

STATE 911 COMMITTEE
911 Training Subcommittee
November 17, 2021
Meeting Minutes

Voting Members Present	Representing
Chief Mark Barnes	Oshtemo Township Fire Department
Lt. David Aungst	Lenawee County Sheriff's Office
Ms. Kimberly Grafton	Calhoun County Consolidated Dispatch
Ms. Melissa Harris	Ingham County 911 Central Dispatch
Mr. Jeff Troyer	Kalamazoo County Consolidated Dispatch
Ms. Jennifer Robertson	Farmington Hills Police Department
Ms. Elizabeth Bagos	Macomb County Sheriff's Office
Ms. Marlana Terrian	Clare County Central Dispatch
Voting Members Remote	Representing
Ms. Tammy Smith	Ottawa County Central Dispatch
Ms. Christine Collom	Clinton County Central Dispatch
Non-Voting Members Present	Representing
Ms. Joni Harvey	State 911 Office
Ms. Theresa Hart	State 911 Office
Ms. Lyndsay Stephens	State 911 Office
Ms. Stacie Hansel	State 911 Office
Voting Members Absent	Representing
Mr. Sam Kalef	Troy Police Department
Mr. Brian McEachern	Negaunee Regional Comm Center
Ms. Amy Thomas	Montcalm County Central Dispatch
Ms. Stephanie Lehman	Barry County Central Dispatch

A. Call to Order

The meeting was called to order at 10 a.m.

B. Roll Call

Roll call was taken, and a quorum was present.

C. Meeting Minutes Approval—August 18, 2021

A **MOTION** was made by Mr. Jeff Troyer, with support by Lt. David Aungst, to accept the meeting minutes of August 18, 2021, as presented. With no discussion, the **MOTION** carried.

D. Call for Additions to the Agenda

A discussion of MISNAP will be added under new business.

E. Old Business

Ms. Hart updated the In-person and Online Training Course Policy, which were included in the meeting packet. There were no additional changes.

A **MOTION** was made by Ms. Marlana Terrian, with support by Mr. Jeff Troyer, to approve the In-person and Online Training Course Policy. With no discussion, the **MOTION** carried.

The policy will be presented for approval to the full State 911 Committee (SNC) at the December meeting.

F. New Business

Detroit Emergency Telephone District Request to Complete Module 2 before Module 1

Detroit is requesting approval for certain individuals to take Module 2 courses before Module 1. They use Priority Dispatch for Module 1 courses, and the vendor is not allowing them to sign up for any more Module 1 courses until after the first of the year. Detroit has approximately 30 new staff starting the first of November, and since they have another vendor coming on-site to do a Module 2 course, they are requesting approval to take that first.

The manual only requires completion of the modules by dates (18 months for Module 1 and 24 months for Module 2), not that Module 1 needs to be taken first. As long as staff have Module 1 completed within 18 months, there is nothing for the subcommittee to approve.

Another item to discuss is in regard to the Detroit compliance review by the Certification Subcommittee. In February, Detroit was sent a letter stating if the financial documentation for the training fund portion of the compliance review was not submitted by a certain date, an invoice would be sent. They are still submitting documentation to be entered in MISNAP, and the compliance review is now coming up on two years.

Anything related to the training portion of the compliance review, the Certification Subcommittee refers to this subcommittee. Ms. Stephens is requesting the 911 Training Subcommittee approve a deadline for Detroit to have all documentation submitted. The training fund portion of the compliance review would then be closed, drafting that portion of the report with information on hand as of the deadline.

A **MOTION** was made by Mr. Jeff Troyer, with support by Lt. David Aungst, to set the final date for the Detroit compliance review for the training fund as December 31, 2021. With no further discussion, the **MOTION** carried.

Proposed 2022 Meeting Dates

The subcommittee meetings will be held on February 9, February 23, May 17, August 17, and November 16. All meetings will be held at 10 a.m. with locations to be determined, except the May meeting which will be held during the APCO/NENA conference.

A **MOTION** was made by Ms. Elizabeth Bagos, with support by Ms. Jennifer Robertson, to approve the 2022 meeting dates. With no discussion, the **MOTION** carried.

Training Course Evaluation

Ms. Melissa Harris attended the Center Manager Certification Program course and provided an evaluation. She stated the course was very thorough and materials were provided ahead of time on a USB. There was group work as well as networking opportunities. The only downfall was some of the course felt rushed due to the amount of material covered in a week. Overall, it was very well done.

Approved Training Course Provider Concerns

There have been many complaints about Priority Dispatch not adding attendance in MISNAP. Certificates of completion are being sent, but the training is not being entered. There have been different issues with this provider in the past.

The role of the NTS is to make sure training providers are adhering to the policy, and at this time, Priority Dispatch is not. A letter will be sent with a deadline to have students' attendance entered in MISNAP by December 15, or their approval will be suspended. All PSAP directors will be cc'd on the letter, so they are aware of the situation of possible suspension in order to schedule classes for their staff accordingly.

Approval of 2022 Training Fund Application Process

The guidelines and instructions have been updated for the 2022 training fund application. The updates include establishing a deadline for the application to be submitted, as well as updating dates. There was no discussion or further changes suggested.

A **MOTION** was made by Ms. Marlana Terrian, with support by Ms. Elizabeth Bagos, to approve the 2022 training fund application. With no discussion, the **MOTION** carried.

MISNAP

During last year's application period, subcommittee members made recommendations on changes needed. Some of those changes have not been corrected, so members asked where things stand. Ms. Hart stated there are some issues members brought up she was not aware were not fixed; she will follow up with the developers. Other items include:

Ms. Hart will submit a request to change the column titled "Error Adjustment" to something which describes what the column actually is.

On the 510, there is no column for "Other" for approved expenditures (parking, flight, etc.).

Ms. Hart will send a reminder to PSAPs about spending down previous years' training funds in order to qualify for 2022 funds.

G. Public Comment

As this is Chief Mark Barnes last meeting, the subcommittee thanked him for his leadership and time spent on the SNC and NTS. Chief Barnes stated he is ending a 48-year career. He thanked the members for allowing him to chair the subcommittee and for their time in making the profession the best it can possibly be.

H. Next Meeting

February 9, 2022, at 10 a.m.
Michigan State Police HQ

I. Adjourn

The meeting adjourned at 11:02 a.m.