

IDAHO PSAP STANDARDS & TRAINING COMMITTEE

OFFICIAL MINUTES

A meeting of the Idaho PSAP Standards & Training Committee was held on February 5, 2020, at the Idaho Sheriff's Association Office in Boise, Idaho.

Commencement

Vice Chair Carmen Boeger called the meeting to order at 10:00 a.m. A quorum was present.

Members Present:

- Cullin Sherman, Madison County SO
- Carmen Boeger, Nampa PD
- DeAnn Taylor, Cassia County SO (via Phone Bridge)
- Lynn Parker, Jefferson County SO
- Cindy Felton, Lewiston PD (via Phone Bridge)
- Charlene Holbrook, Post Falls PD
- Kelly Copperi, Valley County SO
- Stephanie Harris, Pocatello PD
- Trisha Marosi, Idaho State Police (via Phone Bridge)
- Erin Hidalgo, Bingham County SO (via Phone Bridge)
- Roxanne Wade, Canyon County SO (via Phone Bridge)

Members Absent:

- Wendy Berrett, Whitcom
- Kevin Haight, Idaho State Police

Others Present:

- Jennifer Sullivan, Idaho State Police, Idaho APCO/NENA President (via Phone Bridge)
- John Joseph, Idaho APCO/NENA Commercial Partner
- Bill Behar, Commercial Electronics

Pledge of Allegiance

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

Consent Agenda

No financial report provided.

Information Agenda

APCO/NENA Chapter Updates

Jennifer Sullivan shared that the Idaho APCO/NENA Chapter continues to work on the 2021 APCO Western Regional Conference. The Idaho APCO/NENA Chapter meeting has been scheduled for April 9th during the Utah Western Regional APCO conference.

Melissa Stroh has submitted all the Idaho award nominations to the national APCO organization for consideration for awards.

ECO Academy Curriculum/IDLA – Status Update

Committee members are reviewing the ECO Online Academy for spelling and grammatical errors. Erin Hidalgo suggested that the introduction might need some work. All corrections need to be sent to Kevin Haight or Kelly Copperi.

Future Meetings

March 4, 2020 – Location TBD

April 1, 2020 – Location TBD

May 6, 2020 – Idaho Falls – Location TBD

Committee members would prefer to have the meeting at the Idaho Sheriff's Association office due to travel logistics. Kevin Haight will check with the Idaho Sheriff's Association to determine if the room is available for the two upcoming meetings.

Action Agenda

Regional Quarterly Trainings

Q1 – Fusion Center

Q2 – Active Shooter – Victor Islas, Middleton & Star Fire Department & Jason Cantrell, Nampa Police Department – Carmen Boeger will follow up with these speakers.

Q3 – PTSI Training – Ada County SO – Carmen Boeger will follow up with Ada County.

2020 Conference Dates & Location – Coeur d'Alene Best Western Inn - October 19-21, 2020

All committee members need to meet at 11:00 a.m. on Sunday, October 18, 2020.

Keynotes

- Possible Options:

- Pam Thompson – \$500.00
- Dr. Michelle Lilly – PTSI - \$1,960.00
- Ron & Jill Plush, Kyle Plush Foundation - \$1,400.00

MOTION: Cullen Sherman made a motion that we contact Dr. Michelle Lilly for Day 1 Keynote and afternoon sessions, Ron and Jill Plush for Day 2 Keynote session and Pam Thompson for Day 2 afternoon session and that the total cost not to exceed \$6,000, and Erin Hidalgo seconded the motion. The motion passed.

Proposed Breakouts

Suggestions:

- Joe Sullivan – Liability Class (from the defense attorney side) – Jennifer Sullivan
- Testimony Class – Attorney teaching at POST – Stephanie Harris
- Leadership Class - All committee members will think of possible speakers
- PERSI presentation – Kevin Haight
- ICRMP presentation – Kevin Haight
- Ethics – Is Kevin Haight willing to teach the class?
- State Comm – Stephanie Harris
- Financial Well Being – Stephanie Harris
- Customer Service Round Table – PSAP Committee Members – possibly show the class on Facebook live for those who cannot attend the conference
- CIT (Crisis Intervention Team) – Lt. Fuentes, Lewiston Police Department
- Leadership Class – Captain Longo – Trisha Marosi

Conference Fundraising Goal - \$35,000

Kelly Copperi asked about the possibility of having a company make sweatshirts/t-shirts for attendees to purchase. Any monies received above the cost of the product would a donation for the PSAP Conference from the company. Kelly Copperi will research further.

Carmen Boeger recommended that any proceeds, not used for the conference, go directly to a special token (i.e. challenge coin) for the 10th Anniversary of the PSAP Conference in 2021.

Technical Tracks – John Joseph/IPSCC LMR Committee

John Joseph is working on getting speakers for the conference IT tracks. A couple of possible options are an instructor from Cal Poly who speaks on Cyber Security and Dan Zieler from Motorola Solutions.

Assignments

- **Sponsor/Vendors & Fees** – Trisha Marosi/Charlene Holbrook

Trisha Marosi sent out Save the Date to vendors. Trisha suggested that we open vendor registration prior to March 1st this year.

MOTION: Trisha Marosi made a motion that the fee for “early” registration is \$400 and will remain open until April 30th. The “regular” registration fee between May 1st and September 17th will be \$450. The “late” registration between September 18th – October 18th would increase to \$550. All fees to include 2 lunches and electricity. Stephanie Harris seconded the motion. The motion passed.

