sponsors and vendors can prepay using the Post Falls website at www.postfallspd.com.
Post Falls will write one check for everything paid through the website.
- Payment Option 2:
Payments can be mailed to:
Attn: Lt. Kevin Haight
Idaho State Police

700 S Stratford Dr BLDG 7
Meridian ID 83642

Make checks payable to:
Idaho APCO PSAP Seminar 2015

Lt. Haight will track the checks and turn them into APCO Treasurer Rogert Hugi.

- Vendor pledges have been coming in. Committee members are continuing to contact vendors and sponsors. The goal is \$25,000.00. So far, we have approximately \$5,000.00 pledged.

Speakers/Breakouts

- DeLisa contacted AMBER Alert/NCMEC and Fox Valley Technical College (FVTC) for AMBER Alert speakers. Both groups are waiting for their funding to go through before they accept or deny any requests. We are expecting to hear from both groups any day. If we are get acceptance from FVTC, they have requested a room and transportation to and from the airport. We will have enough complimentary rooms earned from the hotel to accommodate the request for lodging, and the hotel also provides complimentary shuttle service to and from the airport.

DeLisa will get Carmen Tanea's information in case both NCMEC and FVTC are unable to present. If we have not heard anything by July 1st, we will plan on Tanea from BCI to present a class on AMBER Alerts.

- Carmen will get the biographies for Mike and Carrie Kralicek. Carmen suggested that we pay for a room for the Kralicek's for one night. We can use one of the room nights given to us by the hotel.
- Brian Taylor needs to change it up. He might not be there for the whole day, but he will be there for the full afternoon.
- We need to have someone on standby for a possible filler of 10 minutes or so. We could use this time to inform attendees of information about the Honor Guard and/or the Idaho Peace Officer's Memorial. Carmen will check into having the appropriate people prepared in case they are needed.
- We discussed the possibility of a human trafficking session. Sandy Riska has a class, but it is a full week presentation. The possibility of using her as a backup was discussed. Trisha says that she knows someone that was in the human trafficking that may be able to help out.

Facility/Food/AV Equipment/Shirts

- DeLisa looked at the Boise Convention Center. They have been purchased by Wyndham Resorts and are doing major renovations and updates. The facility is looking much nicer and more updates are still underway. She met with new manager, Jonathan Wray. The hotel wants our business and is willing to work with us. Next year they will have a slight bump in prices, but this will not affect the government per diem rates or the complimentary meeting room spaces. This year they are providing one courtesy room per 40 rooms booked. If we choose to use this facility for 2016, we will try to get the same incentive.
- The hotel will make a room donation for the raffle. When it is time for the seminar and we can show the hotel how many attendees are staying at their facility, DeLisa will see about getting more rooms donated for the raffle.
- The hotel has a no outside food policy for their meeting space. Mark Enfield will work with the vendors and the hotel to plan the appetizers and drinks for the meet and greet the night before the seminar begins.
- The PSAP logo made by Ada County Jerry Servatius has been approved for the committee member shirts. A catalog was passed around to decide on the shirt style.

Registration

- Erin talked about making reservations for the hotel through a link on the Idaho Prepares site with Seminar registration information.
- All PSAP Committee members will be given access on Idaho Prepare to see who has registered from the team room.
- End of July we will start getting everything put together.
- JPG pictures of the corporate logos need to be sent to Donielle and DeAnn.

Swag Bag/Gift Items

- Wendy, Kelly and Mark have the bags and have begun collecting donations from vendors. We are still looking for more raffle items and bag give away items.
- We have enough bags and lanyards to cover this year's seminar.

Certificates/Photos/Newsletter

- Anna and Cindy had nothing new to report. Carmen advised that Diana from Nampa PD will help with a newsletter.

Table and Registration

Bruce and Cullin had nothing new to report.

