

**STATE 911 COMMITTEE**  
911 TRAINING SUBCOMMITTEE MEETING  
February 19, 2020  
Meeting Minutes

**A. Call to Order/Roll Call**

The meeting was called to order by Mr. Marc Gramlich at 10:00 a.m. and roll call was taken.

Voting Members Present:

Mr. Marc Gramlich (Chair)  
Lt. David Aungst  
Ms. Cherie Bartram  
Chief Mark Barnes  
Ms. Christine Collom  
Ms. Kimberly Grafton  
Ms. Melissa Harris  
Mr. Sam Kalef  
Mr. Brian McEachern  
Ms. Jennifer Robertson  
Ms. Tammy Smith  
Mr. Jeff Troyer

Representing:

OnStar  
Lenawee County Sheriff's Office  
SERESA  
Oshtemo Township Fire Department, SNC Member  
Clinton County Central Dispatch  
Calhoun County Consolidated Dispatch Authority  
Ingham County 911 Central Dispatch Center  
Troy Police Department  
Negaunee Regional Communications Center  
Farmington Hills Police Department  
Ottawa County Central Dispatch  
Kalamazoo County Consolidated Dispatch Authority

Voting Members Absent:

Ms. Amy Thomas

Representing:

Montcalm County Central Dispatch

Non-Voting Members Present:

Ms. Theresa Hart  
Ms. Joni Harvey  
Ms. Lyndsay Stephens

Representing:

State 911 Office  
State 911 Office  
State 911 Office

**B. Meeting Minutes Approval – November 6, 2019**

A **MOTION** was made by Mr. Brian McEachern, with support by Ms. Chris Collom, to approve the minutes of November 6, 2019, as presented. With no discussion, the **MOTION** carried.

**C. Old Business**

There was no Old business.

**D. New Business**

1. MACNLOW and Associates 40 Hour Advanced Dispatch Course

A complaint was brought to Ms. Theresa Hart in reference to the hours completed for a 40-hour advanced course provided by MACNLOW in Eaton County. The email communication had been shared with the 911 training subcommittee members (NTS). This complaint was regarding the number of training hours each day and an instructor issue. An NTS member had the same issue with the number of hours each day when the course was provided at another location. Her email was also provided to the subcommittee. Ms. Kristen Kemp has responded to one of the emails stating that she is taking this complaint seriously and has put a plan in place within her company to prevent this from happening in the future.

It was suggested that members from the State 911 Office audit and spot check classes as well as reach out to the hosting agency of the 40-hr advanced courses that MACNLOW has coming up. If this continues to be an issue, the 911 training subcommittee will re-visit this subject. The company has good courses and it is the duty of the 911 training subcommittee to ensure they are meeting the qualifications and expectations with their approved training courses.

## 2. Introductions

Chief Mark Barnes from Oshtemo Township Fire Department and SNC Member, is the newest member of the subcommittee, he will be replacing Mr. Marc Gramlich as Chair effective March 17, 2020.

Ms. Joni Harvey has joined the State 911 Office as the State 911 Administrator. Ms. Harvey was most recently employed as the Deputy Director at Livingston County Central Dispatch and started at the end of January 2020.

## 3. 2020 Dispatcher Training Fund Application Review

Chair Gramlich gave instruction to the subcommittee regarding reviewing the 2020 Dispatcher Training Fund applications. The meeting adjourned at 10:23 a.m. and went into the application review.

The meeting returned to session at 12:35 p.m. After reviews were completed the 1,957 full time equivalents (FTEs) were recommended for approval, and 46 recommended for denial. Two agencies had calculation errors on their worksheets that were corrected by the subcommittee and reduced the approval count by another 2 FTEs. Denial and adjustment letters will be sent to the affected PSAPs on February 20, 2020, by Ms. Hart giving them the opportunity to appeal.

A **MOTION** was made by Mr. Sam Kalef, with support by Ms. Tammy Smith, to approve the 2020 full time equivalent (FTE) total of 1,957 as calculated by the review of the applications, but subject to review of any appeals that may be filed. With no further discussion, the **MOTION** carried.

## **E. Public Comment**

There was no public comment.

## **F. Next Meeting**

February 26, 2020, 10:00 a.m. – Dispatcher Training Fund Application Appeals  
MSP – HQ, Centennial Room

## **G. Adjourn**

A **MOTION** was made by Lt. David Aungst, with support by Mr. Jeff Troyer to adjourn the meeting. The **MOTION** carried. The meeting was adjourned at 12:51 p.m.