

PSAP Committee Meeting
August 1, 2018
Idaho Sheriff's Association Conference Room
Boise, ID

In Attendance:

Carmen Boeger, Nampa PD	Charlene Holbrook, Post Falls PD
Cindy Felton, Lewiston PD	DeAnn Taylor, Cassia County SO
Cullin Sherman, Madison County SO	Kelly Copperi, Valley County SO
Kevin Haight, Idaho State Police	Erin Hidalgo, Bingham County SO

On the Phone:

Anna Pearson, Fremont County SO	Roxanne Wade, Canyon County SO
Trisha Marosi, Idaho State Police	Jennifer Sullivan, APCO/NENA Chapter

Financial Report: Kevin Haight

Travel - \$8,829.56 and Training - \$2,494.30

Committee Officer Elections:

Vice-Chair: Kelly Copperi made a motion to accept a nomination for Carmen Boeger. The motion was seconded by Erin Hidalgo. The motion passed unanimously.

Treasurer: Roxanne Wade made a motion to accept a nomination for Wendy Berrett. The motion was seconded by Erin Hidalgo. The motion passed unanimously.

Secretary: Carmen Boeger made a motion to accept a nomination for Cindy Felton. The motion was seconded by Roxanne Wade. The motion passed unanimously.

District 4 PSAP Committee Member Vacancy:

Kevin Haight received one applicant for the open vacancy and it was from Hope Lindsey from Southern Idaho Regional Communications Center. Kelly Copperi made a motion to accept Hope Lindsey to fill the vacancy representing District 4. Cullen Sherman seconded the motion. The motion passed unanimously.

APCO/NENA Chapter Updates: Jennifer Sullivan

Jennifer Sullivan is in final review of the contract with the Boise Center for the 2021 Western APCO/NENA Conference. Nominations are due by August 15th for upcoming APCO/NENA awards to be awarded during the PSAP Conference in October.

Regional Training Update:

Q2 – Critical Incidents/Stress Management – Completed – Overall a very positive class. Trisha Marosi said that Shelly Allen has thank you cards for agencies that she will get sent out.

Q3 - Impact of Trauma on Victims & Dispatchers – Angela Weeks – first classes are scheduled for August 15th and August 16th.

7th Annual PSAP Seminar:

Location: Coeur d'Alene Inn (Best Western Plus)

Date: October 1-3, 2018

Keynotes:

- Day 1: Chief Rick Lasky
- Day 2: Pam Thompson

Breakouts:

- I need a helicopter – Lifeflight
- Community Outreach – Carmen Boeger/Melissa Stroh
- Purpose over Preference – Andrea Dearden
- Natural Disasters/Critical Incidents – Beth English
- Tactical Dispatch – Tammy Smith
- Rick Lasky

Assignments:

Sponsor / Vendors & Fee: Trisha Marosi and Charlene Holbrook

Trisha Marosi said that \$27,350 has been raised as of 07/31/18.

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

Carmen Boeger said that POST is waiting for bios for several of the speakers.

Technical Tracks: Dana Hanford/Dave Taylor/Collin McRoy

Nothing to report.

Facility / Food / AV Equipment: Charlene Holbrook and Jennifer Sullivan

Charlene Holbrook shared that we need to release the block of rooms by August 31st that are currently reserved for the conference attendees. Carmen Boeger said that Craig Logan sent out a notice to IPSCC members for hotel rooms. Carmen Boeger and/or Kelly Copperi will haul up boxes of supplies from Boise to Coeur d'Alene for the conference.

Opening Reception – Dinner Boat Cruise:

6 industry partners have sponsored the dinner boat cruise and we have more sponsorship money this year than in the past. We discussed whether we would pay for dinner boat cruise tickets for the speakers and it was decided that we would notify the speakers that the event is occurring and if they want to attend then they can buy their ticket.

The dinner boat cruise has a DJ and the cost is \$250.00. Kevin Haight said he had a request from one vendor who is sponsoring the event to be able to take a few minutes to speak with the attendees about their product while on the dinner boat cruise and it was agreed that those vendors who are sponsoring the event can have a few minutes to speak to the group if they choose to.

Attendees need to register for the dinner boat cruise by September 1st. 25 have registered for the dinner boat cruise so far, with 40 total including the vendors.

