

# Certification Board

## Meeting Minutes of the 911 Certification Board Bi-Monthly Meeting February 23, 2023

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### I. Opening Statements

- a) With approval of quorum, Richard called the meeting to order at 1:15pm.

### II. Approval of Minutes

- a) Motion to adopt the minutes of the February 9, 2023 meeting of the Certification Board.

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

Seconded by: **Mike Worden**  
Motion Passed

### III. Work Plan Discussion

- a) By a majority vote, the Board agreed that initial recertification be required within 2 years; with supplemental recertification to be required every 3 years after.
- b) By a majority vote, the Board agreed that deadlines should be tied to the calendar vs. completion of certification date (i.e. those who receive initial certification from October '24-March '25, recertification deadline would be due in April '27; those who receive initial certification from April-September '25, recertification deadline would be due in October '27).
- c) By a majority vote, the Board agreed to allow grace periods for those on leave (i.e., Military, FMLA) who's certification has expired during said leave, with the understanding that all recertification requirements would need to be met and re-take test (undetermined) prior to returning to work.
- d) By a majority vote, the Board agreed that certification would remain in place if a person changes agencies (or other similar situations) while certification is still in place.
- e) By a majority vote, the Board agreed to allow a similar grace period scenario for those that leave an agency and certification expired prior to returning or joining a different agency; only for those in their first "2-year" recertification." If certification expires during any of the following "3-year" recertification periods, said person would be required to "start from scratch" to receive certification.

29 Items identified for future consideration/discussion:

- 30  Agencies, especially larger ones, may need to report monthly on training/certification.
- 31  The Training Subcommittee will need to work their deliverable around what this Board comes  
32 up with.
- 33  How notifications are sent to inform of recertification being due; the system/process, the  
34 personnel, and/or the agency.
- 35  Tracking training and hours from various sources; ensuring that training is relevant, while  
36 preventing an “anything qualifies” scenario (utilizing the 911 Advisory Committee’s Training  
37 Subcommittee create a list of qualifying training topics that would qualify toward CE hours).
- 38  Getting legal counsel early in this process for a “risk assessment”.
- 39  Getting a review of the drafted WAC (upon completion) from the Attorney General’s office for a  
40 final blessing.
- 41  Identifying the appropriate number of CE hours required and how that is defined (i.e., general  
42 number hours, 4 hours in one topic and 2 hours in another topic, etc.). Possible assignment for  
43 the 911 Advisory Committee’s Training Subcommittee.
- 44  Allowing training recommendations from agencies to be added to the approved list, ensuring a  
45 process for approval and denial of suggestions. – Possible assignment for the 911 Advisory  
46 Committee Training Subcommittee.

47 Items Tabled for discussion at a later date:

- 48  Defining any differences between initial certification test and recertification test; the Committee  
49 agreed this should be decided/discussed once an initial test has been defined.

#### 50 **IV. Next Discussion Items [future meetings:]**

- 51 a) The appeals process, denial of recertification, and decertification.
- 52 i) Can one continue to work during the appeals process?
- 53 b) Program approvals (a.k.a. equivalency training).
- 54 c) Fee structure.
- 55 d) Community College programs



56 **V. New Business**

57 a) No new business to discuss.

58 **VI. Public Comment**

59 a) No comments from the public.

60 **VII. For the Good of the Order**

61 a) Nothing was raised for the good of the order.

62 **VIII. Adjournment**

63 **Motion to adjourn made by: Tim McKern/**

64 **Meeting adjourned until March 9<sup>th</sup>.**

