

**STATE 911 COMMITTEE**  
**Dispatcher Training Subcommittee**  
March 5, 2013  
Meeting Minutes – Conference Call

**A. Call to Order**

The meeting was called to order by Chairperson Jeff Troyer.

**B. Roll Call**

Voting Members Present:

Mr. Jeff Troyer (Chair)  
Mr. David Ackley  
Ms. Karen Chadwick  
Mr. Andy Goldberger  
Sheriff Dale Gribler  
Mr. Vic Martin  
Mr. Tim McKee  
Ms. Terry Strother-Dixon  
Ms. Cherie Bartram  
Ms. Kelly Page

Representing:

Calhoun County Consolidated Dispatch  
Genesee County Central Dispatch  
Grand Rapids Police Department  
Retired  
Van Buren County Sheriff's Office  
Lapeer County Central Dispatch  
Chippewa County 911  
Detroit Police Department  
SERESA  
Troy Police/Fire Department

Non-Voting Members Present:

Ms. Theresa Hart Michigan State Police  
Ms. Stacie Hansel Michigan State Police

Absent:

Ms. Christine Collom Clinton County Central Dispatch  
Mr. Stephen Todd City of Flint 911  
Chief Paul Trinka Adrian Fire Department  
Mr. Brian McEachern Negaunee Regional Communication Center

**C. Old Business**

Draft Dispatcher Training Program Manual

Mr. Troyer stated the purpose of the conference call is to make final edits and to recommend the manual for approval from the State 911 Committee on the March 12 meeting.

The date of December 13, 2012 is listed under existing telecommunicators, to which Ms. Bartram asked if the 24 months started on that date for the 24 hours of continuing education. Mr. Troyer stated for continuing education, if they are existing and grandfathered, the implementation date is the date the 24 months starts.

Ms. Bartram stated at her center, there is a tendency to use officers as dispatchers and she is receiving questions regarding that. She has responded that the centers can use officers, but they cannot use the training funds and she wanted clarification as to whether that was correct. Mr. Troyer stated they can use training fund monies to train the police officers, as long as it is an SNC-approved course. However, they cannot use those officers on the FTE worksheet to count. When stated it was confusing and they should not be allowed to use the funds for officers, Mr. Troyer stated there is nothing in the statute that limits a PSAP to only use training funds for individuals listed on the 101-W worksheet. The only restriction on the funds is that the course be SNC-approved.

Mr. McKee gave an example that at the MCDA conference last summer there was a course for IT personnel. He used training funds for his IT employee, who is not on the training roster, to attend. Mr. Troyer also gave an example of a new hire. If the funds were restricted to personnel listed on the worksheet, he would not be able to train that person. Ms. Chadwick stated, for clarification, this issue was first brought up because several PSAPs are supervised by a police lieutenant or captain, who need

dispatch training as they are supervising dispatchers. They are not eligible for the training funds but the funds could be expended on them.

It was asked if there is any reason why the training standards could not be started on January 1. Mr. Troyer stated it is specified either in the training standards or the statute, that once the final decision is approved by the MPSC, that date becomes the effective date (December 13, 2012).

Amendments to the manual: Page 5, add the word "be" under registrations and notifications to now read, "...terminated will be entered as inactive within 30 days of leaving employment."

Page 5 letter F, Ms. Page questioned if the statement, "Continuous employment shall be recognized as no break of employment of more than 30 calendar days" conflicts with page 5 letter B stating, "Designated classification may be maintained as a telecommunicator changes employment from one Primary PSAP to another, as long as the lapse in employment by a Primary PSAP does not exceed three months." Mr. Troyer stated the three months is more or less for a leave of absence moving forward and the 30 days was what was agreed upon as it only deals with existing telecommunicators under the grandfathering clause.

Appendix A and B are items that will need to have ongoing updates.

A **MOTION** was made by Mr. Vic Martin to approve the Telecommunicator Training Program Manual with one amendment. Mr. Troyer reminded the subcommittee the SNC will give final approval. Supported by Ms. Karen Chadwick, the **MOTION** carried.

**D. New Business**

None

**E. Public Comment**

None

**F. Next Meeting**

TBA

**G. Adjourn**

The meeting was adjourned at 2:28 p.m.