

**PSCASN Minutes**  
**Sheraton Hotel, Commonwealth Room**  
**Boston, MA**  
**July 2005**

**Board Members Present:**

President Cheri Pickard – Alpharetta GA  
Vice-President Linda Flaherty – Lincoln NE  
Treasurer Mary Sue Robey – Valley Comm  
Secretary Beth Burton – Naperville IL  
Commissioner Bob Greenlaw  
CALEA Liaison Karen Shepard

**Members Present:**

Arlington Dispatch Services  
T. K. Ivie  
Dana Schell  
Chesterfield Emergency Communications  
Pamela Cimburke  
Tamera Higgins  
Kevin Branch  
Cobb County Communications  
Kathy Strickland  
Lincoln Emergency Communications  
Julie Righter  
Linda Thurber  
Northwest Bergen Central Dispatch  
Jack Tancos  
Anthony Moring  
Roanoke E-911  
Vicki Babb  
Salt Lake Valley Emergency Communications  
Geana Randall  
Shreveport Fire Department Communications  
Willis Carter  
Valley Communications  
Chris Fischer  
Virginia Beach E-911  
Guests Present:  
Hoorsett Police Communications  
Sheri Brown  
Massachusetts State Police  
Charles Garrity  
Metropolitan Nashville ECC  
Maria Toro  
Lisa Sullivan  
Department of Homeland Security /  
Federal Protective Services  
Kim Williamson  
Angela Anderson  
Melinda Bramley  
Yolo County Communications  
Marianne Wolf

Cheri Pickard called the meeting to order at approximately 3:05 pm, welcoming all members. Introductions of the board, liaisons and all members followed.

Minutes of the March 05 meeting in Birmingham Alabama were reviewed. One correction was noted, whereas the name of Chris Fisher should be replaced with Karen Shepard. With this correction, Chris Fischer moved to accept the minutes; the motion was seconded by Marianne Wolf. The minutes were unanimously approved.

Mary Sue Robey presented the Treasurer's Report (see attachment). She also advised that the books were available for review by any and all members. Motion to approve the Treasurer's Report was made by Chris Fischer and seconded by Cheri Pickard. The report was unanimously approved.

Karen Shepard, with the CALEA Liaison Report, advised that there are now 54 agencies in the process. 30 are already accredited, 7 more are under review for approval at this conference, 11 are in self-assessment and 6 have applications pending. Karen advised that the Law Enforcement Standards Review and Interpretation Committee (SRIC) draft of the Fifth Edition standards was under review during this conference and would be proposed on Friday afternoon. Following approval of the draft, client feedback will be requested through the

PACs. The Committee hopes to have the final product to be ready for a vote at the Nashville conference in November, along with the transitional policy. Chris Fischer added that she and Bob Greenlaw have been a part of the LE SRIC process and assured the membership that this process has been very comprehensive and that they were able to provide a great deal of valuable input regarding the technology, as well as a non-sworn perspective on those standards not directly related to communications. Marianne Wolf asked if there would be a summary overview of the changes on the CALEA webpage. Karen added that Friday's presentation, which is open to all, will be a summary of the highlights, chapter by chapter, but that the website would not have such an overview. The document will utilize change tracking, however, with strikeouts and additions highlighted. Members from Virginia Beach 911, who are having their hearing at this meeting, asked if their PD would now be able to skip Chapter 81. Bob Greenlaw advised that the short answer is Yes, that a letter could just be placed in the file. Karen Shepard cautioned that this is the case only if this is the agency is the exclusive communications provider to the police department in question.

Bob Greenlaw, with the CALEA Commissioners Report, explained the connection between the Law Enforcement Chapter 81 standards and the Communications Accreditation process, encouraging members reviewing the SRIC release to look closely at those standards; but also to provide input on other related chapters as well. Bob advised that the Communications Standards Review and Interpretation Committee would be next, although it would be a smaller and less time-consuming process, because the standards are not as old. Bob explained that they also looked at the process and explained the alliance program. He encouraged members to attend the Town Hall Meeting on Friday afternoon.

