

PSCASN Minutes
Gaylord Oprayland Resort, Jackson conference
Rooms E and F
Nashville, Tennessee
November 2005

Board Members Present:

Past President Cheri Pickard – Alpharetta, GA
Interim President Beth Burton – Naperville, IL.
Vice-President Linda Flaherty – Lincoln, NE
Commissioner Bob Greenlaw
CALEA Liaison Karen Shepard

Members Present:

Amtrak Police Department Communication
Annette Irons
Lisa Shahade
King Lee
Plano Public Safety Communication
Susan Carr
Reno Emergency Communication
Kelly Odom
Roanoke E911 Center
Vicky Babb
College Station Police Communication Center
Zeta Fail
Clark Regional Emergency Services Agency
John Talgot
Tom Griffith
Anna Pengelgrass
Kansas City, KS, Police Department
Todd Schumaker
Robert Baumli
Lincoln Emergency Communication Center
Julie Righter
Sarasota County Sheriff Office Communication Center
Debbie Gailbreath
Cobb County Communications
Kathy Strickland

Guests Present:

Coral Springs Police Communication
Matt Stillwell
Maria Marcoux
Santa Cruz Consolidated 911
Lisa Sullivan
Winnebago County Sheriff Department
Bradley Fitz

Minutes of PSCAN meeting November 16, 2005

Interim President Beth Burton called the meeting to order at approximately 3:10 pm., welcoming all members. Congratulations were made to Amtrak Police Department Communication for flagship award. Introduction of the board liaisons and all members and guest followed.

Minutes of the July 27th meeting in Boston were reviewed. President Burton gave a short explanation of Roberts rules and advised attendees that they apply at all our meetings. Debbie Gailbreath moved to accept the minutes; the motion was second by Cheri Pickard. With no further discussion, the motion was unanimously accepted.

Beth Burton presented the Treasurer report (see attachment) Hurricane Katrina gift cards totaling \$500 from CASN funds were purchased to support Katrina relief. The PAC adopted Pearl River Communications Center. Lincoln, NE member Julie Righter donated the use of her motor home for a dispatcher family until they are back into their home. Pearl River has been overwhelmed at the amount of support they have received. Beth Burton requested we keep sending cards and letters to show our continued support for their agency and suggested Christmas care packages for the families. Julie Righter made the suggestion that we ask Pearl River for a list of necessities. Motion to accept the treasurer report was made by Cheri Pickard and second by Zeta Fail. With no further discussion, the motion was unanimously accepted.

CALEA liaison Karen Shepard gave a current total of members in the Communication process. There are now 56 agencies, 31 with accreditation status, 6 under review at this conference, 13 in self-assessment stage, and 6 have applications pending.

Commissioner Greenlaw advised that the focus group to review the Communication standards will be formed at this meeting. The group will be small and consist of CEO's, accreditation managers and Commissioners, they hope to finish the review quickly due to law enforcement review taking three years. The CALEA chair should be announced at this meeting and are hoping to meeting before the Jacksonville meeting. SRIC will take recommendations, condense them then take the suggested changes to the Commission for approval. Fifth edition law enforcement are being presented at this meeting.

CALEA is looking for a change in marketing to include the new technology available, explaining file maintenance, CACE, and attempting to make a streamlined, relevant process. CALEA is also attempting to deal with the unexpected, like hurricane Katrina, and how it affects accreditation process for agencies. Any feedback will be appreciated and all agencies should feel free to talk to anyone on the CALEA staff with any problems they have encountered in the past. He reminded attendees that they also have input to CALEA through CASN in both concerns and suggestions for standard changes. All changes to standards will be put out to agencies for input, changes will go back to the coalition then back to CALEA.

Cheri Pickard had a question regarding a change to mail in files now including panel interviews. Karen Shepard explained that team leaders had requested them in an attempt to save time at the onsite by familiarizing themselves with the files. Cheri was not able to sign off on a few ISSR's until she was on-site and the review was complete and was concerned that the agencies may be disappoite and because all of the mail in did not all come back signed.

