

Telecommunications Policy Committee

Minutes

November 5, 2014

The Telecommunications Policy Committee of the Board on Public Safety Standards and Training held a regular meeting on November 5, 2014 at the Oregon Public Safety Academy in Salem, Oregon. Chair Toni Sexton called the meeting to order at 9:00 AM.

Attendees:

Committee Members:

Toni Sexton, Chair, Bureau of Emergency Communications
Pamela Brost, Associated Public Safety Communications Officers
Sharyl Dresser, Association of Public Safety Communications Officials
Gary Bettencourt, Oregon State Sheriffs' Association
Brian Oeder, Line-Level Telecommunicator
Sherry Bensema, OFCA EMS Section
Mike Moran, Oregon Association Chiefs of Police

Committee Members Absent:

Richard Culley, Oregon State Police
Justin Hardwick, Emergency Medical Services and Trauma Systems
Rich Leipfert, Oregon Fire Chiefs Association

DPSST Staff:

Eriks Gabliks, Director
Todd Anderson, Training Division Director
Linsay Hale, Professional Standards Division Director
Debbie Anderson, Certification and Compliance Specialist
Sharon Huck, Administrative Rules Coordinator
Rebecca Hannon, Files Maintenance Specialist
Tami Atkinson, Telecommunications Training Coordinator



1. Minutes from August 18, 2014 Meeting

Approve meeting minutes from August 18, 2014.

To see a complete record of the August 18, 2014 Telecommunications Policy Committee minutes, please go to:

[http://www.oregon.gov/dpsst/BD/Policy Committee Minutes/TPC Minutes/TPCminutes081814.pdf](http://www.oregon.gov/dpsst/BD/Policy%20Committee%20Minutes/TPC%20Minutes/TPCminutes081814.pdf)

Gary Bettencourt noted an error in the minutes. In the discussion of Cindie Hughitt and the matter of Gross Misconduct, the record shows Sheriff Bettencourt made a motion and seconded the same motion.

- *Pamela Brost moved to approve the minutes as corrected from the August 18, 2014 Telecommunications Policy Committee meeting. Sharyl Dresser seconded the motion. The motion carried unanimously.*

2. Bylaws of the Board on Public Safety Standards and Training Telecommunications Policy Committee

Presented by Linsay Hale

Linsay explained that each Board policy committee is required by rule to adopt bylaws specific to each group, describing the group's purpose, membership qualifications and voting requirements. The TPC bylaws have not been reviewed for a number of years and are being presented to be ratified or not ratified. The proposed language reflects current practice and has been updated to plain language standards.

- *Mike Moran moved to ratify the bylaws as presented. Sharyl Dresser seconded the motion. Motion passed unanimously.*

3. OAR 259-008-0005, 259-008-0010, 259-008-0011, 259-008-0025, 259-008-0060 and 259-008-0078 – Proposed Rule Change

Limited Duration, Administrative Positions – Presented by Sharon Huck

In January the Board requested that a workgroup look into DPSST's minimum training standards. The workgroup met on several occasions and reviewed the training standard history and ultimately decided our current minimum training standards as well as our enforcement of the standards is appropriate.

During the workgroup meetings, the concept of a limited duration administrative position was discussed. This would allow individuals to fill non-elected, certifiable public safety positions, where the primary duties relate to the administration of a public safety agency. Individuals employed in these positions would not have to meet additional physical or training requirements, as long as they meet the specific eligibility requirements.

The proposed rule change adds the eligibility requirements for a limited duration administrative position to rule and updates numerous other areas of rule that are affected by adding the position.

- *Pamela Brost moved to recommend to the Board filing the proposed rule with the Secretary of State and to file it as a permanent rule if no public comments are received. Brian Oeder seconded the motion. The motion carried unanimously.*
- *By consensus the committee found no fiscal impact to small business.*

4. **OAR 259-008-0005 and 259-008-0060 – Proposed Rule Changes**

CPR/First Aid Requirements, Leave Clarification and Housekeeping – Presented by

In April 2014, a workgroup met to discuss a constituent concern relating to the lack of a CPR Maintenance requirement for Corrections and Parole & Probation officers. The workgroup suggested adding to rule that all levels of certification require current CPR/First Aid certification.