2nd quarter training

- Lt. Haight has not taught a class since the last meeting. For the upcoming Ethics classes he needs the following: certificates printed, a projector, a computer, class rosters (for both POST and non-POST attendees) and handouts printed. Lt. will bring candy.
- Wendy says it's a challenge to sign up her people (WHITCOM) on Idaho Prepares. They are signed up, but not on the list. They need to each have their own accounts and then register.
- It was suggested to add the classes to the POST calendar to share training opportunities to additional people.

3rd quarter training

- For a possible physical fitness quarterly training, Lt. Haight talked to a lady that Sheriff Humphries suggested. The costs for her program are high. ISP is currently sending 3 dispatchers through a fitness training coordinator course. One of those attending this course is, Eric Heitzinger. Eric has previously expressed an interest in presenting health and fitness training to dispatchers, either through quarterly training or at the seminar. Amy Keys and Loni Loceland are also attending the course. Lt. Haight will talk to Eric about putting together a health and fitness training course and travel around the state for PSAP third quarter training. We might want to consider splitting out this training to cover nutrition, and possibly use 2016 second quarter training for fitness? Lt. Haight will also discuss this option with Eric Heitzinger.

Bruce brought up having someone in each region teach a class instead of having one person travel around the state. It was discussed that for POST credits they would have to use the same curriculum. Ensuring the same training by different instructors might be difficult.

Idaho Dispatcher Certification Project

- Survey Monkey: Erin advised that we need to upgrade the program to download the information. This is the data collected from the survey she sent out.

Throughout the State, 69 percent of the dispatchers attend the POST Academy. Some of the reasons given for those not attending are: Schedule was such they were unable to attend; certified by APCO due to staffing and budget; Tribal go to federal; and POST does not allow part time dispatchers to attend.

Suggestion to change years of service to hours instead of years.

Survey showed that some dispatchers only get 2 weeks of training.

Survey showed that 71 percent recommended that dispatchers would not need to attend the POST academy if they have 5 years or more years of service.

- The PSAP and IECC meetings will be Sept 2nd in Post Falls.
- Bruce was at the IECC meeting on the 2nd and provided the group with an update about the meeting.
- Discussed possible options for certification training, those being: POST Dispatch Academy (1-2 times a year); Taking the APCO Dispatcher online Course; and/or Regional training
- 34 of the 50 states have mandatory training. 5 more pending.
- The committee discussed and agreed that the mandatory dispatcher certification needs to be state law mandated. Erin made a motion that the PSAP Committee proposes that the mandatory dispatcher certification needs to be state law mandated. Carmen seconded the motion. Motion passed unanimously.
- The committee discussed dispatcher hiring standards and the need to have a standard.
- The committee discussed the following proposed language changes to Idaho legislation and to IDAPA rule.

19-5101 – Peace Officer Standards and Training Council Legislation

- The committee discussed the title of a dispatcher. Erin made a motion for the title to be an *Emergency Communications Officer (ECO)*. Carmen seconded the motion. Motion passed unanimously.
- The committee discussed the definition of an Emergency Communications Officer and Bruce made a motion that the definition be the following: *“Emergency Communications Officer” means any emergency call taker or dispatcher whose primary responsibility is to receive and/or dispatch calls for emergency services in the state of Idaho.* Kelly seconded the motion. Motion passed unanimously. The committee recommends that section (f) of 19-5101 be added for the definition of an Emergency Communications Officer.

19-5109 – Peace Officer Standards and Training Council Legislation

- Recommendation to modify ...employment of peace officers *and Emergency Communications Officers...*in the first paragraph.
- The committee discussed the length of time that an Emergency Communications Officer had to become certified from their date of employment. Kelly made a motion that the length of time should be 18 months. Donielle seconded the motion. Motion passed unanimously.
- The committee discussed the number of years the committee would recommend for a grandfather clause on those employees who are current emergency communications officers. Erin made a motion that any employee who had 5 years or more experience should meet the grandfather clause. Trisha seconded the motion. Motion passed unanimously.
- Recommendation for proposed language changes:
 - (6) *The council shall, upon recommendation of the PSAP Standards & Training Committee and pursuant to the requirements of this section, establish minimum basic training and certification standards for all emergency communications officers whose primary responsibility is to receive and/or dispatch calls for emergency services in the state of Idaho, and that can be completed within eighteen (18) months of employment.*
 - (7) *The council shall decertify any emergency communications officer who is convicted of any felony or offense which would be a felony if committed in this state. The council may decertify any emergency communications officer who:*
 - (a) *Is convicted of any misdemeanor;*
 - (b) *Willfully or otherwise falsifies or omits any information to obtain any certified status; or*
 - (c) *Violates any of the standards of conduct as established by the council's code of ethics, as adopted and amended by the council.*

