

**Minutes**  
**IAEM Standards & Practices Committee Meeting**  
Thursday December 3, 2009 – 3:00 PM Eastern

**Welcome / Introductions** – Dean Larson, S&P Co-Chair, opened the meeting at 3:02 PM EST. Listed alphabetically, meeting attendees were: Meliha Ayvaz, Steve Charvat, Stephen Krill, Jane Kushma, Dean Larson, Avagene Moore, Linda Murawski, Jane Rovins, and Bob Smith.

There were no amendments to the agenda.

Business and Updates:

**11/01/09 S&P Committee Meeting Minutes** – The minutes of the Orlando S&P Committee meeting were approved.

**Status of Article for December Deadline** - Dean reported that Lu Canton is on track with his article on standards for the IAEM Bulletin submission date of December 10<sup>th</sup>..

**Status of Compendium of Resources** – Jane Kushma reformatted the draft Compendium and submitted it to the Committee for review. She asked for further comments and additions to this living document before it is posted on the S&P Web page.

- Meliha suggested adding entries for ASIS Org Resilience, BSI 25999 and ISO PAS 22399 standards and provided a summary. She also provided a description of the ISO PAS standard (see <http://www.22399.info/index.htm>.)
- Dean offered to help expand the international section of the Compendium.

**New Business:**

**Reports on Standards –**

Steve Charvat reported on attending a DHS PS-Prep Regional Meeting in Seattle, representing NFPA 1600, to discuss the DHS Voluntary Private Sector Preparedness Accreditation and Certification Program (PS-Prep). Steve shared the following links to Websites to provide comments on the DHS Private Sector Preparedness (PS-Prep) proposed Accreditation and Certification program:

[www.regulations.gov](http://www.regulations.gov) or [FEMA-POLICY@dhs.gov](mailto:FEMA-POLICY@dhs.gov) (Identify ID FEMA-2008-0017)

[www.fema.gov/business/certification/index.htm](http://www.fema.gov/business/certification/index.htm)

Meliha Ayvaz provided a written report on the PS-Prep – see attachment.

Bob Smith also shared a report on APCO Standards – see attachment. Dean asked Bob if there are specific standards he would recommend as examples we should look at to help accomplish our goals.

Bob suggested the following:

- APCO ANS 1.106.1-2009: Core Competencies for Public Safety Communications Manager/Director - This standard outlines the core competencies that define the basic functions, duties, responsibilities, knowledge, abilities and expertise attributable to individuals who manage public safety communication functions. It respects the diverse nature of public safety communications, competencies may vary dependent upon the size of the agency, service demographics and types of services provided. Areas identified include: managing self and personal skills, providing direction, facilitating change, working with people, using resources and achieving results.

- APCO ANS 3.101.1-2007: Minimum Training Standards for Public Safety Communications Training Officer – The focus of this standard is to provide training necessary to foster levels of consistency for training officers providing on-the-job training to active 9-1-1 operators and telecommunicators, as well as to promote the leadership role of the CTO in a public safety communications center. The standard responds to the valid needs of the industry in dealing with the rapidly expanding and ever-changing service environment, providing competent training standards while defining training in certain knowledge, skills, and abilities to be provided by the agency for those telecommunicators selected as CTOs. The standard specifies the minimum training requirements, in general, of all personnel assigned to an one-on-one communications training function in an emergency communications environment while recognizing the need to supplement basic competencies with agency-specific information and existing equipment-use parameters, as revised. It ensures base-line literacy requirements in 9-1-1 and emergency communications while providing the important guidance in monitoring and ensuring the maintenance of complete training records in all areas of required performance and certifications through competent training.
- Minimum Training Standards for Telecommunicators (Project 33)

### **Recap and Next Steps re: Standard for Emergency Managers**

Lu Canton was unable to attend the meeting. Discussion covered:

- Jane asked if looking at State CEM Certification Programs would be advantageous to the group. Dean suggested we discuss with Lee Newsome. Jane replied that IAEM was looking into this at one point and she will contact Headquarters about the results. Jane will check out Alabama's and Georgia's programs. Avagene will check with Tennessee.
- Dean suggested a sub-committee to help move the work expediently.
- Avagene will contact Lu to make sure he wants to continue to lead this area of work.

### **Assignments / deadlines –**

- Lu to complete his paper and submit to IAEM by December 10 (complete.)
- Provide additions for the Compendium to Jane (Avagene will submit what Meliha provided; Dean and Jane will communicate to expand international section..)
- See commitments under Recap and Next Steps above for individual assignments. (Dean to contact Lee Newsome.)

**Adjourn:** The S&P Committee adjourned at 3:55 PM EST.

**Next Conference Call on January 7 at 3:00 pm EST**