Willis Carter reported on APCO (Association of Public Safety Communications Officials) relations. He advised that there would be a CALEA resource room at the International Conference in Denver in August. Karen Shepard indicated that this room would have the same hours as the exhibit hall, and she would appreciate help from any of the CASN members who might be attending. Members should contact her or if willing to assist. Willis also indicated that there would be a breakfast on Wednesday morning where APCO will recognize accredited agencies, as well as being recognized at the closing banquet. Willis pointed out the CALEA spotlight article that has been appearing in the APCO Bulletin Magazine and asked that member agencies contribute articles sharing their experiences with accreditation. He hopes that the pushpin map will soon be returning to the magazine. He reminds everyone to vote in Denver for the Second Vice President office.

Cheri Pickard reported on the By-Laws Committee. She advised that she would have the revised by-laws to the board within 30 days, so that they could be reviewed and then posted to the website with changes tracked, facilitating review by all members before the Nashville meeting and vote. T.K. Ivie inquired as to whether electronic voting would be addressed; Cheri advised that it would.

T.K. Ivie reported on the Communications Standards Review and Interpretation Committee. She advised that some input has been received and organized, but that there is still time to provide input and that it would be appreciated. As not many members of the committee were present at this conference, T.K. requested to arrange a tele-conference. Chris Fischer was tasked with checking into a conference bridge for this purpose. T.K. thanked everyone for their participation.

Beth Burton presented the final draft of the logo. T.K. Ivie had adjusted the draft, which previously showed an image of a US map, to include a globe instead. This was felt to better represent the international potential of PSCASN. Marianne Wolf moved to accept the logo. Chris Fischer seconded the motion and the logo was adopted.

Cheri Pickard announced that she has accepted a position as a Law Enforcement AM and therefore was resigning the presidency. As Linda Flaherty would prefer not to fill the position, the board recommended appointing Beth Burton as Acting President to serve in the interim. Mary Sue Robey moved to nominate Beth. Linda Flaherty seconded the motion. Nomination was unanimous.

Cheri opened the floor for nominations for President. Only Beth Burton was nominated, and it was agreed that nominations would be accepted via email until November's meeting. This opened the need to nominate a Secretary; however, no nominations were heard from the floor. It was again agreed that nominations would be accepted via email until the meeting in November. Elections for both positions will be held at that meeting in Nashville.

On the issue of recent Mocks and On-Sites, Angela Anderson indicated that Virginia Beach had their On-Site in May and did very well. They wanted to thank Chris Fischer, Mary Sue Robey, Tonette Lee, Julie Righter and Cheri Pickard for all of the help that they had provided in the process. Cheri reported that the Cobb County mock went well and prepared their agency for a great on-site as well. Julie Righter also reported that Lincoln's On-site was very successful and credited a good mock. Chris Fischer encouraged agencies to seek out at least one Communications person to work on their mock, as they will have the best insight into the process.

List Server Access: Beth Burton advised that it has been noted that many agencies are enjoying the resource offered by the list server without becoming members. While we want potential members to see the value, it would seem that this should be limited access, offering a free trial period that ended if the agency did not become a CASN member. The membership settled on a six-week trial period. Beth Burton will ask Keith Cleasby, webmaster, to adjust this.

Open Forum: Virginia Beach advised that they had one minor issue with 5.3.7, regarding functions for which specialized training is required. This led to a policy change during the on-site. It was felt that this was one of the standards too closely linked to law enforcement and did not translate well for communications personnel.

T.K. Ivie requested that consideration be given to independent memberships. She reports that she will be leaving her position at Arlington but would like to remain active in PSCASN. Chris Fischer cautioned that allowing individual membership could open the door for those seeking entrepreneurial relationships and could change the complexion of the membership. Suggestions from the floor included life-membership and honorary membership, as well as a non-competing clause in the by-laws. Until such time as specifics could be worked out, and because T.K. is an integral part of the SRIC, Beth Burton moved that T.K. Ivie be allowed to become the first Honorary Member of PSCASN. Mary Sue Robey seconded the motion, and T. K. was appointed honorary individual member. Honorary Membership will be added to the bylaws in the upcoming changes.

All present were invited to stay and enjoy refreshments following the meeting at the reception. Cheri Pickard adjourned the meeting at 5:02 pm.

Respectfully submitted,  
Secretary [Acting President] Beth Burton