At the August 18, 2014 Telecommunications Policy Committee members determined that the housekeeping changes inadvertently required full-time employment prior to certification as a Telecommunicator, overlooking part-time Telecommunicators. The committee decided to table the issue while staff corrected the error.

Sharon reported that the language has been corrected to include part-time Telecommunicators and the rule has been brought forward again for review.

- *Sharyl Dresser moved to recommend to the Board filing the proposed rule with the Secretary of State and to file it as a permanent rule if no public comments are received. Sherry Bensema seconded the motion. The motion carried unanimously.*
- *By consensus the committee found no fiscal impact to small business.*

5. **Telecommunications Field Training Manual Revision & Update**

Presented by Eriks Gabliks

Eriks gave a brief background on the use of the Telecommunications Field Training Manual (FTM) and the reasons compelling the revision. On June 21, 2014, after more than two years of review and discussion, the update to the Telecommunications Field Training Manual (FTM) was completed. The revisions to the FTM have been well received by constituents.

Tami Atkinson reported that during the process the FTM Review Committee made every effort to solicit feedback from across Oregon's Telecommunication community to ensure a comprehensive FTM that met the needs of agencies large and small. Additionally, they restructured the FTM without page numbers, thus allowing each agency to merge their in-house training manual with the FTM so work is not duplicated.

Toni Sexton extended thanks to the Telecommunicator Field Training Manual Review Committee for their hard work and commended them for the final product.

- *Pamela Brost moved to recommend to the Board adopting the revised Telecommunications Field Training Manual. Mike Moran seconded the motion. Motion carried unanimously.*

6. Staff Update

Todd Anderson reported that the grant funding dollars for Telecommunications have been exhausted and DPSST will be unable to provide further grants for the remainder of the biennium.

Linsay Hale reported that the F-21/F-22 forms have been updated to include the new mid-management and supervisory learning objectives. Anyone who has already begun the training using the old forms will be allowed to finish with them but anyone beginning the training will be required to use the new forms.

Tami Atkinson reported that now that the FTM revision is done the Telecommunications Curriculum Committee is meeting to look at changing some of the class content to better use the 80 hours in the program. She stated that some of the training may now be done online which would free up some time to include other topics that they would like to cover in the class.

DPSST has two new part-time instructors. George Long and Tyler Maness have been shadowing and are now starting to teach.

DPSST is working with Dr. Jui to develop language dealing with Ebola call screening.

We will soon be looking at the Emergency Medical Dispatcher (EMD) Field Training Manual (FTM) to bring that up-to-date.

The EMD class has been overhauled. The curriculum is the same but the way the material is delivered has changed and the class has gone paper free with students now testing on the computer.

Eriks Gabliks reported that the curriculum workgroup is a subcommittee of the TPC and will report back to the TPC as they identify changes they want the committee to consider. The EMD FTM is unique in that most Telecommunicators are dual certified as Telecommunicators and Emergency Medical Dispatchers. However, there are others, such as Oregon State Police, who do not handle medical calls and so are not EMD certified. Additionally, some private ambulance companies have their own dispatch centers whose dispatchers have to be certified through DPSST as EMD's.

Eriks said, regarding Ebola, Tami Atkinson has done a great job working with DPSST's physician advisor, Dr. Jui, but what DPSST has done in partnership with Emergency Management and the Health Authority is for the State's agency heads to identify, early on, who the lead agency was going to be in its health. Ebola is a health issue and so the Health Authority has been set up as the command center and they are managing all of the information. Instead of every state agency sending out health

information to their own constituent group, a blanket message was sent out to inform agencies of the path that will be followed. If you are not getting the updates, contact your health officer or emergency manager to make sure they have your agency's information. The information on Ebola is changing on an hourly basis so the information that was good yesterday may have changed.

