

Telecommunications Policy Committee Minutes - DRAFT

November 5, 2025

The Telecommunications Policy Committee of the Board on Public Safety Standards and Training held a regular meeting on November 5, 2025, at the Oregon Public Safety Academy in Salem, Oregon. Chair, Michael Fletcher called the meeting to order at 9:02 a.m.

Committee Members:

Michael Fletcher, Chair, APCO-NENA
Rosa Antoine, Association of Public Safety Communications Officials (Teams)
Travis Ash, Oregon State Sheriff's Association (Teams)
Gary Bell, Oregon Association of Chiefs of Police (Teams)
Kathryn Fisher, Line-Level Communicator (Teams)
Noah Juarez, Line-Level Communicator (Teams)
Greg Martin, Public Member
Dave Piercy, Oregon State Police

Committee Members Absent:

Ronda Griffin, APCO-NENA, EMS Section
Brandon Hamilton, Oregon Fire Chief's Association

Guests:

Kathleen Williams

DPSST Staff:

Kathy McAlpine, Deputy Director
Marie Atwood, Professional Standards Division Director
Ben Hamilton, Standards and Certification Program Manager
Kathy Fink, Telecommunications Program Coordinator
Jennifer Levario, Professional Standards Compliance Coordinator
Cindy Park, Professional Standards Compliance Coordinator
Jennifer Howald, Administrative Rules Coordinator
Erica Riddell, Criminal Justice Support Specialist
Juan Lopez-Hernandez, Executive Assistant



1. Introductions

Introductions of members, guests and staff.

2. Approve August 6, 2025 Meeting Minutes

A consensus was reached to approve the August 6, 2025, Meeting Minutes

3. Williams, Kathy (43028) Certification Review: Telecommunications/Emergency Medical Dispatch

Presented by Jennifer Levario, Professional Standards Compliance Coordinator

Reason for Discretionary Review

On April 22, 2025, Kathleen Williams applied for DPSST Certification by submitting an F7 Criminal Justice Certification Application for Intermediate and Advanced Telecommunicator/Emergency Medical Dispatch certifications. Williams obtained Basic Telecommunicator and Emergency Medical Dispatch certifications on April 16, 2004. On Williams' application for Intermediate and Advanced Certification, she checked "yes" to the question regarding having any criminal history. Williams also submitted an F28 Criminal History Reporting Form that reported she had been convicted of *Driving Under the Influence of Intoxicants (DUII)* on July 18, 2008, in Clark County District Court, Washington.

Williams has been employed with the Portland Bureau of Emergency Communications (PBEC or BOEC) since 2003. At the time of her conviction for *DUII*, she was working for PBEC in a certifiable role. Records show that this criminal history was not reported to the Department at that time. Since the Department had not reviewed this conviction, we opened a professional standards case upon receipt of the information.

Kathleen Williams provided verbal mitigation for committee consideration.

<i>Policy Committee Discussion/Vote</i>	<i>Second</i>	<i>Vote</i>	<i>Outcome</i>
Committee member Antoine disclosed a perceived conflict of interest in this case due to personally knowing individuals mentioned in this case. Committee member Antoine declared she would be able to remain unbiased because she feels she can make a fair determination based on the information presented.			
A consensus was reached to adopt the record.			
<p>The Telecommunications Policy Committee found the following moral fitness violations and factors:</p> <p><i>Moral Fitness Violations:</i></p> <ul style="list-style-type: none"> • Dishonesty: The committee did not identify elements of dishonesty. • Misuse of Authority: The committee did not identify elements of misuse of authority. • Misconduct: Williams engaged in misconduct when she pled guilty and was convicted of <i>DUII</i> in 2008. <p><i>Aggravating Factors:</i></p> <ul style="list-style-type: none"> • Williams' 2008 <i>DUII</i> criminal conviction. • Williams did not report the criminal conviction to her agency or DPSST. • Williams' BAC was close to twice the legal limit. 			

<p><i>Mitigating Factors:</i></p> <ul style="list-style-type: none"> • Williams completed all court-ordered obligations. • The guidelines for reporting a conviction were not very clear at the time, so it is difficult to hold it against her. • Williams self-reported the conviction on her intermediate/advanced certification application, which opened her up to scrutiny. • Williams, by all accounts, is an active employee who is involved in training and supervision. • There was no dishonesty associated with the case. • Several letters of support were submitted from Williams' agency, peers, and senior leadership. • No further criminal offenses have occurred. 			
<p>A consensus was reached to confirm the identified aggravating and mitigating factors.</p>			
Noah Juarez moved that the Police Policy Committee affirm the moral fitness violations as presented.	Kathryn Fisher	8 ayes; 0 nays	Motion Passed Unanimously
Greg Martin moved, after considering the identified violations of the Board's moral fitness standards and weighing the aggravating and mitigating circumstances unique to this case, that no Board action should be taken against Williams certifications.	Gary Bell	8 ayes; 0 nays	Motion Passed Unanimously

4. Applicant Review Committee Nominations

Presented by Marie Atwood, Professional Standards Division Director

Rosa Antoine moved to nominate Michael Fletcher to the Applicant Review Committee. Dave Piercy seconded the motion. The motion passed unanimously.

5. Agency Updates

Presented by Kathy McAlpine, Deputy Director

- The Governor's office requested each state agency complete a 2.5% and 5% reduction exercise for the current biennium. DPSST has completed and sent their recommendations to the legislature. Both a 2.5% and a 5% reduction would greatly impact DPSST, and we are committed to being transparent about the impacts these reductions would have. We will know more information in the future and will let committee's know the outcome once DPSST knows.
- The DPSST campus is full this month! We currently have four Basic Police courses, a Basic Corrections course, a 45 student OSP Basic Police course and a Basic

Telecommunications course on it's way to graduation. We are happy to be able to serve this number of students here at DPSST.

6. Professional Standards Updates

Presented by Marie Atwood, Professional Standards Division Director

- The DPSST Moral Fitness Workgroup has started their discussions this month, talking about Administrative Rules and discussing updates that they would like to see for the Professional Standards unit. Committees will hear information in the future about any updates to Administrative Rules or process changes within the Professional Standards unit that this workgroup decides.

7. Telecommunications Updates

Presented by Kathy Fink, Telecommunications Coordinator

- A Basic Telecommunications course graduated in October, so we are gearing up for the next round of students to attend.
- There was a new training module discussed at the last TPC meeting where Basic Telecommunications classes would be partnering with the Basic Police classes on campus for a more enhanced learning experience. We have had 3 Basic Telecommunications classes participate in these enhanced training courses and the training has been received well by both students and instructors. DPSST will be working on adjusting schedules to add this new training to all future Basic Telecommunications classes here at DPSST.
- There will be some new Telecommunications technology programs and curriculum updates in the future. DPSST is working with our Center for Policing Excellence to figure out a time frame for these updates and information will be presented to the TPC in the future when more information is known.

8. Next Telecommunications Policy Committee Meeting: February 4, 2026 at 9:00 a.m.

Administrative Notes:

These minutes reflect the order of the discussion/voting items as they appear on the official meeting agenda. The actual order in which they were discussed may vary.

All documents reviewed and discussed in this meeting are subject to Oregon Public Records Law (ORS 192.410 to ORS 192.505). These documents can be requested by contacting DPSST at dpsst.records@dpsst.oregon.gov.