



MEETING MINUTES

911 Safety Telecommunicators' Certification Board Meeting

 Location: Virtual

 Date: 11/14/24

 Time: 1:15PM

I. CALL TO ORDER 1315

- a) Meeting called to order by Katy Myers after confirmation of a quorum.
- b) Previous meeting minutes (10.24.24) approved.
 - i. Motion made by Tom Handy.
 - ii. Seconded by Mike Worden.

II. OLD BUSINESS

Handbook Items for Review & Approval

- a. The group unanimously voted to approve Chapters 1(Introduction),4 (PST Recertification Process) and 5 (PST State Approved Training Program), which completed the main body of the Certification Handbook.
 - i. Motion made by Karl Hatton
 - ii. Seconded by Tom Handy

III. NEW BUSINESS 1420

Handbook Items for Discussion & Input

- a) Katy Myers noted that an FAQ section has been added in Appendix C, and requested collaboration/input on the section
- b) Katy Myers requested the group review the Appendices Sections before the next meeting on December 12, 2024.
- c) The 911 Certification Board logo will be discussed at the December meeting.
- d) Future Meetings Discussion
 - i. The November 28, 2024, and December 26, 2024 meetings will be cancelled due to the Thanksgiving and Christmas holidays.
 - ii. Moving into the new year, the 911 Certification Board will meet on the 2nd Thursday of the month, from 1315-1500.
- e) A Training Program Panel will be formed in the new year to review PSAP training programs and ensure they meet state requirements.
- f) Katy Myers will update the group on her discussions with the Community College Consortium at the next meeting.

IV. PUBLIC COMMENT 1439

- a) Tom Handy thanked Katy Myers for her leadership in the development of the Certification Handbook.

V. GOOD OF THE ORDER 1440

- i. Nothing to report.

VI. ADJOURNMENT 1441

a) Next meeting will be December 12, 2024, at 1315

ATTENDANCE

- Katy Myers
- Suzie Biscarret
- Juan Diaz
- Brandy Elizalde
- Aimee Fournier-Plante
- Erin Gauthier
- Jodi Gaylord
- Katy Gilbert
- Tom Handy
- Karl Hatton
- Jami Hoppen
- Michelle Kohlmann
- Anna Laudenschlager
- Teresa Lewis
- Erica McNamara
- Andrea Powell
- Katrina Rahier
- Renee Van Buskirk
- Mike Worden

Minutes prepared by Michelle Kohlmann
