

PSAP Committee Meeting
September 5, 2018
Conference Call Only (0900 hours PST)

Committee Members in Attendance on the Phone:

Anna Pearson, Fremont County SO	DeAnn Taylor, Cassia County SO
Wendy Berrett, Whitcom	Kelly Copperi, Valley County SO
Carmen Boeger, Nampa PD	Hope Lindsey, SIRCC
Cindy Felton, Lewiston PD	Roxanne Wade, Canyon County SO
Cullin Sherman, Madison County SO	Charlene Holbrook, Post Falls PD
Trisha Marosi, Idaho State Police	

Others on the Phone:

Dana Hanford	Cassie Owens, Ada County
Jennifer Sullivan, Idaho State Police	Dave Taylor, City of Lewiston/Nez Perce County

Financial Report: Wendy Berrett

Travel: \$8,829.56

Training: \$2,230.88

Kelly Copperi made motion to accept the financial report. Anna Pearson seconded the motion. The motion passed unanimously.

Review of Meeting Minutes from Last Meeting: Carmen Boeger

Carmen Boeger reviewed the meeting minutes from the last meeting which was held on August 1, 2018 in Boise.

APCO/NENA Chapter Updates: Jennifer Sullivan

Signed the contract with the hotel for the Regional APCO/NENA Conference being held in Boise in 2021. Sent letters to the award winners and the winners will be awarded the awards at the upcoming PSAP Conference in October 2018.

Regional Training Update:

Q2 – Critical Incidents / Stress Management – Shelly Allen of Kootenai County 911

Q3 – Impact of Trauma on Victims & Dispatchers – Angela Weeks & Kristie Thiel of Nampa PD

- The classes are already being taught and thus far has received good reviews.

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:

- Lifeflight / Community Outreach – Carmen Boeger & Trisha Marosi
- Purpose over Preference – Andrea Dearden
- Natural Disasters / Critical Incidents – Beth English
- Tactical Dispatch – Tammy Smith
- Rick Lasky

Seminar Fundraising Goal: \$28,500

Trisha Marosi said that we have \$29,475 committed through vendors and sponsors. The \$29,475 does not include the boat ticket funding, which is shy of \$3,000. Kelly Copperi is checking with an anonymous sponsor. Trisha Marosi said that there are 6 vendor booths still available. Dana Hanford is working on getting some more vendors.

Assignments:

Sponsor / Vendors & Fee: Trisha Marosi and Charlene Holbrook

Trisha Marosi and Charlene Holbrook will make a decision on how many raffle tickets will be given to the vendors for them to give to attendees.

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

Everything is ready to go.

Technical Tracks: Dana Hanford

All information has been send to DeAnn Taylor for the binders.

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

The hotel is close to being sold out of the block of rooms. They've also reserved some rooms at a nearby hotel in the event the conference hotel runs out of rooms. There are a couple more decisions that need to be made reference the food that Charlene Holbrook and Jennifer Sullivan will be discussing.

We need 6 projectors, white boards, screens and easels. The following is what we have:

- Projectors: 4 – Charlene Holbrook, 1 – Dana Hanford, 1 – Kevin Haight and 1 – Anna Pearson
- Screens: 2 – Charlene Holbrook – NEED 4 SCREENS
- Whiteboards: 1 – Kevin Haight, 1 – Dana Hanford – NEED 4 WHITEBOARDS
- Easels: 3 – Cullin Sherman, 1 – Trisha Marosi and 2 – Charlene Holbrook

Opening Reception – Boats: Charlene Holbrook

The boat cruise is almost sold out. We have 128 purchased so far with a 160 total capacity for seating. Everything is ready to go with the boat. Trisha Marosi said that there are 12 tickets being given to the boat vendors so they need to be included in the total number of the boat cruise. Kelly Copperi asked Jennifer Sullivan to purchase the boat vendor tickets through Eventbrite.

POST Rosters: Kelly Copperi

Nothing at this time.

