



PSCASN

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PSCASN Minutes - ***DRAFT***
Baltimore, Maryland
August 7, 2007

Board Members Present:

President Beth Burton – Naperville, IL
Vice President Melinda Bramley – Virginia Beach, VA
Treasurer Mary Sue Robey – Kent, WA
Secretary Kathy Strickland – Marietta, GA

Members Present:

Joliet 9-1-1 – Julie Ponce-Doyle
Lincoln Emergency Communications – Julie Righter
Metro Nashville – RoxAnn Brown
Onandaga County – Jo-Anne Munroe
Reno Emergency Communications – Joanne Deane
Sarasota County – Debbie Gailbreath
Shreveport Fire Dept – Tonette Lee

Guests Present:

Abington PD – Jesse Mancini, Matthew White
Corpus Christi PD – Cheryl Daubs
CSX Transportation – Sam Raab
Delaware State Police – Bill Carrow, Jeff Collins
El Paso Co Sheriff – Elizabeth Brown
Kelso, WA – Deanna Wells
Portage MI PD - Kit Lirst
Orange Co Fire Authority – Rick Robinson
Roanoke Co Virginia – Emily Totten
LVMPD Communications – Teresa Moody, Marla Sarpy

President Beth Burton began the meeting at 2:40 pm. Beth thanked all for attending as this is a very busy conference. Introductions of the board liaisons, members, and guests followed. Before starting with the agenda, Julie Ponce-Doyle asked if agencies need a person assigned to the role of Accreditation Manager exclusively or can they have other duties too? Answer from members was yes and no – it may depend on the agency.

Old Business

Beth advised our last meeting was in Reno last fall. Debbie stated her name was left off the minutes of attendees. Kathy motioned to pass the minutes as amended and Jo-Anne second the motion. All voted in favor.

Mary Sue gave the Treasurers report which covered November 2006 – July 2007 (as we did not meet for the Greensboro or Montreal Conference). Mary Sue explained at the end of the year we ended up with 59 members with a balance of \$7747.09. Two (2) agencies have canceled membership and the remaining have had past due notices sent out. Jo-Anne made a motion to pass the treasure's report and Debbie 2nd the motion. All voted in favor.

New Business

PSCASN Newsletter: Beth advised of member Craig Celia (IL) generously volunteering to put together a PSCASN newsletter. What we need is content for it. We want to have information that you are looking for such as discussion of standards with hyperlinks to specific standards, requests for mocks (example of El Paso is doing an electronic mock and has asked for assessors). There are some agencies involved with accreditation that are not involved with the list serve. Maybe this would be a good way to more agencies involved. Tonette suggested putting updates regarding the conferences being that not everyone can attend each conference. Julie suggested putting the newsletter out 3 times a year, in conjunction with each conference. Beth advised she has some examples for members to review to give suggestions for our newsletter.

Second Edition Standards transition: Asked if everyone has received their copy? Most members nodded yes. As of July this year, everyone has one year to comply with the second edition. Those that have not signed contracts yet will begin with second edition standards. Many of the members involved with the changes are here and we would like to thank them for their work on the revision.

Changes in on-site process: As of August on-sites, the panel reviews have been removed. Interviews will occur but will be on a less informal basis. Who decided on this change? Understanding is that many agencies did not like the panels. JoAnne asked who represented the board regarding this change. The Commission SRIC made a lot of changes. Deb stated that she felt her employees liked being able to speak to the assessors. Jo-Anne stated she liked the panel interviews and asked if Communications could keep them. And mail offs are have been reduced, correct? Beth stated she thought it was up to the Team Leader. Tonette – interviews with staff seem to be going backwards instead of speaking with dispatchers who feel like they are involved with the process. Mary Sue – panels were taking too much time, but interviews seem like they are taking up more time. We will see after August on-sites how it goes. Julie- maybe it is just a pilot or semantics. Mary Sue suggested we have a running response on the website. Jo-Anne suggested making sure when there are changes that there should be some type of information flow of communications. Beth stated she only knew because of an on-site she was attending and the Program Manager made contact. We will find out further and post the information.

Nominations for President and Secretary: Beth and Kathy's positions' tenure are up. We will be accepting nominations up to the meeting in Colorado. Jo-Anne asked to describe responsibilities for those present. Beth stated more explicit in the Bylaws but basically oversees the responsibilities of the PAC meetings and commitment to attend conferences. Kathy agreed to re-run, Beth will not be continuing as president. Nominations were solicited from the floor with no response. We will put it out on the list serve. Anyone nominated will need to have a letter of intent and a letter of support. Please put nominations out to your agencies.

Open Forum

Beth asked if any further questions. The newer people have stated they are getting prepared before signing contracts, which is good because once you sign the clock starts. This is a very good group.

Question – do you think you should change Accreditation Manager each cycle? As a group not necessarily, but due to promotions and moves it likely could occur. We do recommend have some type of backup person to shadow.

Bill Carrow entered the meeting late. Beth: congratulations to Bill upon appointment of Second VP of APCO and introduced as Chief of Delaware.

Recent on-sites. Beth stated she had a very good on-site. Tonette's last on-site had two police chiefs and felt there was a lot of explaining of operations. As more communications people that get involved in the process and become assessors the more chances of having communications people handling the on-sites.

Beth stated the quality of the mock is very important and can make a huge difference. She suggested if you are going to have a quality mock, make sure you use someone from communications.

Question – Are mocks done through this group? Not necessarily, if you have contacts you can use locals. What about cost? That is between your agency and assessor. We try to help each other out within PSCASN. Some assessors will ask for a fee. We have discussed sponsoring an agency, but we have not had any requests. We are very cautious because we could use up our funds very quickly, but the idea is not necessarily out of the question. Mary Sue states as a new person the biggest frustration is the different interpretation. Be careful that after a mock if an assessor says to change your file to contact your Program Manager because of the interpretations. There is no across the board interpretation for assessors.

Before adjournment, everyone was invited to join us for hospitality/networking at the at DSX next to Days Inn to chat and have refreshments.

Tonette motioned for adjournment and Deb seconded. Meeting adjourned at 3:40pm.