

# Certification Board

1    **Meeting Minutes**  
2    **of the 911 Certification Board**  
3    **Bi-Monthly Meeting**  
4    **October 27, 2022**

5 **I. Opening Statements**

- 6 a) With a confirmation of quorum, Katrina Rahier called the meeting to order at 1307.  
7 b) All attendees introduced self [See Attachment A]

8 **II. Approval of Minutes**

- 9 a) Motion was made to approve the meeting minutes of October 13, 2022.  
10                    **Motioned by: Bob Gear**                    **Seconded by: Tom Handy**  
11                    **All in Favor**    **Motion Passed**

12 **III. Old Business**

- 13 a) Bylaws  
14                    i) The group went through the drafted Bylaws that were looked at last meeting date;  
15    making corrections as needed to best fit the Board.  
16                    ii) A “clean copy” was provided to the Board for review; expecting to discuss the  
17    adoption of said Bylaws at the next meeting. [See Attachment B]

18 **IV. Committee Reports**

- 19 a) There are currently no committees to provide a report.

20 **V. New Business**

- 21 a) Tasks were identified [see list below]  
22 b) Meeting Length/Frequency: Members agreed to keep meetings at bi-monthly, but all  
23 agreed to extend meetings to two (2) hours to allow more time to tackle the larger, initial  
24 items.

- 1 c) Interim Chair & Vice Chair: Members agreed that an election process needs to be
- 2 established, at the next meeting, to fill the Chair & Vice Chair positions.
- 3 d) WACs: Members agreed that once the Bylaws are adopted, WACs, Policies, &
- 4 Procedures need to worked on; acknowledged the possible need to stand-up a
- 5 workgroup.

6 **VI. Public Comment**

- 7 a) There being no public attendees, no comments were made.

8 **VII. Adjournment**

- 9 a) Katrina Rahier adjourned the meeting at 1405.

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Action Items	Owner(s)	Deadline
Use time between this meeting & the next to make a list of goals, ideas, etc.	All Board Members	October 27th
RCW 38.60.040 – How we want to attack Major Items (“Duties”) – break down into smaller tasks	All Board Members	October 27th

11

# Attachment A



## Meeting Summary

Total Number of Participants **13**  
Meeting Title 911 Certification Board Bi-Monthly  
Meeting Start Time 10/27/2022, 12:54:07 PM  
Meeting End Time 10/27/2022, 2:01:23 PM  
Meeting Id 93c0edac-5975-4bbc-b31a-3ef11e4305b2

Full Name	Join Time	Leave Time	Duration
Rahier, Katrina (MIL)	10/27/2022, 12:54:07 PM	10/27/2022, 2:00:24 PM	1h 6m
Biscarret, Suzie (MIL)	10/27/2022, 12:54:13 PM	10/27/2022, 2:00:27 PM	1h 6m
Fournier-Plante, Aimee	10/27/2022, 12:55:59 PM	10/27/2022, 2:00:28 PM	1h 4m
Kowalski, Nicci (MIL)	10/27/2022, 12:58:39 PM	10/27/2022, 2:00:33 PM	1h 1m
Bob Gear	10/27/2022, 12:59:04 PM	10/27/2022, 2:00:30 PM	1h 1m
Karl Hatton	10/27/2022, 12:59:24 PM	10/27/2022, 2:00:23 PM	1h
Jodi Gaylord	10/27/2022, 12:59:48 PM	10/27/2022, 2:00:24 PM	1h
Tim McKern (Guest)	10/27/2022, 1:00:18 PM	10/27/2022, 1:57:49 PM	57m 30s
tomhandy	10/27/2022, 1:00:32 PM	10/27/2022, 2:00:21 PM	59m 49s
Erin Gauthier (Guest)	10/27/2022, 1:01:28 PM	10/27/2022, 2:00:22 PM	58m 53s
Mike Worden, Okanoagan (Guest)	10/27/2022, 1:03:17 PM	10/27/2022, 2:00:23 PM	57m 6s
Charlotte Harper (Guest)	10/27/2022, 1:05:19 PM	10/27/2022, 2:01:23 PM	56m 4s
Richard Kirton	10/27/2022, 1:07:06 PM	10/27/2022, 1:34:35 PM	27m 29s
Richard Kirton	10/27/2022, 1:36:27 PM	10/27/2022, 1:59:50 PM	23m 22s

**PUBLIC SAFETY TELECOMMUNICATORS  
CERTIFICATION BOARD BYLAWS**

**First Draft: September 2022**

**Second Draft: October 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 Washington State Session Law Chapter 286, 2022 Laws, effective June 9, 2022, the Public Safety Telecommunicators Certification Board (hereinafter 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.

Labor Union: an organization of workers, recognized by PERC formed for the purpose of advancing its members' interests in respect to wages, benefits and working conditions.

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: Employee with direct oversight or management of a PSAP.

9-1-1 coordinator: the person designated by the County to serve as the coordinator to work with the SECO and telecommunication companies regarding 9-1-1 issues.

Public Safety Telecommunicator: first responder at a Primary 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



## Attachment B

service for the state, a local public agency, or an independent government agency. This includes individuals who supervise employees who perform these functions.

### Article III.

#### **Section 3.01**      **Purpose**

Create and oversee Public Safety Telecommunicator Certification as required by Washington State Session Law Chapter 286, 2022 Laws.

#### **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 Board and the associations they represent, taking into consideration the statewide impact on public safety telecommunication agencies and other disciplines when making decisions.

#### **Section 4.01**      **Washington 911 Certification Board Member Occupancy**

The Certification Board positions shall be occupied according to the guidelines established in RCW 38.60.050.

#### **Section 4.02**      **Terms**

Members appointed to the Certification Board shall be appointed to terms of four (4) years, such terms to commence on July first, and expire June 30th. Any member chosen to fill a vacancy created otherwise than by expiration of term, shall be appointed for the unexpired term of the member the appointee is to succeed. Any member may be reappointed for an additional term.

The term of an appointed Certification Board member is four (4) years. A Certification Board member may serve no more than two consecutive terms.



## Attachment B

### **Section 4.03**      **Alternates**

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

### **Section 4.04**      **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 posted on a public platform and handled in the same manner as an initial appointment.

Appointments to such vacancies shall be limited to the remaining unexpired term.

## Article V. Chairperson and Vice Chairperson

A Chairperson and Vice Chairperson will be selected by the Certification Board representatives.

### **Section 5.01**      **Chairperson**

The Certification Board Chairperson (hereinafter 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 and publish the agenda for regular meetings of the Certification Board.

The Chair's term will be two (2) years. Elections will be held at the first meeting of the calendar year.

### **Section 5.02**      **Vice Chairperson**

The Vice Chairperson (hereinafter 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. Elections will be held at the first meeting of the calendar year.

If the Vice Chair position becomes vacant, an election will take place to fill that position.

## 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.



## Attachment B

### **Section 6.02**      **Regular Meetings**

Regular meetings of the Certification Board shall be held on a schedule determined by the Certification Board. Meetings will primarily be held virtually but can be held in person with virtual option; The dates and times for meetings will be set and published, in accordance with RCW 42.30.075.

### **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 a minimum of 24 hours prior to the meeting start time specifying the business to be transacted AND provide public notice in accordance with RCW 42.30.80.

### **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 Chair 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.

### **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.

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.

