

PSAP Committee Meeting

February 3, 2016

Idaho State Police RCCS

700 S Stratford Drive, Building #7, Meridian, Idaho

**ATTENDEES:**

Wendy Berrett, Whitcom	Anna Pearson, Fremont County
Cindy Felton, Lewiston PD	Kelly Copperi, Valley County
Danielle Whitney, Pocatello PD	Delisa Orren, ISP
Charlene Holbrook, Post Falls PD	Roxanne Wade, Canyon County
Carmen Boeger, Nampa PD	Kevin Haight, ISP
Robert Hugi, APCO	

**JOINING BY CONFERENCE CALL:**

Dave Taylor, Nez Perce County/Lewiston PD 911 Coordinator  
Mark Enfield, Westek Marketing & C-CAM for Idaho APCO  
Bruce Bowler, Madison County

**FINANCIAL REPORT:**

Wendy Berrett advised that there is \$9,363.70 in the travel budget and there is \$ 4,728.00 in the training budget.

**MEETING MINUTES:**

Carmen Boeger made a motion to accept the meeting minutes from the January 6, 2016 PSAP Committee meeting. Cindy Felton seconded the motion. The motion passed unanimously. The meeting minutes will be posted on the website.

**APCO/NENA CHAPTER UPDATES:**

Robert Hugi advised that Melissa Stroh, of ISP, was elected as the Idaho APCO Executive Council Representative.

**5<sup>TH</sup> ANNUAL PSAP SEMINAR:**

**Keynotes:**

Dr. Bobby Smith and Sue Pivetta are both confirmed.

**Breakouts:**

Pam Thompson, Kelly Copperi, Laura Senderowicz, Jim Dalley and Dr. Bobby Smith are all confirmed.

Chief Scot Haug from Post Falls PD would be willing to do a Below 100 class if we need a fill\_ in or he could be on the schedule for next year.

**Sponsors/ Vendors – Charlene Holbrook & Trisha Marosi:**

Charlene Holbrook advised that they have had some contact with sponsors that want to donate. She will be working on the website and hoping to have it up by the end of the week.

**Speakers / Breakouts / POST credit approval – Carmen Boeger and Roxanne Wade:**

Carmen Boeger advised that the vendor time was adjusted due to the vendor’s requests. We reviewed the seminar schedule.

**Facility / Food / AV Equipment – DeLisa Orren:**

DeLisa Orren met with Jonathan of the Wyndham Garden Hotel. Jonathan updated DeLisa with what the plans are with the improvement, updates and accommodations to the hotel prior to the seminar.

The committee discussed the importance of communication among the committee members during the seminar. Robert Hugi offered to provide some radios to help with this communication.

**Registration / Attendee Name & Email List - Erin Hidalgo:**

Nothing to report.

**Binders / Posters / Promotional Materials – Donielle Whitney and DeAnn Taylor**

Donielle Whitney advised that she and DeAnn Taylor will be meeting in the near future to work out the theme of the seminar and the flyer.

**Swag Bag / Raffle Items – Kelly Copperi and Wendy Berrett**

Wendy Berrett advised that Spillman Technologies will be donating the swag bags.

Wendy Berrett advised that she mailed out thank you cards to all the vendors / individuals who donated to the 4<sup>th</sup> Annual PSAP Seminar.

**Certificates / Photos / Newsletter – Anna Pearson and Cindy Felton**

Nothing to report.

**Registration Table / Schedule Cards – Bruce Bowler and Cullin Sherman**

Nothing to report.

**Challenge Coins – Cindy Felton:**

The design of the challenge coin has been decided. The coins are \$5.95 each for 200 of them. Bruce Bowler made a motion to purchase 200 challenge coins. Wendy Berrett seconded the motion. The motion passed unanimously.

The Idaho APCO Chapter will pay for the coins once an invoice is received. Cindy Felton will coordinate this with Robert Hugi.

The challenge coins come in a plastic folder. Kelly Copperi will be ordering some gold bags for the coins to go in for the Seminar.

**Hockey Game – Kevin Haight:**

Nothing to report. Too early to get information on the games.

**Window Clings – Kelly Copperi:**

Kelly Copperi will have several samples of window clings available at the April PSAP Committee meeting.

**Q1 2016 REGIONAL TRAINING:**

**Fusion Center (Lacy Craig) – March and April**

This class may be cancelled due to it not being approved by POST yet and no flyers completed.

**Q2 2016 REGIONAL TRAINING:**

**Denise Amber Lee Foundation**

Denise Amber Lee Training has been approved by POST. Flyers will be made up soon and sent out. Nathan, Ryan and Mark Lee will be coming. All venues arranged.

Robert Hugi is in the process of finding out if the Idaho APCO Chapter will furnish snacks and drinks for each one of the training sessions.

**FUTURE MEETINGS:**

No PSAP Committee in March or May.

Next PSAP Committee meeting will be April 6<sup>th</sup> at ISP RCCS (1000-1600 hours)

**OPEN COMMENT PERIOD:**

Danielle Whitney advised that she will no longer be able to be on the PSAP Committee.