


MEETING MINUTES

911 Safety Telecommunicators' Certification Board Meeting

 Location: Virtual

 Date: 12/12/24

 Time: 1:15PM

I. CALL TO ORDER 1317

- a) Meeting called to order by Katy Myers after confirmation of a quorum.
- b) Previous meeting minutes (11.14.24) approved.
 - i. Motion made by Tom Handy.
 - ii. Seconded by Jodi Gaylord.

II. OLD BUSINESS

- a) The group reviewed the handbook and had no objections to continue the approval as proposed.
- b) The handbook will continue to be reviewed and added to as new questions/solutions come up in the certification process.

III. NEW BUSINESS 1323

911 Certification Board Logo

- a) Michelle Kohlmann requested ideas from the board for a 911 Certification Board logo
- b) Katy Myers and Michelle will speak offline to create a few draft ideas.

Legacy and Training Program Applications

- a) Katy Gilbert presented and explained the following forms:
 - i. WA State 911 Public Safety Telecommunicator Legacy Certification Application
 - ii. Legacy Group Submission Supplemental Form
 - iii. WA State 911 Public Safety Telecommunicator Initial Certification Application
 - iv. WA State 911 Public Safety Telecommunicator Request to Add Certification Application
 - v. WA State 911 Public Safety Telecommunicator Certification Extension Request Form
 - vi. WA State 911 Public Safety Telecommunicator Training Program Application Packet
 - vii. WA State 911 Public Safety Telecommunicator Recertification Application
- b) The group discussed a submission timeline. Both Legacy Certification Applications and In-house Training Program Applications are due on January 31, 2025.
 - i. The Training Program panel will meet in February and review the applications through March.
- c) There is flexibility in the schedule, and the Training Program Panel will be involved in the process to help and refine for next year's application process.

2024 In Review

- a) Katy Myers recapped the Certification Board’s activity in 2024:
 - i. Created the training syllabus and certification handbook
 - ii. Presented the progress of each step at the 2024 Spring, Summer and Fall Forums
 - iii. Researched other agencies’ best practices and incorporated those into the Certification process.

Looking Towards 2025

- a) Katy Myers proposed new items of focus for the new year:
 - i. State reciprocity
 - ii. Managing continuing education credits
 - iii. Alternative certification programs in community colleges
 - iv. Training program panel – Katy Gilbert has volunteered to be the SECO representative, and the panel is looking for 2 PSAP directors as well as 2 members of the AC Training subcommittee to volunteer as panel members.

IV. PUBLIC COMMENT 1410

- a) Nothing to report.

V. GOOD OF THE ORDER 1410

- i. Nothing to report.

VI. ADJOURNMENT 1410

- a) Next meeting will be January 9, 2025, at 1315

ATTENDANCE

- | | |
|-------------------------|-----------------------|
| - Michelle Arrowsmith | - Kari Kostelecky |
| - Suzie Biscarret | - Margaret Kuen |
| - Juan Diaz | - Anna Laudenschlager |
| - Sally Easton | - Christopher Lombard |
| - Brandy Elizalde | - Kevin Lovell |
| - Lacie Foster | - Katy Myers |
| - Aimee Fournier-Plante | - Andrea Powell |
| - Erin Gauthier | - Katrina Rahier |
| - Jodi Gaylord | - Ryann Robinson |
| - Katy Gilbert | - Justina Stehling |
| - Tom Handy | - Nicholas Sylvain |
| - Karl Hatton | - Renee Van Buskirk |
| - Jami Hoppen | - Adam Wasserman |
| - Michelle Kohlmann | - Mike Worden |