The shuttle to take attendees to the dinner boat cruise is set up and the cost is \$5.00 / person and we will be taking care of this cost.

POST Rosters: Kelly Copperi and Erin Hidalgo

Cullen Sherman suggested that we get attendees POST ID numbers at the time of registration. POST rosters cannot be left on the table when no one from the committee is manning the registration table.

Eventbrite Registration/Attendee Name & Email List: Erin Hidalgo and Kelly Copperi

40 people have registered so far for the conference. Kelly Copperi said that we owe \$62.50 for a service charge for Eventbrite. Jennifer Sullivan will take care of this charge.

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

DeAnn Taylor said that everything needs to be at the printer by September 24th. DeAnn Taylor needs everything for binders by September 1st. DeAnn Taylor is getting 200 packets for the binders printed.

Cullin Sherman will be checking into binder spine sticker labels that can be printed.

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

Raffle tickets – Kevin Haight will make the announcement prior to the keynote speakers about extra raffle tickets being given out by vendors.

Need 200 lanyards, swag bags and items for the swag bags.

Certificates / Photos / Newsletters: Anna Pearson and Cindy Felton

Nothing to report

Registration Table / Schedule Cards: Cullin Sherman

Nothing to report

Honor Guard / Singer and/or Bagpipes:

Honor Guard

- Day 1: CDA, ISP Kootenai County, Rathdrum and Post Falls agencies team
- Day 2: CDA, ISP Kootenai County, Rathdrum and Post Falls agencies team

Singer

- Day 1: Ami Currie
- Day 2: Lam Christian Academy Choir

Pipes and Drums

- Charlene Holbrook will check with CDA Fire to see if they can do it both days for no cost.

Photo Booth: Charlene Holbrook

Everything is set up for this.

Governor Welcome Letter: Kevin Haight

This has been completed. Copies have been made and hole punched for binders.

Travel Coordinator: Kevin Haight

Kevin Haight will reach out to Hope Lindsey to see if she is willing to take over this responsibility.

PSAP Committee Members:

Lanyards for Committee Members – Cullin Sherman will be bringing light up lanyards for committee members.

All committee members meet at 1000 PST on Sunday, September 30th. Dress will be business casual during the conference for committee members.

Expansion of PSAP Conference:

Kevin Haight shared that at the last IPSCC meeting it was discussed that there was a need for training statewide for technical folks who take care of the PSAP equipment, mainly on the radio side. There will be some further discussions on how this type of training will occur and if it will be a part of the annual PSAP Conference.

Idaho APCO/NENA Meeting:

- Evening of first day – 1730 hours (raffle big item)

Education Piece on Tissue/Organ Donation: Michelle Carreras

Michelle Carreras shared the story of Heather Griffin and how she lost her 1 year old son while waiting for a donor. Heather Griffin is reaching out to the EMS community to start educating folks on the organ donors. According to Idaho Statute Title 39-3413 first responders need to call Idaho State Communications Center. The goal is to start the notification process for organ donors to help save lives.

Moetivations Presentation – Future Conference Breakout Session: Moe Dieckmann

Moe Dieckmann phoned into the meeting and made a presentation of different classes that her company teaches that we may be interested in for a future PSAP conference.

Future Meetings:

- September 5, 2018 – Conference Call ONLY

Dispatcher Certification Update:

Dispatcher Certification Update – Kelly Copperi and Carmen Boeger

1. Ethics – in review process
2. Legal & Liability – with Teresa Baker to align with objectives
3. Overview of Public Safety – complete
4. Effective Communications and Customer Service – minor changes left
5. Public Safety Technologies – needs to be re-written
6. Call Taking – outline is complete and power point still needs reviewed
7. Critical Incidents – complete
8. Radio Procedures – complete

9. Emergency Management – complete

10. Stress Management – complete

August 17th is the date they need everything done.

September 6th – POST council meeting where they will vote on extensions for certifications for emergency communications officers. Carmen Boeger and Kelly Copperi will give them an update on the certification curriculum.

Open Comment Period:

- The PSAP committee members had a discussion reference Rule of 90 vs. Rule of 80

ADJOURNMENT

DeAnn Taylor made the motion to adjourn. Kelly Copperi seconded the motion. The motion passed unanimously. Meeting adjourned at 1655 hours.