

Board on Public Safety Standards and Training

Executive Committee Meeting

Minutes - DRAFT

August 27, 2025

The Executive Committee of the Board on Public Safety Standards and Training (BPSST) held a virtual meeting at 11:00 a.m. on August 27, 2025, at the Department of Public Safety Standards and Training in Salem, Oregon. BPSST Chair, Casey Coddling, called the meeting to order at approximately 11:04 a.m.

Committee Members Present:

Casey Coddling, Chair of the BPSST
Jennifer Cameron, Chair of the Corrections Policy Committee
Michael Fletcher, Chair of the Telecommunications Policy Committee
Chris Heppel, Chair of the Fire Policy Committee
Dan Lenzen, Chair of the Private Security/Investigator Policy Committee
Scotty Nowning, Chair of the Police Policy Committee

DPSST Staff:

Phil Castle, DPSST Director
Kathy McAlpine, Deputy Director
Marie Atwood, Professional Standards Division Director
Jennifer Howald, Legislative and Administrative Rules Coordinator
Juan Lopez, Executive Assistant to Marie Atwood
Shelby Alexander, Executive Assistant to the Director

1. **Introductions**
 - *Chair Coddling, introduced himself and invited everyone in attendance to state their name and position for the record.*
2. ***Approve April 4, 2024, Meeting Minutes**
 - *Chair Heppel motioned to approve the April 4, 2024, meeting minutes. Chair Fletcher seconded the motion. A vote was taken by roll call where the motion passed with five (5) votes in favor, and one (1) abstention.*
3. ***Temporary and Proposed Rule Changes for Oregon Administrative Rule (OAR) 259-030-0005**

Presented by Jennifer Howald

BACKGROUND:

The Director is the head of the Department of Public Safety Standards and Training. As the head of the agency, the Director is responsible for administration and management of the agency and for the operation of the Oregon Public Safety Academy, a 24-hour, seven-day-a-week residential training facility that serves public safety professionals from across the state.

The Department has identified a need to clarify and reinforce the Director's existing authorities relating to managing safety, security, and operational decisions to ensure the safety and security of the Academy and the Department's personnel, students, visitors, and facilities, particularly in response to emergencies, adverse weather, or other urgent circumstances.

To address this need, the Department recommends adopting an administrative rule that expressly states the Director's existing authorities.

In addition to the Director's job description, the following Oregon Revised Statutes (ORS) provide the statutory basis for these rules and directly address the authorities and duties of the Director.

ORS 181A.365

(5) It shall be the policy of the state that:

(f) The department may administer operations and procedures and shall implement or apply the policies and standards of the board.

(g) The department is and remains a full department of the state.

ORS 181A.385

(1)(a) The Governor shall appoint the Director of the Department of Public Safety Standards and Training, who shall hold office at the pleasure of the Governor and not be subject to the State Personnel Relations Law.

(b) The person appointed as director may be selected from candidates recommended to the Governor by the Board on Public Safety Standards and Training. The candidates shall be well qualified by training and experience to perform the functions of the office.

(c) An appointed director of the department shall receive such salary as is provided by law or, if not so provided, as is fixed by the Governor.

(2)(a) The director, with the approval of the Governor and after consulting the board for advice, shall organize and reorganize the department in the manner the director considers necessary to conduct the work of the department properly.

(b) With the approval of the Governor, the director may appoint a deputy director, who shall serve at the pleasure of the director, not be subject to the State Personnel Relations Law and have full authority to act for the director, subject to the control of the director. The appointment of the deputy director shall be by written order, filed with the Secretary of State.

(3) The director, subject to applicable provisions of the State Personnel Relations Law, shall appoint all subordinate officers and employees of the department, prescribe their functions and fix their compensation.

(4) The director or the director's designee shall serve as executive secretary to the board, but shall not be a member of the board.