- **Speakers/Break-Outs/POST Credit Approval** – Carmen Boeger/Roxanne Wade/Kevin Haight

Nothing at this time.

- **Facility/Food/AV Equipment/Scrutiny of Contract & Billing** – Charlene Holbrook/Jennifer Sullivan

Charlene Holbrook will finalize the food when the date gets closer. The contract has already been signed and a deposit has been paid for the facility.

- **Welcome Reception**

Will be held on October 19, 2020 from 1800-2000 hours.

Erin Hidalgo suggested that we have separate tables set up for registration, swag bags and POST rosters.

Kelly Copperi suggested we have some type of welcome sign made and hung in the vendor hall.

Charlene Holbrook suggested we have people dress up in a Cell Phone Sally, McGruff, Ready Fox, and Crash Test Dummy costume for welcome reception.

- **Tuesday Night Event** – Charlene Holbrook

Charlene Holbrook shared some options she looked into for the Tuesday Night Event.

- Painting on Canvas - \$22.50 - \$31.00 / person – would need to find venue
- Silverwood – only open Friday, Sat and Sunday during that time of the year
- Hagadone - \$50/person
- Cedars Floating Restaurant – Cannot accommodate the number of attendees that we have
- Scavenger Hunt
- Entertainment Productions – casino night – willing to work with our budget and would be held at the Best Western Inn with dinner and drinks. We would need to provide 5-8 prizes, possibly each region make a basket of items specific to a particular region. Family Feud is an option too. Charlene Holbrook will contact the company to discuss both options further.

- **POST Rosters** – Kelly Copperi

Nothing at this time.

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

Kelly Copperi will set up Eventbrite so vendors can either pay for their booth and registration fees through Eventbrite or by check.

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

DeAnn Taylor shared that we are staying with the same logo as last year; however, it will be red and black.

- **Swag Bags (250)/Lanyards, Pens, Raffle, Evaluations** – Trisha Marosi/Wendy Berrett/Kelly Copperi

Cullen Sherman suggested that we put the evaluations in the notebooks. Kelly Copperi will send the evaluations to DeAnn Taylor so they can be incorporated into the notebooks.

John Joseph will contact Dana Hanford to discuss swag bags.

The committee members discussed ways we can get more items for the swag bags and it was decided that the vendors need to be contacted after they complete their registration to inquire if they can send anything for the bags.

- **Certificates/Photos/Newsletter** – Cindy Felton/Kelly Copperi

Nothing at this time.

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

Kelly Copperi will check into the costs of having the ability to scan lanyards for classes, lunches, events, etc.

Kelly Copperi and Cullin Sherman are checking into the price of a new printer to make printing easier of the schedule cards that are enclosed in the attendee's lanyards.

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

Charlene Holbrook will ask if the Post Falls honor guard is available.

Trisha Marosi will check into the Priest River pipes & drums.

Singer for Day 1 has been confirmed that it will be Gracie Richard. Charlene Holbrook and Trisha Marosi will check into singers for day 2.

- **Photo Booth** – Roxanne Wade/Stephanie Harris

Charlene Holbrook has the jail photo booth available. Roxanne Wade has a giant headset and handheld radio available. Roxanne Wade and Stephanie Harris will meet and brainstorm on ideas.

- **Governor Welcome Letter** – Kevin Haight

Nothing at this time.

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

Nothing at this time.

- **Travel Coordinator** – Lynn Parker

Nothing at this time.

- **Poster Boards** – Lynn Parker/Trisha Marosi/Kevin Haight

This item needs to be added to the agenda as an assignment.

- **Instructor Gifts** – Erin Hidalgo

This item needs to be added to the agenda as an assignment.

2021 PSAP Conference – Boise, Idaho

- The 2021 PSAP Conference will be the 10th annual conference.
- Washington conference dates are October 5-9, 2021.
- Jennifer Sullivan will check to see what dates are available at the Riverside Hotel.

Rule of 80 Discussion – Carmen Boeger

Carmen Boeger spoke with the director of PERSI and he told her that during this legislative period they will be attempting to clean up issues that already exist with Rule of 80, one issue being that approximately 300 Idaho employees are currently receiving Rule of 80 benefits that are not qualified to receive them.

PSAP Committee ByLaws Update / Social Media Policy Update – Carmen Boeger

Carmen Boeger reviewed the Social Media Policy Update with committee members.

The question was asked, do the ByLaws need to be presented before the IPSCC for approval?

MOTION: Cullen Sherman made a motion to accept the Terms of Use for the Idaho PSAP Standards & Training Committee Facebook, and Erin Hidalgo seconded the motion. The motion passed.

Open Forum/Discussion

DALF Videos: (Madison County)

Design for 10th Anniversary Challenge Coin

Carmen Boeger asked committee members to start working on design options for the 2021 10th Anniversary Challenge Coin.

Charlene Holbrook shared that northern Idaho PSAP representatives will be meeting in the near future to discuss the possibility of doing a northern Idaho Emergency Communications Officer POST academy.

Carmen Boeger shared that she will be posting the “Idaho Dispatchers Rock” on Facebook prior to Telecommunicator’s Week.

Erin Hidalgo will be asking people to share ideas for Telecommunicator’s Week on Facebook.

Adjourn

MOTION: Kelly Copperi moved, and Charlene Holbrook seconded that the meeting adjourn. The motion passed.

The meeting adjourned at 15:45 p.m. MST

Kevin Haight
Committee Chair

Cindy Felton
Committee Secretary