

**STATE 911 COMMITTEE**  
**911 Training Subcommittee**  
 May 17, 2022  
 Meeting Minutes

<b>Voting Members Present</b>	<b>Representing</b>
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
Mr. Jeff Troyer	Kalamazoo County Consolidated Dispatch
Ms. Christine Collom	Clinton County Central Dispatch
Ms. Amy Thomas	Montcalm County Central Dispatch
Mr. Jason Hamman	Jackson County Central Dispatch
<b>Voting Members Remote</b>	<b>Representing</b>
Ms. Marlana Terrian	Clare County Central Dispatch
<b>Non-Voting Members Present</b>	<b>Representing</b>
Ms. Joni Harvey	State 911 Office
Ms. Theresa Hart	State 911 Office
Ms. Lyndsay Stephens	State 911 Office
Ms. Stacie Hansel	State 911 Office
<b>Voting Members Absent</b>	<b>Representing</b>
Ms. Jennifer Robertson	Farmington Hills Police Department
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 – February 23, 2022**

A **MOTION** was made by Mr. Jeff Troyer, with support by Ms. Stephanie Lehman, to approve the minutes of February 23, 2022. With no discussion, the **MOTION** carried.

**D. Call for Additions to the Agenda**

There were no items to add.

**E. Old Business**

An error was found on the original FTE count for the training fund distribution for Berkley Department of Public Safety. Initially, they were approved for four, but they actually have eight FTEs. The change in the overall count will go from 1,742 to 1,746 FTEs.

A **MOTION** was made by Ms. Amy Thomas, with support by Ms. Tammy Smith, to approve 1,746 FTEs. With no discussion, the **MOTION** carried.

**F. New Business**

Detroit Expenditures Update

It was noticed the wages listed on the training fund application seemed high for conference attendance, so Ms. Hart asked for a breakdown. The hourly rate was provided, but not the hours they charged. Ms. Hart will be meeting with Ms. Herron to get clarification on how the wages were charged.

There was also a question regarding staff paying full conference tuition but not attending all days. This does not affect their spenddown or need to return funds. This is one reason why attendees are being scanned during the APCO/NENA conference before each session; attendance is a requirement as credit is earned for hours attended.

Directors are encouraged to have a conversation with staff regarding getting scanned for attendance at conferences or any other SNC-approved training. After being scanned, reports may be sent to the directors showing number of credits, what staff attended, and what's being reported to the state. Attendance must be verified in order to use training funds.

As a reminder, all directors should know the day training fund applications are being reviewed in case a question arises. This way the question can be resolved rather than the subcommittee possibly denying the application until things can be clarified.

Conflicts of Interest

Each year, the State Ethics Act and Public Entities Act are distributed to all subcommittee members. A roll call was taken for the members to acknowledge receipt of these acts.

<b>Voting Members</b>	<b>Yes</b>	<b>No</b>
Lt. David Aungst	X	
Ms. Stephanie Lehman	X	
Ms. Missy Harris	X	
Mr. Sam Kalef	X	
Ms. Tammy Smith	X	
Mr. Jeff Troyer	X	
Ms. Christine Collom	X	
Ms. Amy Thomas	X	
Mr. Jason Hamman	X	

For those members not in attendance, they will receive a notice to acknowledge via email.

**G. Public Comment**

- Ms. Caitlin Sampsell, Berrien County, had a telecommunicator in delinquent status because a 40-hour advanced course submitted in the old portal did not qualify for module 2. The individual took a class administration thought satisfied the requirement, but it did not. All the training the individual took from that point forward did not count because they needed the full 40 hours. It was recently realized the individual would be delinquent as that course would not count and they would need to attend 72 additional hours of training in order to regain their status.

The training standards state no credits will count until after module 1 and 2 are completed so any training courses taken before the advanced 40-hour course is complete will not count.

Prior to having a system in place, the onus was on every PSAP to make sure courses were approved. As a reminder, administration needs to frequently check the SNC-approved listing. It might be approved one month, but double check expiration dates and make sure that date goes

beyond the date of the class. Training providers get reminders about renewing courses, but they can still be missed.

- The training manual needs to be reviewed and updated. Also, wording regarding sign-in sheets and scans should be added to the training course approval policy. Ms. Hart will forward both to the subcommittee members for review.
- A training provider asked how to collaborate with the NTS on what training course needs are and how they look at big picture perspectives to say they have these specific learning opportunities to build partnerships to meet those needs. He does not want to create a class first and then see if it meets a need. Members suggested talking to directors around the state to see what they are looking for. Also, associations like APCO, NENA, and MCDA have a training subcommittee he could consult with. The NTS cannot make recommendations and need to remain vendor-neutral to avoid conflicts as the course would then come before the subcommittee for approval.

**H. Next Meeting**

August 17, 2022, at 10 a.m.

Plymouth Township Police Department

**I. Adjourn**

The meeting adjourned at 10:47 a.m.