Eventbrite Registration/Attendee Name & Email List: Cullin Sherman and Kelly Copperi

Kelly Copperi said there are 167 attendees registered so far for the conference. Registration will close on September 19th. Cullin Sherman will have the templates ready to go for the attendee lanyards. Cullin Sherman will print tickets for the attendees for the lunches and boat cruise that they can put in the lanyards.

Cindy Felton suggested that we increase the number of binders and swag bags since we only ordered 200 of everything.

Binders / Posters / Promotional Materials: DeAnn Taylor

DeAnn Taylor will increase the binders to 250.

DeAnn Taylor will put TBD on the classroom locations for the breakout sessions.

DeAnn Taylor needs the following for the binders:

- The agencies represented by the Honor Guard presenting the colors. Charlene Holbrook will get this to her.
- The APCO/NENA meeting and award winners. Jennifer Sullivan will get this to her.
- The list of attendees. Kelly Copperi will get this to her.
- Logos for Intermountain Communications and Rapid SOS.

DeAnn Taylor is taking everything to the printer on September 24th for the binders so she needs all information for the binders by September 19th.

Kevin Haight is taking care of the posters.

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

Dana Hanford said he will get 250 swag bags. Trisha Marosi said she has 300 lanyards.

Kelly Copperi said the evaluations are all taken care of.

Wendy Berrett will be contacting the vendors to get raffle items once we get on site.

Certificates / Photos / Newsletters: Anna Pearson and Cindy Felton

Cindy Felton will take photos at the conference and send the newsletter out to attendees. Anna Pearson needs a copy of the POST roster and the registration list so she can complete the certificates.

Registration Table / Schedule Cards: Cullin Sherman and Erin Hidalgo

Cullin Sherman has everything set.

Honor Guard / Singer and/or Bagpipes: Kevin Haight, Trisha Marosi, Charlene Holbrook and Wendy Berrett

- Day 1: Ami Currie – Singer and CDA Fire Pipe & Drums
- Day 2: Lam Christian Academy – Singers and CDA Fire Pipe & Drums

Photo Booth: Charlene Holbrook, Jennifer Sullivan and Hope Lindsey

Charlene Holbrook says the Jail Cell photo booth is already built however, the sign above it says Post Falls PD. She said that it would cost \$75 to change it. Carmen Boeger made a motion to purchase a new banner that

identifies the PSAP Conference for a cost that would not exceed \$100. Anna Pearson seconded the motion. The motion passed unanimously. Charlene Holbrook will order the new banner.

Governor Welcome Letter: Kevin Haight

This has been completed.

Idaho APCO/NENA Meeting:

- During lunch on second day with a raffle item

Speakers – Travel Coordinator: Hope Lindsey

Hope Lindsey has contacted all the speakers and they will contact her if they need a ride to/from the airport/hotel.

Dispatcher Certification Update:

Carmen Boeger and Kelly Copperi will be presenting to the POST council that the certification review has been completed and will also provide some on-line training options. She is hoping that the POST council will vote on extensions for the deadline for dispatch certifications. They will also give the POST council all the POST objectives information.

Future Meetings:

- September 30, 2018 – 1000 hours – All committee meeting members need to meet for PSAP Conference preparation in the boardroom
- October 3, 2018 – De-brief at end of day after conference
- December 14, 2018 – RCCS in Meridian, after POST Graduation

Open Comment Period:

- DALF Videos – Valley County, Cullin and Ada County
- PSAP Conference 2019 – October 7-9, 2019 – Riverside Hotel
- Charlene Holbrook asked if we could provide a “Save the Date” card for all the attendees for next year’s conference to put in the swag bag. Carmen Boeger will be coming up with an idea and will send it to DeAnn Taylor.

ADJOURNMENT

DeAnn Taylor made a motion to adjourn the meeting. Kelly Copperi seconded the motion. The motion passed unanimously. Meeting was adjourned at 1050 (PST) hours.