

STATE 911 COMMITTEE
911 Training Subcommittee
 November 16, 2022
 Meeting Minutes

Voting Members Present	Representing
Lt. David Aungst	Lenawee County Sheriff's Office
Ms. Stephanie Lehman	Barry County Central Dispatch
Ms. Missy Harris	Ingham County 911 Central Dispatch
Mr. Sam Kalef	Troy Police Department
Ms. Tammy Smith	Ottawa County Central Dispatch
Ms. Christine Collom	Clinton County Central Dispatch
Ms. Jennifer Robertson	Farmington Hills Police Department
Ms. Amy Thomas	Montcalm County Central Dispatch
Ms. Marlana Terrian	Clare County Central Dispatch
Mr. Jason Hamman	Jackson County Central Dispatch
Mr. Dave Plumb	Genesee County 911 Authority
Non-Voting Members Present	Representing
Ms. Joni Harvey	State 911 Office
Ms. Theresa Hart	State 911 Office
Ms. Cindy Homant	State 911 Office
Ms. Stacie Hansel	State 911 Office
Voting Members Absent	Representing
Mr. Jeff Troyer	Kalamazoo County Consolidated Dispatch
Ms. Elizabeth Bagos	Macomb County Sheriff's Office

A. Call to Order

The meeting was called to order.

B. Roll Call

Roll call was taken, and a quorum was present.

C. Meeting Minutes Approval – August 17, 2022

A **MOTION** was made by Ms. Amy Thomas, with support by Ms. Jennifer Robertson, to approve the minutes of August 17, 2022. With no discussion, the **MOTION** carried.

D. Call for Additions to the Agenda

Ms. Collom requested adding an item under new business to discuss review of the training rule requirements for modules 1, 2, and 3.

A **MOTION** was made by Ms. Stephanie Lehman, with support by Ms. Amy Thomas, to approve the agenda with the amendment from Ms. Collom. With no discussion, the **MOTION** carried.

E. Old Business

Telecommunicator Training Manual Updates

Lieutenant Aungst and Ms. Lehman thanked Ms. Hart and Ms. Harvey for their work on revising the manual.

A **MOTION** was made Mr. Dave Plumb, with support by Ms. Chris Collom, to accept the updated training manual as is. With no discussion, the **MOTION** carried.

F. **New Business**

Appeal of Training Course Instructor Denial

There was a denial by the review team of an instructor from the 911 Training Institute. One of the reasons for denial was because the review team did not see the educational experience for the psychology aspect of this specific training course. Mr. Jason Scott and Ms. Kim Ostin represented the training provider for this appeal.

A packet was submitted by the training provider, including an updated resume. Mr. Scott gave information to the subcommittee regarding further details on his training and background. He answered all questions and clarified further information for the group.

A **MOTION** was made by Mr. Sam Kalef, with support by Ms. Jennifer Robertson, to uphold the denial for all courses based on the information originally provided to the review team, with the caveat they can resubmit if they have changes in their course requirement information. With no discussion, the **MOTION** carried.

Mr. Scott was informed he could either appeal to the full State 911 Committee at the December meeting or he can resubmit the courses with the updated information.

Approval of 2023 Training Fund Application

The only changes made to the application was an update of all dates. One question was regarding classes being held in December. The training provider has 30 days to enter attendance, but with classes being held at the end of December, it makes a short turnaround time for the providers to enter the attendance by the January application deadline. Ms. Hart suggested asking the provider to enter attendance right away, but if there is a delay, she can enter it for the PSAP.

A **MOTION** was made by Ms. Tammy Smith, with support by Ms. Amy Thomas, to support approval of the 2023 training fund application. With no discussion, the **MOTION** carried.

2023 Meeting Schedule

The meeting dates for 2023 will be: February 8, February 22, May 17, August 16, and November 8.

A **MOTION** was made by Mr. Dave Plumb, with support by Ms. Stephanie Lehman, to approve the 2023 meeting dates. With no discussion, the **MOTION** carried.

Meeting locations will be discussed at the February meeting.

Opening of Training Manual

It has been over ten years since the requirements for modules 1-3 have been reviewed. It makes sense to keep the required 40 hours for both module 1 and 2, but the requirements need to be reviewed, making sure everything is relevant. A workgroup of Ms. Collom, Mr. Plumb, and Ms. Lehman was created to begin the review process.

Previous discussions have taken place regarding renewing an approved course. It was suggested setting limits on how many times a course may be renewed, allowing one renewal per class before the provider would need to resubmit the course. Another suggestion was keeping the same SNC number, but adding the year into the number to show a renewal as a visual reminder.

G. **Public Comment**

Lieutenant Aungst announced this is his last meeting and thanked everyone. He said this subcommittee has meant the world to him, he loves the people of 911, the people of this subcommittee, and he has never worked with a better group of people. Even though there is the

option to stay on the subcommittee for one year after retirement, he would like to give others the opportunity to become involved.

H. Next Meeting

February 8, 2023, at 10 a.m.

MSP HQ

I. Adjourn

The meeting adjourned at 10:57 a.m.