

IDAHO PSAP STANDARDS & TRAINING COMMITTEE

OFFICIAL MINUTES

A meeting of the Idaho PSAP Standards & Training Committee was held on February 6, 2019, at the Idaho Sheriff's Association Building in Boise, Idaho.

Commencement

Vice Chair Carmen Boeger called the meeting to order at 9:02 a.m. A quorum was present. Carmen Boeger and Kevin Haight both welcomed Lynn Parker to the committee as the newest member.

Members Present:

- Cindy Felton, Lewiston PD (via Phone Bridge)
- Charlene Holbrook, Post Falls PD
- Carmen Boeger, Nampa PD
- Cullin Sherman (via Phone Bridge)
- Roxanne Wade, Canyon County SO
- Trisha Marosi, Idaho State Police
- Erin Hidalgo, Bingham County SO
- Wendy Berrett, Whitcom (via Phone Bridge)
- DeAnn Taylor, Cassia County SO
- Lynn Parker, Jefferson County SO
- Kevin Haight, Idaho State Police (via Phone Bridge) (morning only)
- Hope Lindsey, SIRCOMM (via Phone Bridge)

Members Absent:

- Kelly Copperi, Valley County SO

Others Present:

- Dana Hanford (via Phone Bridge)
- Jennifer Sullivan

Rule of 80 Update

Sherriff Vaughn Killeen shared with the committee that they could not get a hearing this year for the Rule of 80 for dispatchers. He said the he believes that the legislative members might not understand the job of a dispatcher and we will need to help educate them in the near future. Kevin Haight shared that the Governor fully supports him helping with this endeavor. Carmen Boeger shared that she spoke with Chief Craig Kingsbury, who is the President of the ICOPA and he reiterated the same message, indicating we need to help educate the public and legislative members.

Pledge of Allegiance

Carmen Boeger asked everyone to stand for the pledge of allegiance.

Presentation by Jacki Briggs with 1st Responder Conferences

The 1st Responder Conferences group is committed to the emotional, physical and spiritual well-being of the public safety work force. They provide solutions for agencies, individuals and family members who find themselves faced with a personal crisis.

A conference is being held for 1st Responders on April 11th & 12th, 2019 in Twin Falls. Conferences in the past have included police, fire and EMS personnel, however, this year they are including dispatchers. They will also be holding a conference in Boise in September 2019.

There will be a Town Hall Legislative Event in Meridian on February 10, 2019 for the PTSD legislature with a panel of first responders, including a dispatcher to answer questions. Captain Kevin Haight will also be attending to update everyone on the Rule of 80 initiative for dispatchers. The event will be live streamed through the Nampa Police Department Facebook page.

Contact Information: Jacki Briggs, Assistant Director – 1st Responder Conferences, jacki@1stresponderconferences.org, (208)-573-2320.

Public Meeting Reminder

Cindy Felton reminded committee members that the PSAP committee meetings are public and her job as the Secretary of the committee is to document discussions at the meetings so cautioned everyone about comments being made that could bring discredit to the committee. She also reminded members that anyone can join the meetings by conference-bridge to listen to the meetings without anyone knowing they have joined the meeting. She suggested in the future that we consider going into Executive Session, if needed.

Carmen Boeger and Kevin Haight supported the comments being made and Kevin Haight shared that if we need to go into Executive Session it needs to be advertised in advance of the meeting.

Consent Agenda

January 9, 2019 PSAP Committee Meeting Minutes Approval

Carmen Boeger asked if we could have a discussion at the next meeting about whether we can approve the meeting minutes via email so they can be published in a timely manner.

MOTION: Roxanne Wade moved, Erin Hidalgo seconded, that the January 9, 2019 PSAP Committee Meeting Minutes be approved. The motion passed.

Committee Financial Report – Wendy Berrett gave the Committee Financial Report – Travel - \$ 10,281.05 Training - \$ 3,631.34

MOTION: Erin Hidalgo moved, Roxanne Wade seconded, that the Committee Financial Report be approved. The motion passed.

2018 Conference Financial Report – Jennifer Sullivan said that fees owed by West Safety - \$1,950.00 and Frontier - \$350.00 have been received. The private donor has not yet submitted their \$5,000.00 commitment for the conference.

Information Agenda

APCO/NENA Chapter Updates

Jennifer Sullivan shared that the NENA Summit is being held in Boise on May 13-15, 2019.

Nominations received for the Idaho APCO/NENA Chapter awards will be submitted to the National APCO annual nominations.

Jennifer Sullivan distributed save the date items for the 2021 Western Regional APCO Conference being held in Boise.

ECO Academy Curriculum – Status Update

Carmen Boeger, Roxanne Wade, Kelly Copperi and Kevin Haight have been meeting with Idaho Distance Learning every Monday to assist in creating the online POST academy.

Roxanne Wade is working on the Call Taking objective. Kelly Copperi and Cindy Felton completed the Legal and Liability objective. Carmen Boeger and Roxanne Wade are working on test questions.