DPSST is working on a couple of statewide projects. One deals with oil trains and how to respond to major events such as fires. The fire service and emergency managers are very interested in the project. The state is trying to identify what the issues are and what shortages are faced. One of issues is that the communications from the railroads to the public safety agencies doesn't happen all the time. So they are looking at how to strengthen those communication links so that, when oil trains are coming through a town, that the 9-1-1 centers are aware of it and they can let the public safety agencies know they are coming through.

We are working with the fire service on rural response and what to do when there is no law enforcement available. There are a lot of counties that have no deputies on duty at night and there may be no troopers in the area. Some citizens, who live in areas where there is no law enforcement on duty, have begun calling fire services for assistance. The workgroup is trying to figure out what resources do we give 9-1-1 center folks and fire rescue folks that might be responding to these calls.

Eriks welcomed Sherry Bensema and Mike Moran to the TPC.

DPSST has had their second budget meeting with the Governor's office and the budget analysts. We have asked for two positions to provide additional mental health training through our regional program. We are doing a good job covering things in the basic program but we know it is not enough so we want to deliver additional mental health training, both local and advanced, for Police, Corrections, 9-1-1 & Fire personnel.

DPSST has also asked for an extra position for active shooter training. While we have already trained 600 people in Oregon in active shooter response the need continues to grow.

The Center for Policing Excellence under DPSST has restored the Supervision/Middle Management program which is doing great. It's been a success story for House Bill 3194. Those classes, which cover all disciplines, are full and have been well received.

DPSST is moving into using iPad technology for all of our basic classes. We did our first test using this technology with the Parole & Probation program. The devices worked well with only a few adjustments needed. Because of the success of this initial test, we are asking for funds to be able to do this across the board with all classes.

On the Legislative side we have introduced a couple of bills for consideration. One will expand the Board's jurisdiction to require agencies to do backgrounds on reserve officers. Another bill deals with DPSST's ability to compel agencies to provide

access to personnel documentation for compliance purposes. Finally DPSST has asked that the sunset on the exemption allowing DPSST to hire our retirees for use as trainers be removed

Gary Bettencourt asked if there are any anticipated budget reductions for DPSST or OSP. Eriks said they are waiting on the next forecast for Criminal Fines and Assessments. He would be happy if we stay at current service level, and hasn't heard anything about reductions. With every legislative session DPSST gets questions from legislators about why we don't do certain types of training during the basic academy. He has to explain that we don't have the budget and that to add training to basic we have to take other training out. Eriks expressed his appreciation for the work that the Chiefs, Sheriff's and DA's have done in supporting DPSST.

Todd Anderson reported that Oregon State Police (OSP) is losing about five employees per month to retirement. At that rate of loss OSP will be down about 120 people from what they are budgeted for by the end of the biennium. They are scheduled to hire 51 persons in February 2015 so almost one whole basic police class will be taken up by OSP. The legislator gave OSP additional positions in Southern Oregon, to be secondary cover for county Sheriff's on life and death calls but didn't fund them until the last six months of the biennium.

Eriks added that in the past, when presenting our budget package, we put positions up for reductions, if it became necessary. However by now, we have cut as many positions as we are able, so if the legislature wants to reduce our budget by 5%, the result will be the loss of a basic police class as opposed to a position. We have been very candid with them that we may not have enough basic police classes going into the next biennium based on the current increase of hiring in some agencies. Eriks added that money in Criminal Fines and Assessments is often diverted to the General Fund to pay for projects not related to public safety which is not what the fund was intended for. So we are fighting to keep money in while the legislature wants to use that money somewhere else.

7. Next Telecommunications Policy Committee Meeting Date
Wednesday, February 4, 2015 at 9:00 a.m.

** All documents reviewed and discussed in this meeting are subject to Oregon Public Records Law (ORS 192.410 to ORS 192.505). These documents can be requested by contacting DPSST at dpsst.records@state.or.us.*