

**STATE 911 COMMITTEE**  
**Dispatcher Training Subcommittee**  
February 25, 2014  
Meeting Minutes

**A. Call to Order**

The meeting was called to order by Chairperson Jeff Troyer at 10:07 a.m.

**B. Roll Call**

Voting Members Present:

Mr. Jeff Troyer (Chair)  
Mr. David Ackley  
Mr. Andrew Goldberger  
Sheriff Dale Gribler  
Mr. Vic Martin  
Ms. Terry Strother-Dixon  
Mr. Stephen Todd  
Mr. Brian McEachern  
Ms. Cherie Bartram  
Ms. Kelly Page

Representing:

Calhoun County Consolidated Dispatch  
Genesee County Central Dispatch  
Retired  
Van Buren County Sheriff's Office  
Lapeer County Central Dispatch  
Detroit Police Department  
Retired  
Negaunee Regional Communication Center  
SERESA  
Troy Police/Fire Department

Non-Voting Members Present:

Ms. Theresa Hart  
Ms. Stacie Hansel

Representing:

Michigan State Police  
Michigan State Police

Voting Members Absent:

Ms. Karen Chadwick  
Ms. Christine Collom  
Mr. Tim McKee  
Chief Paul Trinko

Representing:

Grand Rapids Police Department  
Clinton County Central Dispatch  
Chippewa County 911  
Adrian Fire Department

**C. Approval of Meeting Minutes – February 11, 2014**

A **MOTION** was made by Mr. Ackley with support by Mr. Martin, to accept the meeting minutes of February 11, 2014, as presented. With no discussion, the **MOTION** carried.

**D. Old Business**

Mr. Ackley had previously suggested moving the meetings to 10 a.m. Larger meetings, such as training fund application reviews need to begin earlier to have enough time to review everything. Mr. Troyer stated Mr. McKee has to travel the day of if meetings begin later than 9 a.m. Generally, subcommittee meetings begin at 10 a.m. if there is not a lot on the agenda.

**E. New Business**

Mr. Troyer stated Wexford County initially submitted an appeal. Undersheriff Trent Taylor contacted Mr. Troyer. They had approximately \$1,100 unspent from 2011 and all 2012 monies. He wanted to know about the appeals process and Mr. Troyer asked if he had new facts on their 510 form. Undersheriff Taylor stated they accounted for everything they had. He asked if 2011 and 2012 funds needed to be returned, to which Mr. Troyer let him know they did not need to be returned, but spent by the end of 2014 in order to qualify for 2015 funds. At that point, Undersheriff Taylor withdrew his appeal.

Wayne County Airport Authority is making an appeal, with Mr. Marty Kolakowski as the representative. Mr. Troyer stated this is a new application; it was neither approved nor denied during the initial application process. The application and appeal documentation was included in the meeting packets.

Mr. Kolakowski stated while he was away on military duty, someone else was filling in for him. As he was not scheduled to go back to work, his contact information was changed over to Mr. Tony Staats, who was the person covering. Mr. Kolakowski came back to work, but all the application notices were in Mr. Staats' mailbox. When Mr. Staats forwarded the e-mails back to Mr. Kolakowski, they were flagged as spam. By the time they received the notices, there was not enough time to get through the county bureaucracy for signatures, etc. That is when he wrote asking for clemency. If the appeal is granted, Mr. Kolakowski documented that three of them would not be eligible to use the training funds, as they receive 302 funds, it is more for their civilian dispatchers to receive training.

Mr. Troyer asked if they have ever been late on their 302 fund requests. Mr. Kolakowski stated they have a separate training officer who handles that section. Mr. Ackley stated there are three employees hired in 2013 who are credited with 2080 hours. He asked if civilians were in those seats before the new hires. Mr. Kolakowski stated they used to be part of the sheriff's department who were non-sworn personnel, qualified to work in the jail. Mr. Ackley stated if there were non-302 funded individuals in those seats before the new hires, the hours could be counted and added to the hours the new hires worked in 2013. Otherwise, the three new hires need to have entered the hours actually worked in 2013.

Mr. Kolakowski stated there is a structured, 12-week program that new hires are put through, which is where the hours might be coming from. Mr. Martin asked if the officers on the employee list receive 302 funds. Mr. Kolakowski stated yes, to which Mr. Martin stated they cannot be claimed. Mr. Troyer stated the funds may be used to train them; however, they cannot be used on the application for the FTE count.

Mr. Troyer stated this is an annual process, and with the circumstances of this year, the agency needs to have some type of structure put in place to make someone responsible. E-mails and postcards were sent out. An e-mail was received and read on January 29. There is ample opportunity to apply for funds. Funds were not applied for in 2012 or 2013; the last time was 2011, which is when Mr. Kolakowski submitted the application. He stated he will not appeal further than the subcommittee level; he is here for his civilian dispatchers, to get them training funds.

Ms. Page asked Mr. Kolakowski if he reached out to any neighboring departments to assist with the process once the e-mail came on January 29. Mr. Kolakowski did not, as the paperwork was prepared for him by Mr. Myers. Mr. Myers went through purchasing to determine how the money was spent, and completed the information for Mr. Kolakowski.

Mr. Ackley asked what will be put in place to prevent this issue from happening again. Mr. Kolakowski stated he wants to write a proposal to have the system blended in with the duties of the training sergeant, who is doing the same thing for 302 funded police officers on a database, which was created to track and print reports. Instead of having two redundant systems, they should be rolled into one. The first step is to use what they already have.

Mr. Troyer asked Mr. Kolakowski to step out for subcommittee discussions. General discussion followed. Ms. Page stated she is willing to sit down with him, show him the training database, explain how to fill out the forms, and educate them on the application process.

After discussion, a **MOTION** was made by Mr. Martin, with support by Ms. Strother-Dixon to deny Wayne County Airport Authority's dispatcher training fund application appeal. A roll call vote was taken:

<b>Name</b>	<b>YES</b>	<b>NO</b>
Mr. Jeff Troyer	X	
Mr. Dave Ackley		X
Mr. Andrew Goldberger	X	
Sheriff Dale Gribler		X
Mr. Vic Martin	X	
Ms. Terry Strother-Dixon	X	
Mr. Stephen Todd		X
Mr. Brian McEachern	X	
Ms. Cherie Bartram	X	
Ms. Kelly Page	X	
<b>TOTAL</b>	<b>7</b>	<b>3</b>

With a roll call vote of 7 to 3, the **MOTION** carried.

Mr. Kolakowski was brought back into the room. Mr. Troyer explained the subcommittee took a vote, which was not unanimous, but the appeal is denied based solely off of policies and procedures that the deadline was February 7 and the application was not submitted until February 14. He stated Ms. Page will reach out to the agency to come in and review the process, identify tools available to help track training information and filling out the forms. Mr. Kolakowski stated he confirmed that the training sergeant has signed up for the training database and is entering the information.

Mr. Troyer stated March 11 is the next State 911 Committee meeting, which is offered as a second appeal. Mr. Kolakowski stated he will not appeal further, but he did want the subcommittee to know they do receive a training budget, so dispatchers are getting training.

**F. Public Comment**

None.

**G. Next Meeting**

Tuesday, May 20

10 a.m.

NENA Conference, Crowne Plaza

**H. Adjourn**

The meeting adjourned at 11:05 a.m.