

E911 Advisory Committee  
 Training Subcommittee Minutes  
 Teleconference Meeting  
 March 15, 2016

Attendees: Scott Jenkins, Kathleen Slaybaugh, Amy Sullivan, Kim Lettrick, Katy Myers, Tim Martindale, Cathy Moe, Misty Viebrock, Brynn Sides.

Representation	Member	
Chair	Scott Jenkin, Spokane County	X
Small Counties – East (1)	Kathleen Slaybaugh, Garfield County (Vice-Chair)	X
Small Counties – East (2)	Jennifer Johnson, Okanogan County	
Small Counties – East (3)	Misty Viebrock, Douglas County (RiverCom)	X
Medium Counties – East (1)	Kim Lettrick, Benton County	X
Medium Counties – East (2)	Brynn Sides, Yakima County	X
Large Counties – East	Amy Sullivan, Spokane County	X
Small Counties – West (1)	Tim Martindale, Pacific County	X
Small Counties – West (2)	<b>Vacant</b>	
Medium Counties – West	Lisa Ernst, Island County	
Large Counties – West(1)	Stephanie Trueblood, Kitsap County	X
Large Counties – West (2)	Cathy Moe, Thurston County	
Large Counties – West (Alt)	Katy Myers, Clark	
Very Large Counties – West	Yvonne Carslay, ValleyCom	X
Very Large Counties – West (Alt)	Patti Crooks, Seattle Police Dept.	
State Enhanced Coordinating Office	Ziggy Dahl	
	Bill Peters	
	Sharon Lotonuu	X
	Kim Mask	X

**Approval of last meeting minutes**

Scott called the telephone meeting to order by taking a roll call of members in attendance on the phone. Kim made a motion to approve the minutes as read, which was seconded by Tim. The motion was unanimously approved.

**DV Class Update**

Tim attended the first class in Burien. Others will be attending the classes in Moses Lake. Tim gave an overall good review. Others will be attending the class in Moses Lake. Kathleen, Scott and Amy will attend the Moses Lake class. Scott and Amy will take notes on the class, get Kathleen’s input and forward it all to the committee.

**Spring Forum Training Track**

The spring forum training track, in the form of the CJTC PBL Facilitator Course, will be held in Union Gap April 18-20. Scott and Kathleen will be attending as observers and will report their observations to the committee.

**RFP/RFI Progress Report**

Tim and Scott reported that they had conducted their first meeting for the RFP/RFP committee, and that we will be using data from the training survey that was sent around the state as projects.

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### **2017 Biennium Training Items Survey**

The survey indicated interest in suicidal callers, stress management, active shooter, and to a lesser degree classroom instructor and public disclosure. The committee decided to recommend the following to the AC at the appropriate time:

Develop and deliver a "Suicidal Callers" class

Develop and deliver a "Stress Management" class online

Develop and deliver a "Mental Illness" call taker class (Kim will check with King County for any information they may have).

Develop and deliver a "Phraseology" class

Recommend that the CJTC CTO courses be modified in the following ways:

Focus CTO courses on generic aspects of training that the attendees will be responsible for (one-on-one training, providing feedback).

Stop advocating one model (Reno or San Jose) during classes. Class attendees are not in a decision-making role to decide which training model their organizations should use.

Consider combining the CTO and Advanced CTO classes into one class.

### **AC Strategic Plan**

The strategic plan calls for the committee to maintain an up to date upcoming training document and calls for it to be maintained on the one drive. Discussion centered on whether that was the best place for it. The committee decided that a better place may be for the information to go on the State E911 page. Katy will check with the Strategic Planning committee to see if the wording can be modified to accommodate this.

### **Meeting Attendance**

It was brought to the committee's attention that attendance needs to be better tracked. Cathy will research the AC bylaws to see exactly what the attendance requirements are for the subcommittee. Open item, will be discussed next meeting.

### **Next Meeting**

The next meeting will be held on Tuesday, May 17<sup>th</sup> at 1300 in the Decision Room.