

Certification Board

Meeting Minutes of the 911 Certification Board Bi-Monthly Meeting February 9, 2023

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5 I. Call to Order

- 6 a) With confirmation of quorum, Richard Kirton called the meeting to order at 1:04pm.

7 II. Approval of Minutes

- 8 a) Motion to approve the minutes of the January 12th meeting of the Certification Board.

9 **Motioned by: Tim McKern**
10 **All in Favor**

Seconded by: Erin Gauthier
Motion Passed

11 III. Work Plan Discussion

- 12 a) Motion to approve that everyone currently working independently as defined by the agency,
13 will receive the initial certification; with the expectation of newly implemented training be part
14 of the employee's re-certification that must be completed in 18-24 months.

15 **All in Favor**

Motion Passed



- 16 b) Motion to tentatively establish a timeline for New Hire Certification at 18 months, with an option
17 to apply, through the State Office, for a 6-month extension.

18 **All in Favor**

Motion Passed.

19 Items identified for future discussion/consideration:

- 20 Probation period should be clearly defined to avoid varying lengths in said time.
- 21 "On the Job" training should also be a requirement for certification, rather than just course
22 work and tests.
- 23 Universal (across state lines) would be beneficial for PSAPs that recruit employees from
24 neighboring states.
- 25 Providing multiple pathways to ensure that agencies can meet any deadlines.
- 26 Utilizing the State's training staff to develop any identified tests; providing proposed tests for
27 the Board's final approval.

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- 28 Ensuring that individuals have options if they fail the certification/re-certification test; at the
29 same time, avoiding excessive time/training costs for an individual that just might not be a
30 good fit.
- 31 Providing training that does not result in a reduction in working staff, as most PSAPs are
32 already experiencing staffing shortages.
- 33 Begin the training process now, so by the time the Board has “worked through” the rest of
34 the issues, adopted the WACs and we're ready to start training new telecommunicators, our
35 agencies will have had a lot of time to get their staff prepped and give them a test based on
36 the current standards and core competencies that are currently being using today.
- 37 The State Office agreed that it would be a good idea to begin creating a T1/T2 “refresher
38 course” that would be much shorter than the originals.
- 39 A concern about testing requirement changes resulting in a “change in job description” was
40 presented; it was acknowledged that this Certification Board is a result of a state mandate,
41 ath that there are labor representatives on this Board and that employers/agencies will be
42 responsible for bargaining the impacts of implementing a state mandate.
- 43 A process for requesting an extension should be established, with the requests being sent
44 through the State Office for processing.
- 45 Providing training in various locations throughout the state, to reduce travel as much as
46 possible.
- 47 Provide training that fits the schedules of the different PSAPs.
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- 49 c) Richard Kirton opened the floor for public comment twice during these discussions. No
50 comments were given either time.
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51 **IV. Next Discussion Items [future meetings]:**

- 52 a) The recertification process/timeline and what that looks like; initial recertification will look
53 different than, or similar, to supplementary recertification.
- 54 b) What the appeals process would be.
- 55 c) Program approvals (a.k.a. equivalency training).
- 56 d) Fee structure.
- 57 e) Community College programs.
- 58 The 911 Advisory Committee's Training Subcommittee report on Training Standards is expected by
59 the time the above discussions are complete.

60 **V. New Business**

- 61 a) Richard Kirton requested, and the board agreed, to move the start time on all future scheduled
62 meetings of the Certification Board from a start time of 1pm, to a start time of 1:15pm; all
63 meeting end times will remain at 3pm.

64 **VI. Public Comment**

- 65 a) There were no comments from the public.

66 **VII. Adjournment**

- 67 a) Upon reaching the scheduled end time of 3pm, Richard Kirton asked if there was a motion to
68 adjourn.

69 **Motioned by: Tim McKern /**

70 **Seconded by: Tom Handy**

Meeting Adjourned until February 23rd.