

STATE 911 COMMITTEE
911 Training Subcommittee
February 23, 2022
Meeting Minutes

Voting Members Present	Representing
Lt. David Aungst	Lenawee County Sheriff's Office
Ms. Stephanie Lehman	Barry County Central Dispatch
Ms. Melissa Harris	Ingham County 911 Central Dispatch
Mr. Sam Kalef	Troy Police Department
Ms. Tammy Smith	Ottawa County Central Dispatch
Mr. Jeff Troyer	Kalamazoo County Consolidated Dispatch
Ms. Christine Collom	Clinton County Central Dispatch
Ms. Jennifer Robertson	Farmington Hills Police Department
Ms. Amy Thomas	Montcalm County Central Dispatch
Ms. Elizabeth Bagos	Macomb County Sheriff's Office
Ms. Marlana Terrian	Clare 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 County Consolidated 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 – February 9, 2022

A **MOTION** was made by Ms. Amy Thomas, with support by Ms. Marlana Terrian, to approve the minutes of February 9, 2022. With no discussion, the **MOTION** carried.

D. Call for Additions to the Agenda

There were no items to add.

E. Old Business

There was no old business.

F. New Business

Appeals of 2022 training fund applications

- Macomb County Sheriff's Office

The application, with 60 FTEs, was originally denied due to missing the deadline to return funds.

Ms. Angela Eley and Mr. Stephen Smigiel attended to appeal on behalf of Macomb County. Ms. Eley explained they returned funds in the amount of \$27,217.82. An invoice was

requested on December 9, which was then submitted to the financial analyst. The financial analyst submits a check request, sends it to Mr. Smigiel's office, who then cuts the check and returns it back to the requesting department. With a delay in the check being requested and the financial analyst out of the office, the deadline to return funds was missed. Ms. Hart contacted Ms. Eley on January 11 to ask about the invoice, which prompted Ms. Eley to do follow-up on her end.

Mr. Smigiel stated they had a temporary employee who received the check request and entered it on December 14. The check request included a duplicate invoice number and was rejected in the system. The rejection was not questioned nor was Ms. Eley notified, as is the normal procedure. Items are normally processed in a timely manner, and he would not expect this to happen in the future.

The NTS members who originally reviewed the application stated other than the issued date on the check, there were no other issues with the application. Documentation explaining the delay in the check being received was included with the original application; however, to keep consistent with the rules, for this reason, it was denied.

A **MOTION** was made by Ms. Christine Collom, with support by Mr. Sam Kalef, to approve Macomb County to receive training funds with 60 FTEs.

A roll call vote was taken:

Member	Yes	No	Abstain
Lt. David Aungst	X		
Ms. Stephanie Lehman	X		
Ms. Melissa Harris	X		
Mr. Sam Kalef	X		
Ms. Tammy Smith	X		
Mr. Jeff Troyer	X		
Ms. Christine Collom	X		
Ms. Jennifer Robertson	X		
Ms. Amy Thomas	X		
Ms. Elizabeth Bagos	X		
Ms. Marlana Terrian	X		

The **MOTION** carried.

- Northville Township Department of Public Safety
This application, with 10 FTEs, was originally denied due to a late submission of the application.

Ms. Elizabeth McCormick attended to appeal on behalf of Northville Township Department of Public Safety. Recently, a public safety manager position was created to shift all agency-wide reporting to one central office, which took the application process out of Ms. McCormick's office. With the new position and responsibilities, the deadline to submit the application was missed. Prior to the change, Ms. McCormick was always responsible for submitting the application. Once she was made aware the new office did not submit the application, she contacted Ms. Hart to find out what to do, and ended up submitting after the deadline. The agency has since recognized the change was not efficient to operations, and as of February 11, have moved all PSAP reporting operations back to Ms. McCormick. Under her leadership, they have never missed the deadline in the past, and with the move back to her office, they do not anticipate future issues.

During discussion, the NTS members who originally reviewed the application stated other than the late submission, there were no other issues with the application and to keep consistent with the rules, for this reason, it was denied.

A **MOTION** was made by Mr. Jeff Troyer, with support by Ms. Stephanie Lehman, to approve Northville Township Department of Public Safety with an FTE count of 10.

A roll call vote was taken:

Member	Yes	No	Abstain
Lt. David Aungst	X		
Ms. Stephanie Lehman	X		
Ms. Melissa Harris	X		
Mr. Sam Kalef	X		
Ms. Tammy Smith	X		
Mr. Jeff Troyer	X		
Ms. Christine Collom	X		
Ms. Jennifer Robertson	X		
Ms. Amy Thomas	X		
Ms. Elizabeth Bagos	X		
Ms. Marlana Terrian	X		

The **MOTION** carried.

- Brownstown Township Police Department

During the application review, the FTE count was reduced from four to three due to an employee's separation date not matching up with the hours reported on the DTS-101W.

The police department submitted documentation showing the employee has been working full time for them since 2001, and the separation date on the form is for another PSAP the employee worked part-time.

A **MOTION** was made by Ms. Elizabeth Bagos, with support by Ms. Tammy Smith, to approve Brownstown Township Police Department for four FTEs. With no discussion, the **MOTION** carried.

- Hazel Park Police Department

During the application review, it was noted the police department still had a small balance of 2018 funds; however, no wages were claimed. Ms. Hart contacted them to see if they had anything to add. The police department submitted documentation showing a course cost more than what was claimed, along with the wage information. Ms. Hart entered the information and it zeroed out the 2018 balance.

A **MOTION** was made by Ms. Stephanie Lehman, with support by Ms. Christine Collom, to approve Hazel Park Police Department for three FTEs. With no discussion, the **MOTION** carried.

- Wayne County Airport Authority

During the application review, the FTE count was reduced from 22 to 19 due to employees' separation dates not matching up with the hours reported on the DTS-101W.

There were issues with other departments entering departure dates of the employees hired by the airport authority. The airport authority submitted documentation showing the employees dates are start and not departure dates.

A **MOTION** was made by Ms. Amy Thomas, with support by Ms. Elizabeth Bagos, to approve Wayne County Airport's Authority's 22 FTEs. With no discussion, the **MOTION** carried.

With the appeals, there is a total of 1,742 approved FTEs and 112 denials.

A **MOTION** was made by Ms. Tammy Smith, with support by Ms. Christine Collom, to approve 1,742 FTEs and deny 112. With no discussion, the **MOTION** carried.

G. Public Comment

There was no public comment.

H. Next Meeting

May 17, 2022, at 10 a.m.

Radisson of Kalamazoo; Meadows Room

I. Adjourn

The meeting adjourned at 10:49 a.m.