All proceedings taken by the council shall be conducted in accordance with chapter 52, title 67, Idaho Code.

19-5119 – Peace Officer Standards and Training Council Legislation

Recommendation for proposed language changes:

19-5119. Powers of the council – Standards of training, education and employment of emergency communications officers. – Certification – Penalties. (1) It shall be the duty of and the council shall have the power:

(a) To establish the requirements of minimum basic training which *all emergency communications officers* shall complete in order to be eligible for permanent employment as an *emergency communications officer*;

(b) To establish such basic training and certification so that it can be completed within *eighteen (18) months* of employment as an *emergency communications officer*;

(c) To establish the requirements of minimum training standards for employment as an *emergency communications officer* in probationary, temporary, part-time and/or emergency situations;

(d) To certify *emergency communications officers* as having completed all requirements established by the council in order to be eligible for permanent employment as an *emergency communications officer*;

(e) To maintain permanent files and transcripts for all *emergency communications officers* certified by the council; only to include courses or advance courses of instruction successfully completed by such *emergency communications officers* and specifically required to obtain and maintain *emergency communications officer certification* while employed in this state. Such information shall be made available to any employer, upon the receipt of a signed waiver to release such files and transcripts by the Council, from the *emergency communications officer*. (2) Any *emergency communications officer* employed after July 1, 2016, shall be trained and certified within *eighteen (18) months* of employment. Current *emergency communications officers*, who were employed after July 1, 2011, shall comply with the training and certification provisions of this section by *January 1, 2018*. Current *emergency communications officers*, who were employed prior to July 1, 2011, may comply with the training and certification of this section.

IDAPA 11.11.01 – Rules of the Idaho Peace – Section 196 Page 45 – Emergency Communications Officer Certification

The committee discussed that there should be the following certification levels available for an emergency communications officer: Basic, Intermediate and Advanced; and the career level certifications of Supervisor, Master and Management.

The proposed requirements for the certification levels are: Basic – 80 hours of POST certified communications-related training; Intermediate – 120 hours of POST certified communications-related training and have at least 6,240 hours of emergency communications officer experience; Advanced – 500 hours of POST certified communications-related training and have 20,800 hours of emergency communications officer experience.

The committee discussed the importance of allowing emergency communications officers to be able to use any college credits towards their training hours and the procedure for an emergency communications officer to be able to challenge the POST certification levels.

The committee discussed Minimum Standards section and Kelly made the motion to add in Section 058 – Traffic Record Investigation. Wendy seconded the motion. The motion passed unanimously. The proposed language reads: *Each applicant shall meet the minimum standards for employment as provided in Sections 050, 051, 052, 054, 055, 056, 057, 058, 059, 061, and 062.*

IDAPA 11.11.01 – Rules of the Idaho Peace – Section 361 – Requirements

The committee recommends making the following proposed language change:

To retain certification, from and after July 1, 2016, every emergency communications officer appointed by an agency must satisfactorily complete forty (40) hours of continuing training related to emergency communications every two (2) calendar years beginning January 1 following the date the emergency communications officer was certified. The continuing training completed does not have to be POST-certified training.

- Funding – The committee discussed how the mandatory dispatcher certification was going to be funded and Bruce made a motion that the funding aspect is outside the realm of the PSAP Committee. Charlene seconded the motion. The motion passed unanimously.

Meeting Adjourned.