

Certification Board

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Meeting Minutes of the 911 Certification Board Bi-Monthly Meeting

4 **I. Opening Statements**

- 5 a) Without a confirmation of quorum, Adam Wasserman called the meeting to order at 1307 with
6 the understanding that no voting shall take place.
- 7 b) All attendees introduced self [See Attachment A]

8 **II. Old Business**

- 9 a) This being the first meeting of the Certification Board, there is no old business to discuss.

10 **III. Committee Reports**

- 11 a) This being the first meeting of the Certification Board, there are currently no committees to
12 provide a report.

13 **IV. New Business**

- 14 a) Bylaws
- 15 i) Aimee Fournier-Plante provided a Draft of the Bylaws for the group to look over and provide
16 input prior to being presented for a vote of adoption. [See Attachment B]
- 17 (1) Non-binding discussions were held regarding the by-laws draft.

18 **V. Public Comment**

- 19 a) There being no public attendees for comment, no discussion were held.

20 **VI. Adjournment**

- 21 a) Adam Wasserman adjourned the meeting at 1414

Attachment A

Certification Board

Constituency	Full Name	Primary/Alternate	Email Address	Phone
Advisory Committee Chair	Richard Kirton	Primary	rkirton@kitsap911.org	
PSAP Director - East	Erica McNamara	Primary	erica.mcnamara@yakimawa.gov	
PSAP Director - West	Karl Hatton	Primary	khatton@cityofpa.us	
PST - East	Aimee Fournier-Plante	Primary	a.fournier-plante@bces.wa.gov	
PST - West	Jodi Gaylord	Primary	jodi.gaylord@clark.wa.gov	
WASPC	Mike Worden	Primary	mworden@co.okanogan.wa.us	
WFC	Robert (Bob) Gear	Primary	GEARB@pasco-wa.gov	
WFC	Tim McKern	Alternate	chief@qfr2.org	
WSAC	Tom Handy	Primary	tomhandy@whitmancounty.net	
Labor Position #1	Charlotte Harper	Primary	harperca@outlook.com	
Labor Position #2	Erin Gauthier	Primary	egauthier@redmond.gov	
Labor Alternate	Anna Laudenschlager	Alternate	laudenschlagera@cowlitz911.org	
State 911 Coordinator	Adam Wasserman	Primary	adam.wasserman@mil.wa.gov	
State 911 Administrator	Nicci Kowalski	Primary	nicci.kowalski@mil.wa.gov	
911 Training Program Mngr	Katrina Rahier	Primary	katrina.rahier@mil.wa.gov	
911 Training Program Coord	Suzie Biscarret	Primary	suzie.biscarret@mil.wa.gov	



Attachment B

PUBLIC SAFETY TELLECOMMUNICATORS CERTIFICATION BOARD BYLAWS

First Draft: September 2022

Adopted: Pending

Article I. Authority and Name

Section 1.01 **Name**

Pursuant to the authorization in Revised Code of Washington (RCW) 38.52.520 and Substitute Senate Bill 5555, effective June 9, 2022, the Public Safety Telecommunicators Certification Board (hereafter referred to as Certification Board) is established under the oversight of the State 9-1-1 Coordination Office.

Section 1.02 **Authority**

The Certification Board is tasked with creating, implementing, and governing a statewide training and certification program for public safety telecommunicators in Washington.

Article II. Definitions

Certification Board: the voluntary Public Safety Telecommunicator Certification Board

Advisory Committee or AC: the Washington 9-1-1 Advisory Committee

SECO: the State 9-1-1 Coordination Office

Public Safety Answering Point or PSAP: primary agency that receives 9-1-1 calls directly from the public or secondary agency that receive 9-1-1 calls on a transfer or relay basis from a primary agency.

PSAP Director or 9-1-1 coordinator: employee with direct oversight or management of a PSAP.

Public Safety Telecommunicator: first responder at a PSAP whose primary responsibility is to receive, process, transmit, or dispatch 9-1-1 emergency and non-emergency calls for law enforcement, fire, emergency medical, and other public safety service for the state, a local public agency, or an independent government agency. This includes individuals who supervise employees who perform these functions.



Attachment B

Article III. Purpose and Duties

Section 3.01 **Purpose**

- a) Implement a process, including policy and procedure, for a state-approved training program consistent with industry standards.
- b) Establish certification requirements for the state-approved training program.
- c) Establish recertification requirements for the state-approved training program.
- d) Establish requirements related to reciprocity of public safety telecommunicator certifications from states other than Washington.
- e) Establish registration, certification, and renewal fees for the state-approved training program.
- f) Implement a process for biennial review and approval of the state-approved training program.

Section 3.02 **Ethics**

Certification Board members are subject to RCW 42.52 Ethics in Public Service and are expected to abide by the statutes therein.

Section 3.03 **Public Disclosure**

Certification Board communications are subject to RCW 42.56 Public Records Act; members will comply with the statute regarding retention and release of public records.

Section 3.04 **Open Public Meetings**

Certification Board meetings are subject to RCW 42.30 Open Public Meetings Act (OPMA). All actions and deliberations of the Certification Board will be conducted openly.

All members of the Certification Board are required to complete OPMA training.

Article IV. Membership

The Certification Board will consist of volunteer members that represent the diverse stakeholders of the 911 system. Members will act as a liaison between the committee and the associations they represent, taking into consideration the statewide impact on public safety telecommunication agencies and other disciplines when making decisions.



Attachment B

Section 4.01 Washington 911 Advisory Committee Appointees

The AC Chairperson or a designee will serve as a member of the Certification Board.

The SECO State 911 Coordinator or a designee will serve as a member of the Certification Board.