(5) The board shall annually evaluate the director's implementation of policies, standards and minimum requirements for public safety certifications and training, reporting to the Governor the results of the evaluation. [Formerly 181.635]

ORS 181A.410

(3) The department, in consultation with the board, may:

- (i) Establish fees and guidelines for the use of the facilities of the training academy operated by the department and for nonmandated training provided to federal, state or other governmental agencies, private entities or individuals.
- (5) Pursuant to ORS chapter 183, the department, in consultation with the board, shall adopt rules necessary to carry out the department's duties and powers.
- (6) For efficiency, board and department rules may be adopted jointly as a single set of combined rules with the approval of the board and the department.

Director Castle addressed the Executive Committee members by explaining DPSST's unusual nature at a national level, noting that it is the biggest academy of its size for a state, and operates year-round unlike other institutions. The training that is conducted on and off-campus is inherently dangerous and comes with risk across all disciplines. It is DPSST's responsibility to mitigate this risk in as many ways as possible so that public safety professionals may complete their academy training unharmed, notwithstanding the unavoidable, yet minor injuries that do sometimes occur.

DPSST's guiding principle is safety, and it is at the forefront of the agency's operation. The authorities that the Director of this agency has are very generally aimed at keeping this agency, team, and students safe. There is not a lot of specificity in that responsibility, and one may find this in the Oregon Administrative Rules and within the Director's job description.

The origin of these rules is focused on two things. The first is providing specificity for the Director of this agency to be able to determine safety factors such as equipment, types of events, and training that take place at the academy, and secondly whether we follow DAS inclement weather closures. It is not always in the best interest of those who reside at the academy to close when other state agencies are mandated to. We have an unofficial agreement with DAS to make this determination, and this rule gives us the authority to make this determination.

RECOMMENDATION:

The Department recommends the Executive Committee approve adoption of OAR 259-030-0005 as a Temporary Rule.

- This temporary rule will be effective upon filing and will remain in effect for 180 days, during which time the Department will complete the permanent rulemaking process.
- Adopting the rule as a Temporary Rule will help ensure that the Department can continue to act swiftly and decisively to protect public safety interests.

The Department recommends the Executive Committee approve filing OAR 259-030-0005 as a Proposed Rule Change to initiate the permanent rulemaking process.

- Filing a Proposed Rule Change is the first step in the permanent rulemaking process.
- The Proposed Rule Change initiates a public comment period. In addition to accepting written comments, the Department will hold a public rulemaking hearing to accept verbal comments.

After the Proposed Rule Change and public comment process is completed, including consideration of any public comments received, the Department will submit OAR 259-030-0005 to the Board on Public Safety Standards and Training for approval to adopt the rule as a Permanent Rule.

- *Chair Coddling opened the discussion up for members to ask any questions, comments, or concerns.*
- *Chair Nowning asked if a certain event prompted this revision*
- *Chair Coddling stated that the information, as described, is a change needed by the agency, although events that are currently unfolding would potentially fall under some aspect of this rule change. This change is needed regardless of the scenario the committee is in today. Director Castle recalled how the agency has had two weather events over the last two years that caused a lot of confusion on campus. Clarifying that DPSST has authority to determine closures when widespread announcements go out, would greatly help its operations.*
- *Chair Fletcher asked how this would work when the agency is conducting regional training outside of Salem. Would instructors have the authority to cancel or postpone training along with holding or releasing people? Director Castle replied that the regional training manager would have the authority to decide cancellations in case of inclement weather. There are also scenarios where the local chief, sheriff, or fire chief could decide to discontinue training for this reason as well.*
- *Chair Fletcher sought further clarification that the authority granted to the Director of DPSST would extend to regional trainers for them to make a judgment accordingly. Director Castle confirmed that we already delegate authority in this capacity, but that this proposed rule change merely seeks to communicate this explicitly in writing.*
- *Chair Fletcher motioned to approve the temporary rule change and move forward with filing as a permanent rule change for OAR 259-030-0005, as presented. Chair Heppel seconded the motion. A vote was taken by roll call where the motion passed with five (5) in favor, and one (1) abstention.*

4. Next Meeting - TBD

- *With no additional items to discuss, Chair Coddling adjourned the meeting at approximately 11:25 a.m.*