

STATE 911 COMMITTEE
Dispatcher Training Subcommittee
August 21, 2019
Meeting Minutes

A. Call to Order/Roll Call

The meeting was called to order by Lt. David Aungst, the Acting Chair, at 10:03 a.m. and roll call was taken.

Voting Members Present:

Lt. David Aungst (Acting Chair)
Ms. Tammy Smith
Ms. Jennifer Robertson
Ms. Christine Collom
Ms. Cherie Bartram
Ms. Amy Thomas
Ms. Kimberly Grafton
Ms. Karen Chadwick
Mr. Sam Kalef
Mr. Jeff Troyer
Ms. Melissa Harris

Representing:

Lenawee County Sheriff's Office
Ottawa County Central Dispatch
Farmington Hills Police Department
Clinton County Central Dispatch
SERESA
Montcalm County Central Dispatch
Calhoun County Consolidated Dispatch Authority
Grand Rapids Police Department
Troy Police Department
Kalamazoo County Consolidated Dispatch Authority
Ingham County 911 Central Dispatch Center

Voting Members Absent:

Mr. Marc Gramlich (Chair)
Mr. Brian McEachern

Representing:

Monroe County Central Dispatch
Negaunee Regional Communications Center

Non-Voting Members Present:

Ms. Theresa Hart
Ms. Kristine Bond
Ms. Lyndsay Stephens

Representing:

State 911 Office
State 911 Office
State 911 Office

B. Approval of Meeting Minutes – May 15, 2019

A **MOTION** was made by Ms. Karen Chadwick, with support by Ms. Amy Thomas, to approve the minutes of May 15, 2019, as presented. With no discussion, the **MOTION** carried.

C. Old Business

1. 2020 Dispatcher Training Fund Guidelines and Instructions Revision (Leaves of Absence)
The full packet will be provided for the November meeting for approval. The document was tabled for the next Dispatcher Training Subcommittee (DTS) meeting.

D. New Business

1. Priority Dispatch – Expiration of Emergency Telecommunicator Course (ETC)
A Priority Dispatch course, ETC (40 hour basic), was taught after the approval had expired. An application for approval was received after the expiration date, it was approved by the DTS, and issued a new approval number. For those students who attended the expired course, Priority Dispatch asked that they be given credit for attendance.

A **MOTION** was made by Ms. Karen Chadwick, with support by Mr. Jeff Troyer, to approve the request to give the students credit for the expired course. With no discussion, the **MOTION** carried.

It is noted that instructors from Priority Dispatch arrived to the DTS meeting after the motion had been presented and approved.

2. Proposed 2020 Meeting Schedule

A proposed 2020 meeting schedule was presented to the DTS, and after discussion the following dates were approved to be held at the Michigan State Police Headquarters in Dimondale:

February 19, 2020 – Training Fund Application Review
February 26, 2020 – Training Fund Appeals
May 20, 2020 – (meeting location to be determined)
August 19, 2020
November 18, 2020

3. Dearborn Police Department – Adjustment to FTE Count for November Distribution

On July 1, 2019, Westland Dispatch Center closed and transferred its duties to the Dearborn Police Department. The Dearborn Police Department had previously been authorized for 22 full-time equivalents (FTE). They submitted a request to update their FTE count to reflect the additional employees from Westland. The documented request would increase Dearborn's FTE count to a total of 31 for the November Dispatcher Training Fund distribution.

A **MOTION** was made by Ms. Karen Chadwick, with support by Mr. Jeff Troyer, to approve Dearborn Police Department's request to adjust its FTE count to 31. With discussion, the **MOTION** carried.

The above increase to the Dearborn Police Department FTE count required the approval of an updated total count for the November Training Fund distribution. The May Training Fund distribution was 1,963 FTEs and the increase would bring the FTE count to 1,972 for November.

A **MOTION** was made by Ms. Tammy Smith, with support by Ms. Jennifer Robertson, to approve the FTE Count for the November distribution at 1,972 FTEs. With no discussion, the **MOTION** carried.

4. Process for Training Course Approvals in the Event of Three Abstentions

The automation project brought forth questions during the planning of automating the course approvals. While the situation has not occurred, the programmers need to know the next step when three abstentions occur during the voting process of course approval. It was also asked what should occur in the event of an even vote for or against a course. Since the DTS is responsible for the courses that are approved, it was agreed that in both situations, the course should be brought to the full DTS for review and determination.

5. Dispatcher Training Course Evaluations

MACNLOW Associates had recently submitted four new four- hour training courses for approval. Two of the courses were recently evaluated by a State 911 Office staff member at the request of the DTS. There were concerns with one of the courses that included instructor qualifications and the outline/materials did not match the course taught. Because it is a new course, the subcommittee requested that the provider be notified with options to resolve the issue.

A **MOTION** was made by Mr. Jeff Troyer, with support by Ms. Tammy Smith, to approve sending a letter to MACNLOW Associates outlining the concerns of the DTS with a deadline to respond. With no discussion, the **MOTION** carried.

E. Public Comment

Acting Chair, Lt. David Aungst, thanked the instructors from Priority Dispatch for attending the meeting.

F. Next Meeting

November 6, 2019, 10:00 a.m.
MSP–HQ, Centennial Room

G. Adjourn

A **MOTION** was made by Mr. Sam Kalef to adjourn, with support by Ms. Jennifer Robertson. The **MOTION** carried. The meeting was adjourned at 10:48 a.m.