The AC in cooperation with the SECO will receive nominations for membership, review submissions, and oversee appointment of representatives from the following designations to the Certification Board:

- A PSAP director or 911 coordinator from the eastside of the Cascade mountains.
- A PSAP director or 911 coordinator from the westside of the Cascade mountains.
- A public safety telecommunicator from the eastside of the Cascade mountains.
- A public safety telecommunicator from the westside of the Cascade mountains.

Section 4.02 Other Appointees

Certification Board members will also include appointed representatives from the following designations:

- Two labor union representatives from labor unions representing public safety telecommunicators.
- One representative appointed by the Washington Association of Sheriffs and Police Chiefs.
- One representative appointed by the Washington State Fire Chiefs Association.
- One representative from the Washington State Association of Counties.

Section 4.03 Terms

The term of an appointed Certification Board member is four years. A Certification Board member may serve no more than two consecutive terms.

Appointments for east side representatives, fire chiefs' representative, and labor union representatives shall be made in odd numbered years.

Appointments for west side representatives, sheriffs and police chiefs' representative, and association of counties representative shall be made in even numbered years.



Attachment B

Section 4.04 **Alternates**

To ensure the Certification Board can conduct its business with continuity, each appointed representative may have an alternate. Alternates may attend meetings in place of the Certification Board member.

Section 4.05 **Vacancies**

If vacancies occur on the Certification Board, the alternate may take the place of the appointee. If the alternate is unable to accept appointment, vacancies will be handled in the same manner as an initial appointment.

Article V. Chairperson and Vice Chairperson

A Chairperson and Vice Chairperson will be selected by the Certification Board representatives. Only members of the Certification Board who are also employees of a PSAP are eligible to serve as chairperson and vice-chairperson.

Section 5.01 **Chairperson**

The Certification Board Chairperson (hereafter referred to as Chair) will preside at all meetings and hearings, will represent the Certification Board before all public bodies, will have the duties normally conferred by parliamentary usage of such office, and will establish the agenda for regular meetings of the Certification Board.

The Chair's term will be two (2) years. Election will be held at the first meeting of the calendar year in odd numbered years. Nominations for the position will be opened at the last meeting of the previous year.

Section 5.02 **Vice Chairperson**

The Vice Chairperson (hereafter referred to as Vice Chair) will work in close cooperation with the Certification Board Chair. In the absence or incapacity of the Chair, the Vice Chair will assume the powers and duties of the chair for the duration of the Chair's current term.

The Vice Chair's term will be two (2) years. Election will be held at the first meeting of the calendar year in even numbered years. Nominations for the position will be opened at the last meeting of the previous year.

The Chair will fill mid-term vacancy for the Vice Chair by appointment for the remainder of the Vice Chair's term.



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Article VI. Meetings and Voting

Section 6.01 **Rules of Order**

The current version of Roberts Revised Rules of Order will govern deliberations of all members of the Certification Board.

Section 6.02 **Regular Meetings**

Regular meetings of the Certification Board shall be held on the third Thursday of each month. Meetings will primarily be held virtually but can be held in person; Certification Board members unable to attend an in-person meeting may elect to attend virtually. The dates and times for meetings will be posted at least one year in advance.

Section 6.03 **Special Meetings**

A special meeting may be called at any time by delivering written notice personally or by electronic means to each member of the Certification Board. Notice must be delivered a minimum of 24 hours prior to the meeting start time and specify the business to be transacted.

Section 6.04 **Agenda and Minutes**

An agenda for all Certification Board meetings will be posted on the SECO website or by electronic means to members. Discussions and actions of the Certification Board are not limited to agenda items.

Minutes will be taken at all meetings and will be posted on the SECO website. Minutes will include an accurate summary of all agenda items, discussions, recommendations, and actions.

Section 6.05 **Attendance**

Certification Board members are expected to attend all meetings. When a Certification Board member is unavailable or unable to attend a meeting, they will provide notice to the Certification Board designee and their alternate representative who may attend in lieu of the appointed member.

Section 6.06 **Quorum**

A quorum to conduct a meeting of the Certification Board will be a simple majority of appointed members. Alternates will be counted in the quorum only if their attendance is in lieu of the appointed member.



Attachment B

Section 6.07 Voting

Each member of the Certification Board is entitled to one vote on a motion. A simple majority of votes are required for a motion to stand on any issue.

No Certification Board member will vote by proxy; all members must be present to vote. Alternates are eligible to vote only if they are attending in lieu of a Certification Board member.

In case of a tie vote, the Chair will decide whether to declare the motion lost or allow the motion to stand. A simple majority may overturn the decision of the Chair.

Informal polling for consensus is not considered a vote.

Article VII. Resignation and Termination

Resignation from the Certification Board must be submitted in writing to the Certification Board Chair.

Certification Board members may be terminated for just cause, at the request of the represented organization or agency, for non-participation or lack of preparation for meetings, or for two successive unexcused absences from meetings.

If a Certification Board member changes employment, their appointment will be terminated.

Article VIII. Workgroups

A Workgroup may be established by the Certification Board for the purpose of focusing on specific projects including technology, studies, or research; it may also be established for assembling information related to a specific topic for the AC or the SECO. The Workgroup will maintain documentation of their work to be presented to the Certification Board.

A Workgroup may be established by majority vote of the Certification Board. A Workgroup will be dissolved once its project is completed and presented to the Certification Board.

Article IX. Amendments

A copy of these bylaws will be published on the SECO website and provided to the Adjutant General.



Attachment B

Amendments to these bylaws may be recommended by any voting member. The proposed change must be provided to Certification Board members a minimum of thirty (30) days in advance of a meeting, identifying the Article or Section to be amended and the reason for the amendment. Discussion will occur at the next regularly scheduled meeting and must allow for public comment.

