

**BETST MINUTES**

**February 12, 2019**



**Board of Emergency Telecommunications  
Standards & Training  
Ridgeland, MS**

**Call to Order, Roll Call, Establish Quorum, Introduction of Guests and Introductory Remarks:**

Chairman Hokamp called the meeting to order at 10:00 a.m.

Chairman Hokamp called the roll and declared a quorum present to hold the meeting.

**Members Present:**

Mr. Reggie Bell, State Fire Academy

Mr. Ken Gunter, MJIC

Mr. Jim Hennessey, MS Chapter of NENA

Mrs. Sheri Hokamp, MS Chapter of APCO

Mr. Steven Jones, MS Department of Health, EMS Division

Chief Will Jones, Mississippi Police Chief's Association

Chief Terry Tucker, Mississippi Fire Chief's Association

Mrs. Emiko Hemleben, Board Counsel

**Members Not Present:**

Mr. Stan Alford, MEMS

Sheriff Billy McGee, Mississippi Sheriff's Association

Mrs. Marti Morgan, Mississippi Law Enforcement Officers Association

Mr. Marvin Ratliff, Claiborne Co.

Vacant, MLEOTA

The Chair recognized new Board member, Steven Jones. Mr. Jones stated that he has been with EMS since 1999 and was a dispatcher for 13 years. He is over the EMS/Paramedic program and has been a paramedic for 15 years.

**Standards and Training Staff:**

Mr. Robert D. Davis, Director-Standards and Training

Mrs. Mari M. Fivecoat, Operations Management Analyst, Senior

Ms. Geneva Hill, Administrative Assistant III

Mr. Bob Morgan, Division Director II

**Guests:**

Ms. Cindi Alkhatib, Vicksburg Warren 911

Deputy Director Robert Rufus, Vicksburg Warren 911

Mr. Rick Seavey, PSAC

The Chair recognized and welcomed the guests.

**Presentation and Approval of Minutes:**

The Chair asked about the review of the minutes from the October 30, 2018 meeting and entertained a motion. Mr. Hennessey made a motion to approve the minutes and a second was received from Mr. Bell, the minutes were approved without opposition.

**OLD BUSINESS**

**Final Approval of Eight-Hour Fire Communications Course – Trebia Rodgers:**

Mari Fivecoat monitored the pilot Fire Communication course presented by Mrs. Rodgers. All materials were reviewed, suggestions for revisions were made, and the revisions were made. Mrs. Fivecoat stated that the review of the course was complete. The course was well received by the students and Mrs. Fivecoat recommended the course for approval.

The Chair entertained a motion. Chief Tucker made a motion for final approval of the Fire Communications course. Chief Jones seconded the motion and it passed without opposition.

**Review, Discuss New Policy and Procedures Format; Request for Final Approval:**

The proposed policy numbering system was reviewed, and the Board made positive comments concerning the numbering system.

The Chair entertained a motion. Mr. Bell made a motion for final approval of the policy format. Mr. Hennessey seconded the motion and it passed without opposition.

**NEW BUSINESS**

**Review, Discuss Proposed Changes to Chapter 11: Instructor Certification; Request for Intent to Adopt:**

The staff recommended the below changes to Chapter 11 to clarify the policy dealing with instructor certification:

- B. Education and Experience: All instructor applicants must show educational and public safety experience equal to one (1) of the following:
  - 1. A high school graduate and five (5) or more years of experience ~~in the subject area~~ as an Emergency Telecommunicator, -
  
- E. Knowledge of Instruction: The applicant shall be cognizant of the methods of instruction and the aids available. Instructors must be able to clearly present the course material and meet the objectives outlined by the Board. New applicants must have attended and completed an BETST approved ~~40-hour~~ Instructor Development Course.
  
- F. Instructor Training Attendance Approval: Prior to any individual attending a Board-approved instructor training course for emergency telecommunications, that individual shall obtain written approval from the Office of Standards and Training. Instructors will be approved only on a need basis.
  
- 2. After completing the instructor course, the instructor applicant must assist in one formal Basic and/or EMD Certification classroom ~~type~~ course under the observation of a certified instructor. The certified instructor must provide the Board with an evaluation of the instructor applicant's performance. After successfully completing the instructor course and receiving a favorable evaluation the instructor applicant will be eligible for certification by the Board.
  
- 3. Instructors conducting the 16 Hour Re-certification course must have conducted at least three (3) Basic and/or EMD classes as documented by the Board staff and completed an instructor orientation program on the issue of re-certification, and

must assist in one formal State Re-certification classroom course under the observation of a certified instructor. The certified instructor must provide the Board with an evaluation of the instructor performance.

- H. Activity: All instructors shall remain active during their period of certification. Each instructor shall conduct three (3) Board-approved telecommunications courses (Basic, EMD, State Re-certification) within each 36-month period of their certification to include a minimum of one Basic or EMD course. Modular courses (commonly referred to as “self-paced” courses) which do not require formal classroom instruction on the part of the instructor does not count towards this requirement. Failure to meet this requirement will result in a non-renewal of instructor credentials at the expiration of certification period. Instructors that fail to meet the requirement are not eligible to reapply for certification until twelve (12) months after the expiration date of their certificate.
2. Instructors shall sign a Memorandum of Understanding from the Board which clarifies what is expected of them when conducting a Basic, EMD, Re-certification, or Elective course on behalf of the Board and the requirement to evaluate and assist instructor applicants.
6. Consistent failure to follow Board-approved training guidelines, learning objectives and lesson plans (where established), consistent negative evaluations (student, staff, board), or complaints, and
- B. Knowledge of Instruction: The applicant shall be cognizant of the methods of instruction and the aids available. Instructors must be able to clearly present the course material and meet the objectives outlined in the course. New applicants must have attended and completed an BETST approved 40-hour Instructor Development Course. New applicants seeking approval to instruct elective training must make a presentation before the Board describing their knowledge of the subject matter and knowledge of instruction on the objectives of the course(s) they desire to teach.
- C. Approval of New Course(s): Instructors submitting new courses for Board approval must make a short presentation before the Board describing the course objectives ~~or request a Board member to make the presentation.~~ Board members may present the course objectives of a course proposed by their agency. If the Board determines that the course meets the training needs of a telecommunicator, the Board will approve the course to be taught as a pilot program. This course must be taught within one year of approval or the instructor must request an extension from the Board. The staff or board member will monitor all proposed courses and bring their findings back to the Board for final action. Existing courses will be evaluated on an ongoing basis. Course approval

