

**STATE 911 COMMITTEE**  
**Dispatcher Training Subcommittee**  
May 24, 2016  
Meeting Minutes

**A. Call to Order / Roll Call**

The meeting was called to order at 10:03 a.m. and roll call was taken.

Voting Members Present:

Mr. Jeff Troyer (Chair)  
Mr. Dave Ackley  
Ms. Karen Chadwick  
Ms. Christine Collom  
Mr. Vic Martin  
Ms. Cherie Bartram  
Lt. David Aungst  
Mr. Marc Gramlich  
Ms. Tammy Smith  
Mr. Sam Kalef  
Ms. Amy Thomas

Representing:

Calhoun Co. Consolidated Dispatch Authority  
Genesee County Central Dispatch  
Grand Rapids Police Department  
Clinton County Central Dispatch  
Lapeer County Central Dispatch  
SERESA  
Lenawee County Sheriff's Office  
Monroe County Central Dispatch  
Ottawa County Central Dispatch  
Troy Police Department  
Montcalm County Central Dispatch

Non-Voting Members Present:

Ms. Theresa Hart  
Ms. Stacie Hansel

Representing:

Michigan State Police  
Michigan State Police

Voting Members Absent

Sheriff Dale Gribler  
Mr. Brian McEachern

Representing:

Van Buren County Sheriff's Office  
Negaunee Regional Communications Center

Mr. Troyer welcomed new members Mr. Gramlich, Ms. Smith, Mr. Kalef, and Ms. Thomas to the subcommittee.

**B. Approval of Meeting Minutes – February 25, 2016**

A **MOTION** was made by Mr. Ackley, with support by Mr. Martin, to approve the minutes of February 25, 2016, as presented. With no discussion, the **MOTION** carried.

**C. Old Business**

None

**D. New Business**

1. Revision of Allowable/Disallowable Usage of Funds for Training

Out of state training is permitted to adjacent states, as long as the course is approved for training fund use. On page two, under "Allowed", the current allowable/disallowable list states, "Only tuition is allowed for states/provinces not adjacent to Michigan unless otherwise specifically pre-approved by the State 911 Committee." That should be revised to read, "...pre-approved by the SNC's Dispatcher Training Subcommittee."

This change of wording should also be used on the "Disallowed" column, both page one and two, to read, "Out-of-state travel expenses to states/provinces not adjacent to Michigan unless otherwise specifically approved by the SNC's Dispatcher Training Subcommittee."

Another proposed change on the "Allowed" column is to remove "etc." in the list of states and replace with Illinois and Minnesota to read, "All approved expenses are allowed if state/province is adjacent to Michigan (i.e. Ohio, Indiana, Wisconsin, Ontario, Illinois, and Minnesota)." This same change would be needed on page one as well.

Another proposed change under the "Disallowed" column is to change the examples given. The sentence should now read, "Computer software to be used operationally (i.e. EMD protocol software, CAD software, etc.)..."

A **MOTION** was made by Ms. Chadwick, with support by Ms. Collom, to approve the amendments to the Allowable/Disallowable Usage of Funds for Training list. With no

discussion, the **MOTION** carried. Mr. Troyer will take the amended list to the SNC for approval at the June 8 meeting.

2. Policy for Online Training Courses

The DTS has been working with a particular vendor who provides online training, where there were problems with the training software. Individuals were allowed to skip around throughout the training and without actually taking the course, were able to go to the end to print their certificate of completion. The DTS needs to create standards to make sure online training providers know what is required of them.

Online training must meet the following criteria: (suggestions include)

- The course needs to hold the student accountable, and in accordance with the syllabus.
- The training software should prohibit students from jumping around within the course.
- A certificate of completion should not print unless students complete every section of the course.
- If a director wants to know if an employee has completed a course, the director should be able to request and receive attendance verification for each specific section of the course.
- A type of assessment to make sure the student actually took the course; whether after each section or at the end covering all material.

Mr. Ackley stated his Operations Manager will compile the list of what functions are important. The draft list will be sent to the DTS to use as a baseline, with all members making revisions, and bringing back to the August DTS meeting to finalize.

**E. Public Comment**

There was no public comment.

**F. Next Meeting**

August 11, 2016; 10 a.m. (rescheduled to 1:00 p.m.)  
MSP HQ

**G. Adjourn**

The meeting adjourned at 11:17 a.m.