POST is requiring all powerpoint presentations be standardized and all objectives have been changed to accommodate this requirement.

Carmen Boeger shared from the IDLA meetings that having the online academy facilitated would not be feasible. Erin Hidalgo shared that she is not a fan of the online academy and asked if there will be audio and video aspects added to the training as she feels that it needs to be interactive. The committee members agree that the academy needs to have interactive components.

Carmen Boeger asked to have a discussion at the next meeting on options of how to implement some type of social media/chat room for attendees to use while taking the online academy. It was suggested to have PSAP committee members monitor the discussions to help answer questions or lend guidance. Suggestions need to be sent to Erin Hidalgo.

Carmen Boeger said there was a discussion about having the tuition cost the same whether someone takes the online academy or attends the POST academy in person. Erin Hidalgo suggested that all costs associated with attending the POST academy, i.e. registration, dorm rooms, per diem, etc. be included in the cost of taking the online academy, otherwise it will cost a lot less to take the online academy and agencies will choose not to send their employees to the POST academy in person. Cindy Felton said that she disagrees with including all those costs into taking the online version as it would not be reasonable. She shared that it costs approximately \$1,000-\$1,500 to send an employee to the POST academy including tuition, dorm room, per diem, etc. Charlene Holbrook agreed and added that those

smaller agencies who do not have funds available to send them to the POST academy need an option that is financially feasible.

Future Meetings

March 6, 2019 – Idaho Sheriff’s Association - Boise

April 3, 2019 – Idaho Sheriff’s Association - Boise

May 1, 2019 – Pocatello – Erin Hidalgo will find location for meeting

June 13, 2019 – Meridian – Idaho State Police (coincide with POST Academy graduation on June 14, 2019)

July 10, 2019 – Idaho Sheriff’s Association – Boise

Jennifer Sullivan would like to coincide APCO/NENA Chapter meetings with the PSAP Committee meetings.

MOTION: DeAnn Taylor moved, Lynn Parker seconded, that the future meeting dates be approved. The motion passed.

Action Agenda

Regional Quarterly Trainings

Q1 – Missing Children / Amber Alert Training – Tanea Parmenter/BCI

Q2 – Purpose over Preference – Andrea Deardon

Q3 – Leadership Class – Kelly Copperi

- Cindy Felton apologized that she is unable to commit to all the travel required to assist with teaching the Leadership class.
- Carmen Boeger suggested that in the future when setting up dates for training that one person from the committee be responsible for facilitating class dates between the district representatives and the instructor.

2019 Conference Venue – Riverside Hotel, Garden City – October 28-30, 2019

Keynotes

- Day 1 – Gordon Graham – 5 Concurrent Themes for Success
- Day 2 – Patrick Calley/Lieutenant of Ada County SO/Chief of Eagle PD – Leadership Class

Proposed Breakouts

- **Long Breakouts**
 - Day 1 –Gordon Graham – Customer Service – Creating Some Wow
 - Day 2 – Patrick Calley – Mindfulness
- **Short Breakouts**
 - Brian Taylor – Court Testimony/Liability
 - Kelly Copperi & Jennifer Sullivan – Bullying
 - BPD Officer Blake Slater - Crisis Intervention

- NFD/NPD Officer Jason Cantrell - Rescue Task Force
- NPC Officer Eric Duke – Gang Narcotics Class – Alternative if there is a cancellation

Carmen Boeger will be developing a schedule with the above listed speakers.

Conference Fundraising Goal - \$30,000

Trisha Marosi shared that industry partners have already contacted her about the upcoming conference. She is going to open up registration after the next PSAP Committee meeting.

Trisha Marosi shared her concern of including the costs associated with the extra/fun activities at the conference in the fundraising goal.

In CDA Jennifer Sullivan said the transportation (buses) was a nightmare. We spent \$4,430.80 above what was collected from the attendees for the fee of the cruise.

Erin Hidalgo said the fun stuff is cool but the focus should be the conference. Jennifer Sullivan shared that all the National conferences such as APCO and NENA all have some type of fun activity included.

Jennifer Sullivan suggested charging attendees for lunch. Carmen Boeger and Cindy Felton said that they prefer the conference and meals be free for the attendees. There was a discussion about the industry partners having several employees attending the conference and we have been providing lunches and snacks for free to them. Dana Hanford shared that it is common for the industry partners to pay for their lunches and snacks in addition to their booth fees.

MOTION: Erin Hidalgo moved, Roxanne Wade seconded, that the industry partners will be charged a TBA amount/per person/per day for lunches and snacks in addition to their booth fees. The motion passed.

Technical Tracks – Dana Hanford/IPSCC LMR Committee

Dana will be reaching out to Lewiston Fire Chief Travis Myklebust as he is chairman of the LMR committee to discuss options for the technical tracks.

