

PSAP Committee Meeting  
August 31, 2016  
Bonner County Administration Building  
Sandpoint, Idaho

**In Attendance:**

Bruce Bowler, Madison County SO	Wendy Berrett, Whitcom	Christi Richie, Twin Falls PD
Carmen Boeger, Nampa PD	Charlene Holbrook, Post Falls PD	Cindy Felton, Lewiston PD
Cullin Sherman, Madison County SO	Trisha Marosi, Idaho State Police	DeLisa Orren, Idaho State Police
Roxanne Wade, Canyon County SO	Kevin Haight, Idaho State Police	

**On the Phone:**

Anna Pearson, Fremont County SO	Erin Hidalgo, Bingham County CO	Bill Behar, Higher Ground
---------------------------------	---------------------------------	---------------------------

**Financial Report:**

Wendy Berrett reported that there is \$5,222.79 in the travel budget and \$3,633.75 in the training budget, absent any July figures. Carmen Boeger made a motion to accept the financial report and Bruce Bowler seconded the motion. The motion passed unanimously.

**APCO/NENA Chapter Updates:**

Kevin Haight had 2 conference calls with the Idaho NENA and APCO chapters in the effort to merge the two chapters. The bylaws have been submitted to the national NENA chapter and he is hopeful that the chapters will be merged by October 2016. The National and Western NENA chapter presidents will be attending the Idaho NENA and APCO chapter meeting at the Idaho PSAP Seminar.

Trisha Marosi said that the Idaho APCO chapter has set up a Facebook page. She suggested that we utilize the page during the PSAP Seminar for attendees to obtain information.

Bill Behar said that Texas has an APCO chapter and a NENA chapter; however, they do a shared annual conference. Most of the statewide conferences are done by the APCO and NENA chapters throughout the nation and in the future the Idaho PSAP Seminar may be organized similar to that.

**APCO – Call to Action – Reclassification:**

APCO wants letters from those who actually have knowledge about the job of a dispatcher. They want to know what makes the dispatch job different than the dispatch job from a different non-emergency dispatch position. Email letters to [soc@bls.gov](mailto:soc@bls.gov). and in subject line enter: 2018 SOC. cc the email to [gro@APCOintl.org](mailto:gro@APCOintl.org) and Melissa Stroh at [melissa.stroh@isp.idaho.gov](mailto:melissa.stroh@isp.idaho.gov). The deadline for letters to be submitted is September 20<sup>th</sup>. You do not need to be an APCO member to send the letter. This action does not have an immediate effect on dispatchers; however, it will be needed for the PERSI Rule of 80 to pass.

**5<sup>th</sup> Annual PSAP Seminar:**

PSAP Committee members need to be at the Wyndam Garden Hotel between 2:00-2:30 p.m. on Sunday, October 16<sup>th</sup> to help set up for the seminar. Committee members are meeting for lunch at 1:00 p.m. at Willow Creek Grill for those members who are interested in getting together prior to meeting at the hotel.

**Location:** Wyndam Garden Hotel

**Date:** October 17-19 2016

**Keynotes:** Dr. Bobby Smith and Sue Pivetta

**Breakouts:** Pam Thompson, Laura Senderowicz, and Jim Dalley

**Assignments:**

**Sponsor / Vendors & Fee:** Trisha Marosi and Charlene Holbrook

Trisha Marosi reported that we have approximately 20 vendors with booths so far. The sponsorships have gone down this year; however, there is still time for sponsorships to be received.

**Speakers / Breakouts / Post Credit Approval:** Carmen Boeger and Roxanne Wade

Kevin Haight said the PSAP Seminar is on the POST calendar. Trisha Marosi offered to put the speaker information on the Idaho APCO facebook page with a link to the speaker's websites.

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

DeLisa Orren asked what kind of equipment was needed for the speakers. Carmen Boeger stated that lapel mics were needed. No risers are necessary. Wendy Berrett, Cullen Sherman, and DeLisa Orren will be bringing laptops that can be used during the seminar. Easels are needed outside each room and inside the conference room. A hand mic and speaker is needed for announcements and raffles. Music should be piped in for attendees to listen to between classes. Robert Hugi will provide walkie talkies. DeLisa will speak with the ISP Honor Guard about flags.

