

Meeting Minutes

- I. The meeting was called to order by Katy Myers at 1:16 PM, after confirmation of a quorum.
- II. Previous meeting minutes were approved.
 - (1) *Motion made by Aimee Fournier-Plante, seconded by Mike Worden. All in favor.*
- III. Old Business
 - a) **Training Syllabus**
 - i) The objective of the training syllabus was discussed. Concern over the wording “the training around these topics includes an assessment of knowledge (verified through testing) and understanding (determined by outcomes).
 - (1) *The Board was asked to consider this wording for suggested revisions in the near future.*
 - ii) A proposed syllabus format was presented. It discussed each section having a description, an outcomes section, and a knowledge section. Mike Worden suggested a coding schema to assist in keeping track of the requirements.
 - (1) *Aimee Fournier-Plante moved to adopt the presented format, seconded by Tom Handy. No objections.*
 - (2) *The Board agreed to task the Training Subcommittee with continuing to work on the training syllabus based on the approved format.*
 - b) **RCW Review**
 - i) RCW that established the Training Certification Board and their duties were reviewed. No discussion.
 - c) **In-House Training**
 - i) Discussions around how to approve an in-house training program were held.
 - (1) *Aimee Fournier-Plante will work on a proposed in-house training program vetting process with the assistance of Tom Handy and Erin Gauthier.*
 - ii) Whether to have an on the job (OJT) assessment was reviewed. It was noted that this would be difficult with the variance in training programs across the state.
 - (1) *The Board agreed not to have an assessment portion for OJT.*

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- iii) How the in-house approval would work for high school and/or college programs was discussed. It was noted that any identified process would optimally be a viable framework for approving these types of programs as well.
- iv) How to approve SECO (T1 & T2) training programs was discussed. It was clarified that T1 and T2 are unique courses, and neither is a pre-requisite for the other. While some content overlaps, one is directed to call-taking and one is focused on dispatching.
 - (1) *The Board agreed that the in-house process that is being developed should also be utilized to evaluate the SECO training programs.*
- v) CALEA, APCO P33, and ACE certifications were discussed. No other programs were identified to have a robust accreditation process for 911 telecommunications that should be considered for fast-tracking.

(1) *Aimee Fournier-Plante motioned that any in-house training program that is accredited through CALEA, APCO P33, or ACE should skip the vetting process and be recommended for approval; Erin Gauthier seconded. Unanimously approved.*

d) **Appeals Process**

- i) The need for an appeals process continued to be noted, with the clarification that there was likely to be a back and forth between the agency and the approval team before any kind of denial was issued.

(1) *Katy tasked Aimee Fournier-Plante with ensuring the in-house vetting process included detail on how the back-and-forth approvals process would look.*

e) **Program Approval Cadence**

- i) There was discussion around an approval cadence that would work for a program launch in 2025. It was proposed that applications could be due by January 31st with a 45-day review period.

f) **Syllabus Topic Review – Dispatch**

- i) It was noted that there are currently two dispatch sections listed on the training syllabus; one for law and one for fire/EMS.

(1) *Katy proposed merging these into one section, consistent with the previous discussion of having a call-taker, dispatch, or both certification type. No objections.*

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g) **CIT Requirements**

- i) The Trueblood settlement requires 911 telecommunicators complete CIT training. Katy asked the Board how this should be included in the requirements. It was noted that this may not need to be listed as a topic, but that it should be covered through outcomes.

(1) *Incorporating CIT-related topics was delegated to the Training Subcommittee, with the assistance of the SECO training department.*

IV. New Business

- a) No new business presented; Katy informed the group that topics to be discussed soon include syllabus topics and how they relate to recertification required topics, the proposed in-house training approval process (when available for review), and what to present on Training Certification for the Summer Forum.

V. Public Comment

- i) None.

VI. Good of the Order

- a) Katy G. noted that some have been having trouble accessing the meeting recently. She will include the Teams information in subsequent emails. Additionally, SECO expects to have a new administrative assistant soon that will likely send new invites. In the interim, for any issues please contact Katy G. at katy.gilbert@mil.wa.gov or Suzie at suzie.biscarret@mil.wa.gov.

VII. Adjournment

- a) Meeting adjourned 2:40 PM.