Assignments

- **Sponsor/Vendors & Fees** – Trisha Marosi/Charlene Holbrook
Discussed under the Conference Fundraising Goal agenda item.
- **Speakers/Break-Outs/POST Credit Approval** – Carmen Boeger/Roxanne Wade/Kevin Haight
Discussed under the Proposed Breakouts agenda item.
- **Facility/Food/AV Equipment/Scrutiny of Contract & Billing** – Charlene Holbrook/Jennifer Sullivan

Charlene Holbrook discussed the possibility of setting up tables in classroom style instead of round tables due to limited space. Charlene Holbrook and Jennifer Sullivan will coordinate with the facility.

- **Welcome Reception**

Erin Hidalgo suggested that there be an early registration set up in the vendor hall where the attendees can register and then they could need to return the next day to the registration desk to get their swag bags. Cindy Felton suggested that we give the attendees their swag bags at the same time of registering to help simplify the process for the attendees.

- **Tuesday Night Event**

- BSU Stueckle Sky Center – Carmen Boeger shared the following fee information:
 - \$2,320.00 – chairs, tables, setting up/down, LCD screens, mic & sound
 - Bar - \$100.00 / 2 employees @ \$17.00/hr.
 - \$2.25 – parking
 - Transportation costs
 - Tour of blue turf - \$50.00/15 minutes/group or \$100.00/1 hour/group
 - Buffet - \$17.99-\$30.00/person

MOTION: Roxanne Wade moved, DeAnn Taylor seconded, the Tuesday night event will be at the BSU Stueckly Sky Center. The motion passed.

There was a discussion about whether we have music or a comedian for the event. Erin Hidalgo said that she does not feel that a comedian would be appropriate for our conference and would prefer music. Jennifer Sullivan agreed that it would be better to have music due to the possibility of appropriateness of a comedian. The committee members listened and watched videos of several singer options. Roxanne Wade will reach out to Zach Forsman to inquire about costs.

- **POST Rosters** – Kelly Copperi

Nothing at this time.

- **Eventbrite/Registration/Attendee Name & Email List** – Kelly Copperi/Cullin Sherman

Nothing at this time.

- **Spiral Notebooks/Posters/Promotional Materials** – DeAnn Taylor/Hope Lindsey

DeAnn Taylor showed a sample of the spiral notebook. Cullin Sherman suggested that we put note pages in the notebook. DeAnn Taylor suggested that we keep the same theme from last year. Charlene Holbrook asked if it would be possible for an industry partner to have a full page advertisement for an additional fee.

DeAnn Taylor will be sending out the Save the Date cards.

- **Swag Bags (300)/Lanyards, Pens, Raffle, Evaluations** – Wendy Berrett/Kelly Copperi

Dana Hanford shared that AVTEC will be providing swag bags. He also has industry partners who will be supplying lanyards and pens.

Trisha Marosi said she has concerns about other industry partners not having the opportunity to supply swag bags or lanyards who Dana Hanford did not contact. Trisha Marosi doesn't want other industry partners to feel discouraged from supplying items so she will contact Dana Hanford and let him know that she will be asking the industry partners when they register if they would like to supply some swag bags and/or items for the swag bags.

- **Certificates/Photos/Newsletter** – Cindy Felton/Erin Hidalgo

Nothing at this time.

- **Registration Table/Schedule Cards** – Cullin Sherman/Erin Hidalgo

Registration suggestions were discussed during the Welcome Reception agenda item.

- **Honor Guard/Singers/Bagpipes** – Kevin Haight/Wendy Berrett

Pipes & Drums

- Day 1 – Nampa Police Department & Boise Police Department Pipes & Drums
- Day 2 – Boise Fire Department Pipes & Drums

Honor Guard

- Day 1 – Treasure Valley Honor Guard
- Day 2 – Treasure Valley Honor Guard

Singers

- Day 1 – Maddie Zahm
- Day 2 – Jeff Austin

- **Photo Booth** – Hope Lindsey/Roxanne Wade

Hope Lindsey suggested a circus/clown theme background.

- **Governor Welcome Letter** – Kevin Haight

Nothing at this time.

- **Idaho APCO/NENA Meeting** – Jennifer Sullivan

Nothing at this time.

- **Travel Coordinator** – Lynn Parker

Carmen Boeger explained what the travel coordinator is responsible for to Lynn Parker as he is new to the committee and taking this task over.

2020 Conference Dates & Location – Coeur d’Alene Inn - October 19-21, 2020

Jennifer Sullivan said she signed the contract with the Coeur d’Alene Inn and paid a \$500.00 down payment.

Open Forum/Discussion

DALF Videos: (Valley County, Madison County, Ada County)

Adjourn

MOTION: DeAnn Taylor moved, and Erin Hidalgo seconded that the meeting adjourn. The motion passed.

The meeting adjourned at 3:44 p.m. MST

Kevin Haight
Committee Chair

Cindy Felton
Committee Secretary