

EMERGENCY TELEPHONE SERVICE COMMITTEE

Dispatcher Training Subcommittee

Michigan State Police Troopers Association
1715 Abbey Road, Suite B
East Lansing, Michigan 48823
Wednesday, September 6, 2006
10:00 a.m.

MINUTES

1. Call to Order:

Mike Moorman called the meeting to order at 10:07 a.m. The following members were in attendance:

Michael Moorman, Chairman	ETSC/MSPTA
David Ackley	Genesee County Central Dispatch
John Bawol	Roscommon County Central Dispatch
Karen Chadwick	Ingham County Central Dispatch
Andrew Goldberger	St. Joseph County Central Dispatch
Suzan Hensel	Midland County CD/ETSC-NENA
Vic Martin	Lapeer County Central Dispatch
Charlie Nystrom	Barry County CD/ETSC-House Appointee
Bruce Pollock	Livingston County Central Dispatch
Christina Russell	Oakland County Sheriff's Office
Christine Schultz	Isabella County Central Dispatch
Stephen Todd	City of Flint 911
Joseph VanOosterhout	Marquette County Central Dispatch
Patrick Hutting	MCOLES (Non-Voting)
Evah Cole	Department of Treasury (Non-Voting)
Harriet Miller-Brown	Michigan State Police (Non-Voting)
Janet Hengesbach	Michigan State Police (Non-Voting)

The following members were absent:

William Charon (with notice)	Ionia County CD/ETSC-MCDA
James Fyvie (with notice)	Clinton County Central Dispatch
Dale Gribler (with notice)	Van Buren County SO/ETSC-MSA
Rebecca Shatney	Ottawa County Central Dispatch
Dale Rothenberger (with notice)	MCOLES (Non-Voting)

2. Approval of Minutes from March 13, 2006:

A motion was made by **BAWOL** and supported by **GOLDBERGER** to accept the minutes of March 13, 2006. Motion passed by voice vote.

3. Approval of Forms for 2007 Dispatcher Training Fund Application Process:

Harriet Miller-Brown reviewed the forms to be used for the 2007 Dispatcher Training Fund Application process. For the most part the forms are unchanged however the following items were noted:

- a. This year's packet will contain a yellow "*Did You Remember To*" sheet.
- b. Packets to be mailed November 27, 2006.
- c. Packets must be returned to 911 Administrators office by 4:00 p.m. on Friday February 2, 2007.
- d. Under *Section VI – AUTHORIZED EXPENDITURES* an example will be listed to show interpretation of proposal DTS-01-2006, which was passed by the subcommittee.

4. Training Course Incomplete Submittals:

John Bawol provided examples of the TC-34D forms that he is receiving and discussed the problems being encountered with same. Suggested solutions for the future were discussed.

5. Old Business:

- Training Standards Workgroup Update:

Mike Moorman provided an update of where the Training Standards Workgroup is at. Committee members were advised that essential job tasks and skill lists have been completed for telecommunicators. The workgroup is now working toward developing a recommendation for a basic certification course.

6. New Business:

- Proposal DT-01-2006:

Members reviewed the problems with PSAP's being able to spend training money that they are allocated. After discussion, Proposal DT-01-2006 was introduced by Charlie Nystrom in an attempt to provide relief to some of the problems being encountered. See attached proposal form with roll call vote results.

- Communications Professional Development Program Discussion Paper:

Joe VanOosterhout discussed information regarding the development and implementation of minimum recommended guidelines for PSAP Directors, Managers, Coordinators, and Supervisors. It was decided to develop a small workgroup to further explore this issue. The workgroup will consist of the following:

Joe VanOosterhout – Workgroup Leader
Stephen Todd
Andy Goldberger
Vic Martin
John Bawol
Harriet Miller-Brown
Additional member to be named from the U.P.

7. Adjourn:

The meeting was adjourned at 12:30 p.m.

/s/

Michael R. Moorman, Chairman
ETSC Dispatcher Training Subcommittee