The following are punch list items that DeLisa Orren discussed from the last PSAP Seminar: 1. Clock time off. 2. Hotel room issues. 3. No hot water for tea. 4. Vendor map for hotel. Trisha Marosi will get this to DeLisa Orren. 5. Need more water. 6. More pens for the bags. Trisha Marosi will speak with the vendors. 7. Reminder of vendor reception. 8. No early morning time for vendors. 9. Token gifts (mugs) for presenters/speakers. 10. Put overall evaluation in the binders. 11. Drink Tickets: Sponsors would like to purchase drink tickets and then give them out to attendees. Trisha Marosi will contact the hotel to make these arrangements. 12. Bill Behar suggested that vendors are in the conference room where the food is located. Sponsors should be given a preference and should be able to pick their spot. 13. PSAP members need to attend the classes. 14. Vendors wanted individual attendee lists. 15. Binders need colored tabs. Craig Logan has already ordered them. 16. The index page indicates there is a notes page but no notes page was included. 17. Raffle tickets: must be present to win. 18. Checks need to be made out to Idaho APCO and W9's need to be available for vendors.

Kevin Haight will be doing the welcoming / announcements / introductions prior to all the speakers. He requested that we don't give him information immediately prior to him walking up to do these introductions. He would like the information earlier so he can prepare for it.

We will be taking a photo of committee members prior to the vendor reception. Cindy Felton will bring the camera and DeLisa Orren will find someone to take the photo. All committee members should wear the blue shirt.

Bill Behar stated that it's nice to have rooms available for vendors. They usually give the top sponsors first preference. The rooms could be at a cost or no cost. The time schedule should be set up in 30-45 minute intervals. This year we decided we would make it at no cost to the vendors.

**Honor Guards:**

Carmen Boeger said Nampa PD pipes and drums will be there for the first day and the Boise Fire Department pipes and drums will be there the second day. She said she is waiting to hear which day the Boise PD will sing the National Anthem and then Page Hansel will sing the other day. Trisha Marosi suggested that next year we may reach out to the Idaho National Guard members who sing. Wendy Berrett suggested that we need gift cards or challenge coins for the pipes and drums members and singers.

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

Erin Hidalgo said she needs the following information from people registering for the seminar: whether they are APCO and/or NENA members, if they are staying in the hotel, their email address and the name of the person the hotel room is registered to.

**Binders / Posters / Promotional Materials:** DeAnn Taylor, Cullin Sherman, Kelly Copperi

No update available.

**Swag Bags / Raffle Items:** Kelly Copperi and Wendy Berrett

We decided not to include bingo cards this year at the seminar.

**Certificates / Photos / Newsletters:** Anna Pearson and Cindy Felton

No update available.

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

No update available.

**Challenge Coins:** Cindy Felton

Already completed.

**Governor Welcome Letter:**

Teresa Baker will be getting Kevin Haight the welcome letter from the Governor.

**Idaho APCO / NENA Meeting:**

The Idaho APCO / NENA meeting will be the evening of the first day. Kevin Haight would like all PSAP members to be present at the meeting. Appetizer food will be available at the meeting.

**Q3 2016 Regional Training:** Health and Wellness – Eric Heitzinger

He has taught two classes so far. We reviewed the number attendees registered for the remaining classes.

**Future Meetings:**

November 2, 2016: Idaho Sheriff's Association Office, Boise (1000-1600)

**Dispatcher Certification Update:**

Sheriff's Association brought up the question about how to hold a PSAP center such as Whitcom to the dispatcher certification requirements if the mandatory certification is passed.

Kevin Haight stated that a letter was sent to agencies about the collection of financial data for the pursuit of PERSI Rule of 80 for Idaho dispatchers for this upcoming legislation.

Letters of support were read at the meeting from the Idaho Public Safety Communications Commission (IPSCC), Idaho Fire Chief's Association, Idaho State Police and Idaho Sheriff's Association. Letters from other organizations will be written.

**Open Comment Period:**

Denise Amber Lee Foundation (DALF) Videos: 2 DALF DVD's are available; however, they need to say with committee members only. If you borrow the DVD you cannot make copies and you need to return the DVD to Kevin Haight.

PSAP Seminar 2017: The dates of our seminar conflicts with Oregon's APCO conference almost every year. In 2017 the Oregon APCO conference is being held 10/17-10/21. DeLisa Orren contacted other hotels in Boise and there are not many options available. We decided to look at holding the seminar in a different location. If you have hotel venue in your area that would be suitable for the seminar get the information to DeLisa Orren by September 9<sup>th</sup> so she can contact them.

Photo Booth: Christi Richie suggested that we have a photo booth to attendees to use at the seminar. She will be researching it.

Melissa Stroh: Trisha Marosi asked if there was anything that Melissa Stroh could assist with at the seminar. Bruce Bowler suggested that she be available at the registration table so she can talk to attendees about Idaho APCO.

Meeting adjourned.