

STATE 911 COMMITTEE
Dispatcher Training Subcommittee
May 15, 2019
Meeting Minutes

A. Call to Order/Roll Call

The meeting was called to order by Mr. Marc Gramlich at 10:04 a.m. and roll call was taken.

Voting Members Present:
Mr. Marc Gramlich (Chair)
Lt. David Aungst
Ms. Tammy Smith
Ms. Jennifer Robertson
Ms. Christine Collom
Ms. Cherie Bartram
Mr. Brian McEachern
Ms. Amy Thomas
Ms. Kimberly Grafton
Ms. Karen Chadwick

Representing:
Monroe County Central Dispatch
Lenawee County Sheriff's Office
Ottawa County Central Dispatch
Farmington Hills Police Department
Clinton County Central Dispatch
SERESA
Negaunee Regional Communications Center
Montcalm County Central Dispatch
Calhoun County Consolidated Dispatch Authority
Grand Rapids Police Department

Voting Members Absent:
Mr. Sam Kalef
Mr. Jeff Troyer
Ms. Melissa Harris

Representing:
Troy Police Department
Kalamazoo County Consolidated Dispatch Authority
Ingham County 911 Central Dispatch 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 – February 21, 2019

A **MOTION** was made by Lt. David Aungst, with support by Ms. Tammy Smith, to approve the minutes of February 21, 2019, as presented. With no discussion, the **MOTION** carried.

C. Old Business

None.

D. New Business

1. 2020 Dispatcher Training Fund Guidelines and Instructions Revision (Leaves of Absence)
During the dispatcher training fund appeals, the Dispatcher Training Subcommittee (DTS) reviewed an appeal concerning countable hours for calculating the full-time equivalent (FTE). It was clarified that paid leaves of absence are countable hours toward the FTE count and unpaid leaves are not. Draft language was offered to clarify the documents for the 2020 application process. Revisions were suggested, including the removal of the word medical in the unpaid leave section. The application also refers to hours worked, and it was suggested that hours employed might be a better label. The matter was tabled for additional consideration of possible revisions and discussion at the next regularly scheduled meeting.
2. State Ethics Act and Public Entities Act (Conflicts of Interest)
The notification of the State Ethics Act and Public Entities Act were included in the meeting packet emailed to all members of the Dispatcher Training Subcommittee. A read receipt of the

emailed meeting packet was also used. Members in attendance at the meeting signed acknowledging receipt of the documents and those that could not attend were asked to make sure that the read receipt was completed.

3. Dispatcher Training Course Evaluations

Three training course evaluations for different courses were submitted for the subcommittee's review. A discussion was also held for attending and reviewing specific courses of interest. The State 911 Office may be receiving a complaint regarding an approved training course. If a compliant is received, it will be brought to the next meeting.

E. Public Comment

There was no public comment.

DTS member, Amy Thomas, brought up the renewals of courses and questioned whether a standard should be applied. The renewals do not require the full application process, so it was questioned whether there should be a limit to the number of renewals for a course. Members reviewing the courses can request additional information of the company to supplement the information provided. The replacement dispatcher training database, is planned to include processes for the training courses and its provider applications. The custom program should assist the DTS with improved processes for course approvals.

F. Next Meeting

August 21, 2019, 10:00 a.m.
MSP–HQ, Centennial Room

G. Adjourn

A **MOTION** was made by Ms. Cherie Bartram to adjourn, with support by Ms. Jennifer Robertson. The **MOTION** carried. The meeting was adjourned at 10:45 a.m.