

**STATE 911 COMMITTEE**  
**Dispatcher Training Subcommittee**  
August 27, 2013  
MSP Headquarters

**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  
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  
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. Amanda Kennedy

Representing:

Michigan State Police  
Michigan State Police

Absent:

Ms. Karen Chadwick  
Ms. Christine Collom  
Mr. Andrew Goldberger  
Mr. Tim McKee  
Chief Paul Trinka

Representing:

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

**C. Approval of Meeting Minutes – July 30, 2013**

A **MOTION** was made by Mr. Ackley to accept the minutes as presented. With support by Ms. Strother-Dixon, and with no discussion, the **MOTION** carried.

**D. Old Business**

1. Training Standards Tracking Program/Application

Ms. Theresa Hart stated DTMB is still running scans so the tokens cannot yet be issued. She has a meeting scheduled with MiCJIN the week of September 9 to get the paperwork started for PSAPs needing a token. Ms. Hart will be sending another e-mail as there are still PSAPs that have not submitted their application to the program. She will forward the list to the subcommittee.

2. Grandfathering of Police Officers Worksheet Responses

Mr. Troyer reminded the subcommittee a letter was sent to the PSAPs asking for employees whose primary responsibilities are that of an emergency telecommunicator.

A **MOTION** was made by Ms. Strother-Dixon, with support by Ms. Bartram, to deny Ecorse, Ferndale, Melvindale, and River Rouge for the grandfathering of employees listed, which are also covered under 302 funds. Discussion followed.

Mr. Todd asked if there is a way to see if any of the officers have used 302 funds in the past. Mr. Troyer stated because the officers may qualify for 302 funds does not disqualify them from having primary responsibilities of PSAP duties. Ms. Hart was asked to contact Ms. Gina Saucedo at MCOLES to verify the list of names on the submitted worksheets with the 302 funds roster.

After discussion, Ms. Strother-Dixon withdrew her **MOTION** and Ms. Bartram withdrew her support.

Sheriff Gribler suggested contacting Mr. Mel Maier, who sits on the Certification Subcommittee and is located near Ferndale, and give him the questions to verify regarding the duties of the employees listed on the worksheet. Mr. Troyer will discuss it with Mr. Rich Feole, the chair of the Certification Subcommittee. Ms. Bartram will see Mr. Maier later this day and will start the discussion. More information is needed before a decision can be made on this topic.

A **MOTION** was made by Mr. Todd, with support by Mr. Martin, to request information to verify the status of the personnel listed for grandfathering from Ecorse PD, Ferndale PD, Melvindale PD, and River Rouge PD. With no further discussion, the **MOTION** carried.

3. Priority Dispatch - Issues with Recertification Courses

A response from Priority Dispatch to the letter Mr. Troyer sent is included in the subcommittee's packet. Mr. Troyer reminded the subcommittee that they asked for an improvement plan and how Priority Dispatch will resolve the recertification issues. The subcommittee felt there was no plan for improvement in the response letter. Mr. Troyer and Ms. Hart will contact Mr. John Stones and ask for a resolution.

A **MOTION** was made by Mr. Todd, with support by Ms. Strother-Dixon, for Mr. Troyer and Ms. Hart to have discussion with Priority Dispatch in regards to their response. With no further discussion, the **MOTION** carried.

4. Use of an Undesignated Telecommunicator for Exigent Circumstances

For the subcommittee's review, Ms. Hart drafted a form for PSAPs to report an exigent circumstance. Ms. Hart can send the form as a fillable .pdf form. Other than the e-mail address at the bottom, no edits were needed. Mr. Troyer stated once a form is submitted to the SNC, the DTS should review it. It is the responsibility of the DTS, if it is believed there is negligence by the PSAP, to send a report to the Certification Subcommittee.

## E. New Business

1. Homeland Security Minimum Criteria

The review committee has not met at this time.

2. E-mail from Sheriff Gribler – Including County Coordinators for Dispatcher Training Funds

During the Certification Subcommittee's review of Schoolcraft County and Baraga County, discussion began regarding local county coordinators receiving funds for training. Few counties, as in the Upper Peninsula, have a county coordinator separate from their director. For example, Mr. Loeper is a 911 coordinator for Gogebic County, but does not operate a PSAP. The county contracts with Iron County to provide PSAP services. Mr. Troyer stated the approach has always been the individual must be an employee of the PSAP or a contracted employee of the PSAP.

Ms. Harriet Miller-Brown joined the meeting and was asked if the host PSAP has the ability to carry a county coordinator as an FTE position. Mr. Troyer stated the guidelines state, "Eligible employee is defined as a person employed by a primary public safety answering point." In the examples given, the county coordinator is not employed by a primary PSAP. Ms. Miller-Brown stated Section 408 (c) of the statute states..."6% shall be available to PSAPs for training personnel assigned to 911 centers." The funds are distributed to the PSAP. This would become an issue in metropolitan areas. General discussion followed.

The Certification Subcommittee members stated during the review, they did not have the language from the statute when the question was raised. There is a better understanding now.

Ms. Hart will send the guidelines to Mr. McEachern. The wording in the guidelines may be addressed again when reviewing next year. This will need to be put on the SNC October's agenda for approval on application packets for next year.

3. Additional Employees Added to FTE Count for Westland Communications Center

Wayne Police Department merged with Westland Communications Center. Under the consolidation policy, Westland would like to add Wayne Police Department to their FTE count for the second distribution. Ms. Hart is working with Wayne to return their unspent funds. She stated they did have their documentation submitted on time. Instead of returning funds, Westland can spend money Wayne currently has. Money cannot be transferred, but can be used by Westland. Whatever money Wayne has right now, Westland can use. The second distribution will only go to Westland.

A **MOTION** was made by Mr. Todd, with support by Ms. Bartram, to approve the adjusted FTE count under the Consolidation policy for Westland Communications Center. With no further discussion, the **MOTION** carried.

4. Receipt of Signature Sheet from Grosse Pointe Farms

Ms. Hart received the signature sheet, with no other documentation, after the application deadline. She has sent e-mails asking for clarification with no response. She is looking for guidance if she should send them a denial letter. It was decided to send another e-mail with the response tracking option on to see if e-mails are being read. Mr. Troyer stated no action needs to be taken until a response is received.

**F. Public Comment**

None

**G. Next Meeting**

Monday, September 23, 2013  
1 p.m. Conference Call

**H. Adjourn**

The meeting adjourned.