

# Certification Board

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

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### 5 I. Opening Meeting

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

### 7 II. Approval of Minutes

- 8 a) Minutes were distributed late and not all members were able to review the minutes prior  
9 to the meeting.
- 10 b) Discussions were held regarding line numbers 14-17 (Section III.b)
- 11 **Approval of minutes has been made tabled until the next meeting.**

### 12 III. Work Plan Discussion

- 13 a) Items related to the **appeals process** were identified for future consideration/discussion:
- 14  Need more information related to the appeals process; what are other states doing? How  
15 is the CJTC handling appeals?
- 16  Ensuring that the appeals process is consistent across the state (rather than variations  
17 across PSAPs).
- 18  Staffing shortages could result in difficulties completing mandatory training hours, if any  
19 are set.
- 20  Keeping the appeals process as simple as possible; until such time where “simple” is no  
21 longer working.
- 22  All agreed that, until the Board can look at the certification process holistically,  
23 the most appropriate appeals process should be as follows:
- 24  Initial approval/denial of class/individual certification will be with the  
25 State’s training team.
- 26  Adam Wasserman’s position will be the first “round” to receive and  
27 address any denial appeals.
- 28  Anything not resolved after reaching this point will be directed to the Board  
29 for final decision.
- 30  Suggested the State training team to look into pursuing Project 33 Certification; concern  
31 over who would “approve” training programs offered by the State’s Training Program.

- 32 b) Items related to **program approvals** (a.k.a. equivalency training) were identified for future  
33 consideration/discussion:
- 34  Consider involving other stakeholders in the review process; training curriculum not  
35 being an area of expertise for the majority of the Board.
- 36  Current RCW states that all State approved programs require a review every two (2)  
37 years; unsure if this applies to Certification (may require legal counsel for proper  
38 interpretation). With Project 33 having a 3-year-cycle, the Board may want to consider  
39 this, or another timeline, if not mandated by current RCW.
- 40  Awaiting feedback from the 911 AC Training Subcommittee regarding current standards  
41 set by associating agencies (e.g., APCO, NENA, NFPA, etc.).
- 42 c) Items related to **fee structure** were identified for future consideration/discussion:
- 43  Instances that may cause an increase in costs related to certification: large number of  
44 colleges create programs related to training; certification plaques vs. piece of paper;  
45 large increase in the complexities; agency involvement related fees.
- 46  Current funding (\$15k) comes from the 911 Excise Tax Fund; is this appropriate if funding  
47 is used for community colleges.
- 48 ✓ All agreed that they don't feel that the community colleges receive funding from the  
49 911 Excise Tax Fund.
- 50 ✓ The gray area is if any person that passes college provided course would receive  
51 any type of paper/certificate from the State.
- 52 ✓ Applying a fee to "non-PSAPs" that want to offer training courses would help to keep  
53 a separation in provided funding.
- 54  SECO is requested to monitor associated costs and come back to the Board with a final  
55 fee recommendation that could be incorporated with written WACs.
- 56 d) Discussions regarding program approvals (a.k.a. equivalency training) were identified for  
57 future consideration/discussion:
- 58  All agreed that the approval process would be very similar to PSAP training approval  
59 except that a fee might be attached to "non-PSAPs":
- 60  Possible tentative/provisional certification upon completion of course; with more "formal"  
61 certification if/when hired by an agency,
- 62  Possibility of PSAPs wanting to "join forces" with a community college for on the floor  
63 training/apprenticeship.
- 64  Community college course equivalent to T1 training?

65 **IV. New Business**

- 66 a) Board agreed that meeting frequency can be temporarily eased while waiting on reports  
67 back from various sources/agencies.
- 68 b) Board agreed on retaining Richard Kirton as the Acting Chair of this Board; with Richard  
69 accepting but leaving the option open for anyone that may be interested in trying their turn  
70 at the helm in the future.

71 **V. Public Comment**

- 72 a) No comments from the public.

73 **VI. For the Good of the Order**

- 74 a) The telecommunicator retirement bill has passed out of the House and is now with the  
75 Senate.
- 76 b) APCO Telecommunicator Award nominations are due by tomorrow; please submit if you  
77 have not already done so.

78 **VII. Adjournment**

- 79 a) With no further business to discuss, Richard Kirton adjourned the meeting at 2:51pm.

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**Request from Board:**

**Request made to:**

**Results/Outcome:**

Report back on curriculum standards from associated agencies.

911 AC Training Subcommittee

In Progress

Report back on whether the Board is at a good place to start developing WACs or if more info/decision making is needed.

911 AC Authorities Subcommittee

New Request

Risk Assessment from TAG.

Adam Wasserman

In Progress

Invite agencies to meet with Board to discuss any interest in collaborating with community colleges.

Katrina Rahier

New Request