

CHARTER

ESTABLISHING THE TRAINING SUBCOMMITTEE OF THE OPERATIONS COMMITTEE

1. Introduction

The Kansas 911 Coordinating Council (Council) is tasked by the Kansas 911 Act with the development of minimum training standards for PSAP personnel. To accomplish this mandate, the Training Subcommittee of the Operations Committee is hereby created and tasked with recommending minimum training standards for PSAP personnel to the Council.

2. Authority

The Training Subcommittee is created under the authority of K.S.A. 12-5364(c)(2)(g).

3. Purpose

The Training Subcommittee is tasked with recommending minimum training standards for both new and veteran Public Safety Telecommunicators. Telecommunicators are typically tasked with receiving, processing, transmitting, and conveying public safety information to dispatchers, law enforcement officers, firefighters, emergency medical, and emergency management personnel. The recommended standards should define training in aspects of certain knowledge and skills needed to perform as a Telecommunicator. The standards should address minimum training requirements for all personnel assigned to any public safety communications function. The standards should address both core competencies and the inclusion of agency-specific information. The standards should be viewed as independent from other standards such as The National Fire Protection Association's (NFPA) standards and the Commission on Accreditation for Law Enforcement Agencies (CALEA) standards and others.

4. Objectives

- A. The Chairman of the Training Subcommittee will work with the Operations Committee to facilitate the successful completion of the tasks of the committee.
- B. The Training Subcommittee will develop recommendations for minimum training standards for all personnel assigned to any public safety communications function.
- C. The Training Subcommittee will create and publish the State of Kansas Training Standards for PSAP Personnel.
- D. The Training Subcommittee will create a written document outlining recommendations for the processes and policies necessary to implement and maintain certification, recertification, compliance and vetting of training
- E. The Training Subcommittee will review, update, and amend the State of Kansas Training Standards for PSAP Personnel as necessary. Additionally, the Training Subcommittee will develop training guidelines for the Kansas NG911 network, hosted call handling equipment, ECaTS MIS system, and hosted mapping solution.

- F. The Training Subcommittee will make recommendations to the Council for any needed administrative regulations.
- G. The Training Subcommittee will provide for outreach and training related to the State of Kansas Training Standards for PSAP Personnel to the PSAP Community.
- H. The Training Subcommittee will provide recommendations for the implementation of the State of Kansas Training Standards for PSAP Personnel on a statewide basis.
- I. Actions, decisions, and policy recommendations provided by the Training Subcommittee will be subject to review and approval by the 911 Coordinating Council.
- J. The Training Subcommittee shall provide a plan for, and delivery of, outreach communication to inform the PSAP community of the content of the standards, changes to the standards, training opportunities and other related information.

5. Membership, Appointment and Term

The Training Subcommittee shall consist of five to ten members in addition to the Operations Committee Chairman and the NG911 Administrator. The Operations Committee Chairman shall select and appoint the members of the Training Subcommittee, including the Chair of the Subcommittee, except that the NG911 Administrator shall serve as a permanent member of the committee. The members shall have experience in PSAP operations and training and be knowledgeable of NG911 i3 services and their impact on PSAP operations.

The members of the Training Subcommittee shall serve at the pleasure of the Chairman, and will be appointed for a three year term. Members may be reappointed to unlimited successive terms.

6. Finance and Budget

Expenses incurred by the Training Subcommittee in conducting their assigned tasks will be paid from the State Grant Fund pursuant to K.S.A. 12-5364(c)(2)(i). Members of the Training Subcommittee may receive reimbursement for meals and travel expenses, but shall serve without other compensation.

8. Decision-Making

All decisions made by the Training Subcommittee shall be incorporated into the State of Kansas Training Standards for PSAP Personnel and the written document required in paragraph D of section 4 of this Charter. These documents and subsequent changes to the documents, shall be forwarded to the Operations Committee for review and approval. Upon such approval, the Operations Chair shall present the documents to the Council for review and approval prior to becoming effective.

9. Meeting Frequency

The Training Subcommittee shall meet as needed to complete their assigned tasks. Meetings may be conducted in person or via web conference or audio conference at the discretion of the Chairman.

10. Reporting to the Kansas 911 Coordinating Council

The Chairman shall provide a report of activities of the Training Subcommittee to the Council at each regularly scheduled meeting of the Council.

Approved by the Kansas 911 Coordinating Council on May 9, 2014.