

September 9, 2015
PSAP Committee Meeting
Post Falls Police Department – Post Falls, Idaho

ATTENDEES:

Carmen Boeger, Roxanne Wade, Kevin Haight, Charlene Holbrook, Trisha Marosi, Wendy Berrett, Kelly Copperi and Cindy Felton

JOINING BY CONFERENCE CALL: DeLisa Orren, Anna Pearson and DeAnn Taylor

Review of Minutes:

Kelly made a motion to accept the meeting minutes from the July 29, 2015 meeting. Roxanne seconded the motion. Motion passed unanimously.

Presentation from Craig Logan:

Notebooks have all arrived and are in his office for the PSAP Seminar. He will bring supplies over to Kevin's office. A thank you letter and presentation was made to Nampa PD and Canyon County SO dispatchers for their work during the Owyhee County fires.

Kevin educated others on TERT – Telecommunicator's Emergency Response Team. He picked up information from the National APCO Conference. In the future we can research the possibility of forming a statewide TERT.

Financial Report:

Training Budget - There is a discrepancy in the dollar amounts and she is working it out with Michelle – participants need to add "training" or "travel" on vouchers so that it gets taken out of the correct budget. Also, include the "month" on voucher.

Travel - \$2,314.78 Training - \$1,512.41 – Wendy shows these totals.

Travel - \$3,355.00 and -\$200.00 in Training budget – Michelle shows these totals.

The discrepancy could be that things were taken out of the wrong budget.

4th Annual PSAP Seminar Position Assignments

Sponsor / Vendor Issues:

Charlene – In Epay funds we have collected \$11,805. We need to cut a check to Idaho APCO. Kevin has collected \$5,050 with \$500.00 of it from Cassidian / Airbus who will need to pay the hotel directly. Total is \$16,855 with Charlene's and Kevin's totals. \$2,000-\$2,800 will be taken out our budget for speakers, which means the total collected is \$19,655. Our goal was \$25,000. Kudos to Charlene and Trisha.

Trisha – We have 26 vendors so far with the possibility of a few more to come in.

Kelly – reached out to Kelly's Whitewater Park in Cascade and the owners Mark and Christina Picard. The Picard's have agreed to sponsor \$5,000.00 or whatever the shortcoming that we may have reaching our goal towards the seminar for this year and every year to come. At September 16th we will find out what the balance we need and Kelly will get the Picard's the total left to meet the goal and they will write a check to APCO for the seminar.

Carmen made motion to write letter from IECC chairman and give thank you cards signed by committee members for all sponsors. Kevin asked to add verbiage that the Picard's are willing to do this on an ongoing commitment. Kelly seconded the motion. Motion passed unanimously. Craig suggested that the letter maybe be done on IECC letterhead and signed by the Mayor for the Picard's.

Speakers / Break-Outs:

Carmen: Still need information on the AMBER Alert class. She can't get the class POST certified without the information. She has everything else. Carmen is sending the information to POST next week. She will ask for 8 hours of POST credit a day for attendees. She will put Kevin as the School Coordinator. We may need to change a speaker as one of the speakers as become ill and not sure if she will be able to teach the class.

Facility / Food / AV Equipment / Shirts:

DeLisa: There have only been 26 nights booked at the hotel so far. They are giving comp rooms for the Kralicek's only. The next meeting is on the 22nd to go over food and AV needs at the hotel. Boise Visitor Center will have 200 bags ready by the 14th.

Craig will get dates from DeLisa for the PSAP members and Craig will then make arrangements for everyone. PSAP members need to send dates to DeLisa by the 21st for the nights that they need and then DeLisa will get Craig the correct information.

Shirts – Everyone tried on shirts. The shirts will be $\frac{3}{4}$ sleeved for the women. Short sleeve for the men. Two shirts will be purchased for all PSAP Committee members. DeLisa and Carmen will work with Shadows to get matching colors for the men's and women's. Would like to get 2 different colors, one for each day. Wendy will get a list of sizes to DeLisa.

Registration Issues:

No one present to comment on this.

Binders / Posters / Promos / Reception:

DeAnn: She is waiting for information from Carmen for the open ceremony. Kevin will be checking to see if there will be an APCO meeting during the conference. She needs course and bio

information from Carmen. She needs the list of vendors and sponsors and platinum, gold, silver and bronze sponsors. Trisha will get DeAnn this list.

Swag Bags / Gift Items / Raffle Items / Giveaways / Bingo Cards:

Wendy: need 200 swag bags. Trish and Charlene will be asking vendors about raffle items. Wendy will put the bingo cards together. There will be one card for each day, per participant. Then cards will be turned in at the end of the day and a winner will be drawn each day. \$100.00 gift cards for each winner each day.

Certificates / Photos / Newsletter:

Anna and Cindy will take care of after the conference.

Tables / Registrations:

No one present to comment on this.

Things to remember from last year:

1. Need a printer
2. Extra power cords

Honor Guard / Music:

The Boise Fire Department Pipes and Drums have agreed to do it. Nampa PD has offered their honor guard / pipes and drums. We will make a donation of \$100 to the Boise Fire Department Pipes and Drums. Kevin will check with Captain Hancock to see what is offered for both days. Carmen will be looking for someone to sing the National Anthem.

Sunday Night – October 18, 2015:

All PSAP Committee members need to meet by 1:00 p.m. at the hotel if possible.

Future Meetings:

Tuesday, December 8, 2015 at 1:00 p.m. – 4:00 p.m. at ISP

Open Comment Period:

Carmen: Does our definition of an Emergency Communications Officer incorporate both the call taker and dispatcher? Yes, the definition language does include this. Look at the word “mandatory”. If we grandfather people in then it is not considered “mandatory”. It will probably be viewed at “non-mandatory” if not everyone is not expected to go through it. A challenge test could be available, similar to patrol officers who want to challenge POST.

Idaho Dispatcher Certification Project Updates:

There will need to have a funding component to this or POST will not support it. This needs to come from someone else who has the authority to putting together a funding mechanism. Kevin will ask the IECC Committee for direction on September 10, 2015.

December 8, 2015, Kevin will be speaking with the Idaho Sheriff's Association in Boise. Meeting at 9:30 at the Grove Hotel. The PSAP Committee will then meet the same afternoon. PSAP Committee Members should wear issued shirts.

Denise Amber Lee would like to be at the PSAP Seminar next year according to Kevin.

Charlene will put the information that Kevin had for statutes into the language provided by a proposal from Chief Haug.