Karen Shepard reminded everyone to download Appendix G as it affects all programs. Beth Burton reiterated that it provides guidance to file maintenance. Bob Greenlaw reminded everyone that once you are a CALEA client you should sign on to the website and get updated information. Cheri Pickard added that changes to the CALEA process are also there.

Bylaw changes were presented by Cheri Pickard. There was some difficulty getting the bylaw changes onto the website but the electronic version should be posted now for anyone that wants to see them.

Changes:

Article II Section 3 Added honorary membership

Article IV E-mail voting will be accepted. Debbie Gailbreath advised that Section 1 should read immediate past president. Past president will be a voting member of the board.

Article V Section 2 Changed to immediate past president. Added that the immediate past President will be a voting member of the board.

Article VII Section 2 Added entire section

Article VIII Section 3 Change to dues being paid after October will forward to the following year

Beth Burton requested everyone look over the bylaws and we must vote on them at the next meeting in Jacksonville.

T.K. Ivey and Tonette Lee were unable to attend the Nashville meeting to give an update on the SRIC committee. Beth Burton made a request to forward any standard changes to any board member and we will forward them to CALEA. So far there has not been as much input as they would have liked. She reminded attendees that just because a suggestion is made it does not mean the standard will change. Due to member agency size and needs the changes must be reviewed and looked at from a broad point of view.

New Business

Bob Greenlaw gave samples from the law enforcement standard review:

Generator testing must be documented even if it is self-testing. A person must be present to witness the test even if it is only to watch the self-test. Zeta Fail advised that they are not having any problems other than having the city document the test. Their agency is documenting every week but having difficulty getting the city to do a full load test. A discussion between members followed as to the procedures they follow.

With some agencies using the 711 system a request to remove the TDD/TTY wording had been made. These are not obsolete and agencies may need to make their wording more contemporary.

Ballot forms for the position of President and Secretary were distributed and nominations were taken from the floor. Cheri Pickard nominated Kathy Strickland from Cobb County as secretary. She described the position as the thread that holds the board together by maintaining the past meeting minutes. She sees the PAC as going into regional and state PACS. Kathy has taken over as Accreditation manager in Cobb County and has the support of her CEO to fill the position. No other floor nominations were made for secretary. Interim president Beth Burton was the only nomination for president, no floor nominations were made. Karen Shepard counted the votes, 12 for Beth Burton as president, 12 for Kathy Strickland for secretary. No e-mail or mail in votes were received for either position.

Cheri Pickard congratulated Amtrak for having only one file maintenance during their recent onsite and receiving flagship nomination.

Before leaving the meeting past President Cheri Pickard was presented with a plaque for her service to CASN. She was been with the PAC since the beginning and has given great guidance to our future success.

Input for a newcomer packet was requested. The initial plan is to add new agency names to the website and due to the lack of computer resources to some agencies they will receive a hard copy information that is available on the website to include a welcome letter, certificate of membership, and some file samples. Susan Carr suggested giving an introduction to the Yahoo list server to new members.

Beth notified members that the website was been down, once it is running again she is going to keep a monthly update to share what is happening within Communications, not just accreditation. Linda Flaherty mentioned there will be a mock assessor and sample files link added to the website. Anyone interested in having their names added to the mock assessor list should send their qualifications to a board member. Included should be a short biography including their involvement with accreditation, time in dispatch, and location. Bob Greenlaw added that CALEA does not release their list of assessors so we will have to ask for volunteers. Beth Burton mentioned that you do not have to be an assessor to be involved with a mock, but before an agency makes a selection they should research the mock assessors before accepting them.

Open Forum

Lisa Shahade expressed that their department felt they had an exceptional team of assessors during their recent onsite. The department had cut down on the panel interviews, which gave the team more time to interact with staff.

Debbie Gailbreath mentioned that CALEA is attempting to get at least one Communication background assessor on each onsite.

Beth Burton announced that we are now international and have one Canadian agency as a member.

Meeting was adjourned by Beth Burton at 1630.