

Training Certification Board

🏠 Location: Virtual
📅 Date: 05/08/2025
🕒 Time: 1:05 PM

Meeting Minutes

Brief Summary: *The Training Certification Board meeting covered updates on legacy certification deadlines, initial and conditional certification approvals, and the process for reviewing the training handbook. Key motions were passed to extend the legacy certification window and approve new certifications. A small work group was formed to revise the handbook, and the board welcomed a new administrative assistant.*

- I. The meeting was called to order at 1:05 PM by the Chair, Katy Myers, after confirmation of a quorum.
- II. Meeting minutes from April 10, 2025 were reviewed.
 - a) Motion to approve the minutes was made by Tom Handy and seconded by Karl Hatton. Unanimously approved minutes.
- III. Old Business
 - a) Field Relief for Dispatch Requirements- The Board revisited the issue of relief breaks by field responders versus other dispatch-certified personnel. The conversation expanded to consider emergency situations (exigent circumstances), such as during major disasters, where staffing limitations might prevent full compliance with certification requirements. Other points raised for consideration included whether new requirements created unnecessary “pinch-points”, whether having non-certified short-term personnel could create a labor concern, and that there may be a distinction to be made between exigent circumstances and routine coverage for things like breaks.
 - i. Board members were previously asked to consult with the agencies they represent regarding how they handle such situations. The goal is to collect feedback and discuss options or policies that could be applied consistently in the future. Members will bring back input from their agencies for further discussion and recommendations.
- IV. New Business
 - a) Initial Certification Approvals (conditional)- Katy Gilbert shared the certification list and the board discussed how to address agencies and personnel who missed the initial January 2024 certification deadline. They reviewed how these individuals might qualify as “legacy” personnel under the original certification framework. It was noted that the current recertification process

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allows for a six-month grace period for personnel who leave and later return to service, during which time they can regain certification. The board agreed this policy could be used as a guideline for addressing similar legacy cases on a temporary basis.

- i. A motion to approve conditional certification passed to allow Grandview PD and any other agencies who missed the January 2024 certification window to apply for legacy certification by June 30, 2025.
 - ii. It was agreed that legacy cases will be handled on a case-by-case basis through June 30, 2025. After that period, individuals who missed prior opportunities may be required to complete the full certification process.
 - iii. Katy Myers added that this will be a discussion item for the agenda at the 911 Advisory Committee, next week, May 15, 2025. Katy will update the Certification Board at the next meeting, June 12, 2025.
- b) Handbook Review- The board discussed the need to review and update the Training Certification Handbook. A draft version of the comments has been sent out ahead of the meeting. To streamline the process, a small work group will be formed to revise the handbook offline and bring proposed updates back to the board.
- i. Karl Hatton, Katy Gilbert and potentially Aimee Fournier-Plante who will be contacted for assistance.
 - ii. Members were encouraged to review the current handbook and email Katy Myers with suggested edits or comments to be shared with the group. kmyers@norcom.org
 - iii. The handbook document was included in the email sent by Amanda Webster.
 - iv. The board and Katy Gilbert welcomed Amanda to the team and expressed appreciation for her support.

V. Public Comment

- i. There were no comments

VI. Good of the Order

VII. Adjournment at 2:00 PM.

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Attendance

Board Members

Katy Myers
Erica McNamara
Karl Hatton
Aimee Forunier-Plante
Brandy Elizalde
Jodi Gaylord
Tim McKern
Tom Handy
Erin Gauthier

EMD

Katy Gilbert
Amanda Webster
Katrina Rahier
Suzie Biscarrett

Guests

Kevin Lovell
Lacie Foster
Margaret Kuen
Jami Hoppen
Andrea Powell
Justina Stehling
Michelle Arrowsmith