

STATE 911 COMMITTEE
911 Training Subcommittee
 August 18, 2021
 Meeting Minutes

Voting Members Present	Representing
Chief Mark Barnes	Oshtemo Township Fire Department
Lt. David Aungst	Lenawee County Sheriff's Office
Mr. Sam Kalef	Troy Police Department
Ms. Tammy Smith	Ottawa County Central Dispatch
Mr. Jeff Troyer	Kalamazoo County Consolidated Dispatch
Ms. Amy Thomas	Montcalm County Central Dispatch
Ms. Elizabeth Bagos	Macomb County Sheriff's Office
Mr. Ed Nettle	Missaukee County Sheriff's Office
Ms. Stephanie Lehman	Barry 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
Ms. Kimberly Grafton	Calhoun Co Consolidated Dispatch
Ms. Melissa Harris	Ingham County 911 Central Dispatch
Ms. Christine Collom	Clinton County Central Dispatch
Mr. Brian McEachern	Negaunee Regional Comm Center
Ms. Jennifer Robertson	Farmington Hills Police Department

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—May 19, 2021

A **MOTION** was made by Lt. David Aungst, with support by Ms. Amy Thomas, to accept the meeting minutes of May 19, 2021, as presented. With no discussion, the **MOTION** carried.

D. Call for Additions to the Agenda

Adding a discussion on the APCO/NENA conference hours under new business.

E. Old Business

At a previous subcommittee meeting it was discussed having the review team create criteria for minimum instructor qualifications. The review team developed parameters and their proposed criteria was discussed. The list is only a guideline, giving instructors basic criteria as to what the review team is looking for.

A **MOTION** was made by Lt. David Aungst, with support by Ms. Tammy Smith, to approve the instructor qualifications as listed. With no discussion, the **MOTION** carried.

F. **New Business**

Introduction of Subcommittee Members

Two new members joined the subcommittee since the last meeting. Chief Barnes welcomed Ms. Stephanie Lehman, Director at Barry County Central Dispatch, and Mr. Ed. Nettle, PSAP Coordinator at Missaukee County Sheriff's Office. Mr. Nettle announced he would be leaving the subcommittee in September due to a career change.

In-person and Online Training Course Policy Updates

Ms. Hart explained that the policies for in person and online training courses had not been updated since the deploy of the Michigan State 911 Administration Portal (MiSNAP). She recommended both policies be combined into one and provided the subcommittee with a document that showed updates using track changes.

The subcommittee discussed the document and determined they needed more time to review the information and compare it to what had been developed in the past. Ms. Hart will email the information to the members for feedback prior to the November meeting.

This will be tabled until the next meeting to give everyone an opportunity to review it further.

2019 Spend Down of Training Funds

Ms. Hart has received inquiries from several PSAPs regarding an extension to spend down their 2019 funds. In addition, some members voiced concerns as well of not being able to spend down their training funds.

Getting the extension of the original spend down date was not an easy process, so everyone was reminded if an agency cannot spend down their funds, they may return 2018 and 2019 training funds to qualify for 2022 funds. If returning funds causes an issue with an agency's board, a letter could be drafted from the State 911 Committee stating training was not available for over a year, and returning funds is a special circumstance.

The subcommittee did not recommend an extension since agencies would then need to spend down additional funding in coming years in order to qualify.

Plan of Action Review Team

In the past, there was a separate review team to look over plans of action submitted by PSAPs for employees' delinquent on meeting the training requirements. The plan of action gets submitted in MiSNAP and Ms. Hart runs a report to be submitted to the review team monthly for approval or denial. Due to retirements and departures, there is only one member left on the team. She will send out an email asking subcommittee members for four more volunteers to participate on the team.

Approval of Second Distribution of 2021 Training Funds

A **MOTION** was made by Mr. Ed Nettle, with support by Mr. Sam Kalef, to approve the second distribution of 2021 training funds (no changes) with an FTE count of 1,930. With no discussion, the **MOTION** carried.

Training Course Evaluation

Lieutenant Aungst attended the SNC-approved training course, Generational Differences, on June 16, 2021. His completed evaluation is included in the meeting packet. Overall, he was impressed with the content and quality of the course.

Membership Vacancy

With the resignation of Mr. Edward Nettle from the subcommittee, there is a current vacancy. The applicant resumes received for the June vacancies were sent to the members for review and discussion. Chief Barnes took everyone's suggestions and will send notice once a candidate has been selected.

APCO/NENA Conference Hours

Ms. Smith and Ms. Lehman are planning to submit the joint APCO/NENA conference for SNC approval. They asked the subcommittee for suggestions on making sure the conference has the required six hours of training within 24 hours. After discussion, they will review the conference schedule, make any needed adjustments, and submit for approval.

G. Public Comment

There was no public comment.

H. Next Meeting

November 17, 2021, at 10 a.m.

Lenawee County Sheriff's Office Central Dispatch

I. Adjourn

The meeting adjourned at 11:16 a.m.