requests by instructors from out of state ~~must~~ may be submitted with their professional credentials and course objectives to a Board or staff member for presentation. The instructor must submit prior to presentation, a lesson plan including course overview; a bound student manual; an instructor manual – containing notes; power points (with videos and audio); handouts; written synopsis of scenarios or table tops; test with answer key indicating the slide or page number the information may be found; one additional training aid; sample copy of completion certificate; and an authorization letter if copyright material is used.

- D. Application: Individuals (in state) desiring to instruct in BETST-approved elective courses must thoroughly complete a formal application.
- E. Instructors certified for elective training shall maintain compliance with all BETST policies and procedures. Instructors must conduct three approved courses per year to remain on the active elective instructor list. (Basic, EMD, State Re-certification Course does not apply) Instructors are expected to hold regional classes due to travel restrictions. Instructors must provide students with a student manual and handouts.
- F. Instructors approved for elective training shall submit a revised/updated curriculum and tests lesson plan including course overview, a bound student manual, and instructor manual – containing notes, power points (with videos and audio), handouts, written synopsis of scenarios or table tops, test with answer key indicating the slide or page number the information may be found, one additional training aid, sample copy of completion certificate, and an authorization letter if copyright material is used, every (3) years and submit to the Board for approval with their re-certification application. All changes must be noted on a separate document to reference the location (page number, slide number) of the revision or updates.

After discussion, Chief Tucker made a motion for the intent to adopt. Chief Jones seconded the motion and it passed without opposition.

#### **Review, Discuss NECI Basic, NECI EMD, and NECI Electives:**

The staff recommended that the hold on NECI Basic and EMD Courses be lifted with the condition that NECI offers train the trainer courses to instructors wanting to teach their material. NECI would also be required to provide flip charts to all EMD instructors. Mr. Hennessey made a motion to approve this recommendation, Chief Tucker seconded the motion and it passed without opposition.

The 13 Elective Courses are still being reviewed.

**Discuss Adding ICS 100-LE to ICS 100/200 Requirement: Total 8 Hours, 1 Elective:**

The ICS 100/200 Courses currently earn a telecommunicator 1 elective and 6 hours credit. It has been recommended that the ICS 100-LE Course be added to be taken with the ICS 100/200 Courses. This would provide the telecommunicator 8 hours of credit for 1 elective. The ICS 700/800 Courses already provide 1 elective and 8 hours credit. This will give telecommunicators a convenient and inexpensive means to earn 2 electives and 16 hours credit.

Chief Jones made a motion to approve this recommendation, Mr. Bell seconded the motion and it was approved without opposition.

**Annual Review of Reimbursement:**

The current reimbursement rate for the 40 hour basic course is limited to \$395.00; the Refresher Course limit is \$225.00; 8 hour elective limit is \$150.00; 16 hour elective limit is \$300.00; 24 hour to 32 hour EMD basic or electives limit is \$350.00; 20 hours + conference limit is \$495.00 (includes tuition/materials/meals); CPR limit is up to \$50.00; QA limit is \$200.00 to \$260.00; and EPD, EFD, EMD recert limit is \$110.00 to \$135.00.

Chief Tucker made a motion to continue the current reimbursement rates, Mr. Bell seconded the motion and it passed without opposition.

**Review Guidelines for Course Presentations:**

Currently the basic course is taught in 5 consecutive 8-hour days or 4 consecutive 10-hour days. A request has been received to teach the basic course on 2 consecutive weekends at 10 hours per day. Our vendors want the course to be taught on consecutive days, but we learned that they will waive their rules for certain circumstances. The Board discussed this issue.

Mr. Hennessey made a motion that the basic course should be taught using the current guidelines of 8- or 10-hour days, preferably over consecutive days, however if there is a request to break up the training, it would be up to the staff and vendor to make an exception. Chief Jones seconded the motion and it passed without opposition.

**Review, Discuss APCO Conference:**

The Chair entertained a motion to approve the APCO Conference which will provide 20 hours of elective training. The Conference will be held at The Mill Conference Center on the campus of MS State University in Starkville on May 6,7, and 8.

Chief Tucker made a motion to approve the conference training hours, Mr. Hennessey seconded the motion and it passed without opposition.

The Board was invited to hold their next meeting during this conference.

**Director's Report:**

Director Davis stated that the funding for the program is going well and the new budget will be combined with Public Safety Planning. This will be of benefit to the program.

He also stated that about 172 courses were taught during the past year, but only 10 or 11 instructors provided the training.

**Schedule of Next Meeting Date, Time and Location:**

The next meeting is tentatively set for May 7 at 10 a.m. at the Mill Conference Center in Starkville. Mr. Bell announced that he will be retiring and this or the May meeting will be his last. He thanked the Board for all they do and stated that it has been a pleasure serving for the past 12 years.

**Adjournment:**

Mr. Hennessey made a motion to adjourn. Chief Tucker seconded the motion and it passed without opposition. The meeting was completed at 11:11 a.m.

Respectfully submitted,



Director, Office of Standards and Training