

STATE 911 COMMITTEE
Dispatcher Training Subcommittee
September 23, 2013
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. Christine Collom
Mr. Andrew Goldberger
Mr. Tim McKee
Ms. Terry Strother-Dixon
Mr. Stephen Todd
Chief Paul Trinka
Mr. Brian McEachern
Ms. Cherie Bartram

Representing:

Calhoun County Consolidated Dispatch
Genesee County Central Dispatch
Clinton County Central Dispatch
Retired
Chippewa County 911
Detroit Police Department
Retired
Adrian Fire Department
Negaunee Regional Communication Center
SERESA

Non-Voting Members Present:

Ms. Theresa Hart
Ms. Stacie Hansel

Representing:

Michigan State Police
Michigan State Police

Voting Members Absent:

Ms. Karen Chadwick
Sheriff Dale Gribler
Mr. Vic Martin
Ms. Kelly Page

Representing:

Grand Rapids Police Department
Van Buren County Sheriff's Office
Lapeer County Central Dispatch
Troy Police/Fire Department

C. Approval of Meeting Minutes – August 27, 2013

A **MOTION** was made by Mr. Todd, with support by Mr. McEachern, to accept the minutes as presented. With no discussion, the **MOTION** carried.

D. Old Business

1. Training Standards Tracking Program/Application

- a. Token Issuance - Ms. Theresa Hart sent e-mails to the PSAPs that the testing is now completed. The next step is to forward the paperwork to issue tokens (there are approximately 18 PSAPs who will need the token). This includes filling out forms to forward to MiCJIN and a Memo of Understanding for the State 911 Office. The State 911 Office will supply one token; any other tokens needed must be paid for by the PSAP.
- b. RI-002 Forms – Some members of the DTS have been contacting PSAPs who had not submitted their form, so there are only approximately 20 left who have not.

2. Grandfathering of Police Officers Worksheet Responses

Ms. Hart received an e-mail from Ecorse, who asked to remove all the officers listed on their worksheet. An e-mail from the chief in Ferndale explained all the command staff listed on the worksheet are assigned to oversee dispatch. Ms. Hart explained to him they will be required to meet the continuing education requirements, which the chief understood. Ms. Hart e-mailed Ms. Gina Saucedo to verify if anyone listed on the worksheets receive 302 funds. Ms. Saucedo forwarded a list of names receiving the funds, which is included in the DTS meeting packet.

Mr. Troyer stated Mr. Mel Maier addressed the issue of grandfathering at the Oakland County PSAP meeting on September 12. Revised worksheets from Melvindale, Ferndale, Ecorse, and River Rouge may be coming. Since Mr. Maier has reached out to clarify grandfathering with the

PSAPs, Mr. Troyer asked if Ms. Hart would send an e-mail asking if anyone needs to adjust their worksheet.

3. Priority Dispatch - Issues with Recertification Courses
Mr. Troyer and Ms. Hart had a conference call with Mr. Jon Stones. Mr. Troyer informed Mr. Stones the DTS felt their response was a good explanation of the problem, but the action plan was insufficient. Mr. Troyer gave an example of a fix such as sending e-mails to the Michigan PSAPs that were impacted by the issues. He gave Mr. Stones a deadline of October 7 for an action plan. Ms. Hart sent a letter summarizing the conference call so they would have something in writing. Ms. Hart will forward the action plan to the DTS when received.
4. Homeland Security Minimum Criteria
The review committee has not met at this time.

E. New Business

1. Approval of Fall 2013 Distribution FTE Count
The new count for the second distribution is 1,536 FTEs, compared to the May distribution of 1,489 FTEs. This new count includes 41 from the mid-year application process and six dispatchers from Wayne PD who transferred to Westland.

A **MOTION** was made by Mr. Goldberger, with support by Ms. Strother-Dixon, to approve the FTE count for the second training fund distribution at 1,536 and recommend approval to the SNC at the next regular scheduled meeting. With no discussion, the **MOTION** carried.

Ms. Hart is working on revising the application packet for the next year, which will need to be approved at the December SNC meeting.

2. Dispatcher Training Fund Review – Huron County Central Dispatch and MSP Negaunee
Ms. Hart will keep the DTS in the loop regarding the training fund reviews. She has completed Huron County's review. They were missing quite a bit of documentation, but located what they could after the former director left. He had been putting expenses on his personal credit card and then getting a reimbursement, so many receipts were missing. She is waiting on some final documentation from MSP Negaunee before their review will be complete.

Lake County is the next county selected for review by the Certification Subcommittee. Ms. Hart has received their documentation, but has not yet begun the review.

F. Public Comment

A question came up asking if it is valid to use training funds for one day of a conference that is SNC approved for more than one day. Mr. Troyer stated NENA, for example, sells one day passes. The requirement is still set in the guidelines to attend six hours of training in order to use training funds. When tracking, the approval number is used and the hours can be adjusted. Ms. Hart stated with the new dispatcher training tracking program, the number of hours is automatically populated to the number of approved hours. She will work on a change for conferences to enter two approval numbers – one for the entire conference and one for a day (which can be listed twice if attending two days of a conference).

G. Next Meeting

TBD

H. Adjourn

The meeting adjourned.