

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

<b>Voting Members Present</b>	<b>Representing</b>
Lt. David Aungst	Lenawee County Sheriff's Office
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. Amy Thomas	Montcalm County Central Dispatch
Ms. Elizabeth Bagos	Macomb County Sheriff's Office
Ms. Marlana Terrian	Clare County Central Dispatch
Mr. Jason Hamman	Jackson County Central Dispatch
Mr. Dave Plumb	Genesee County 911 Authority
<b>Voting Members Remote</b>	<b>Representing</b>
Ms. Christine Collom	Clinton 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. Stephanie Lehman	Barry County Central Dispatch
Ms. Jennifer Robertson	Farmington Hills Police Department

**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 – May 17, 2022**

A **MOTION** was made by Ms. Tammy Smith, with support by Ms. Amy Thomas, to approve the minutes of May 17, 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 to discuss.

**F. New Business**

Telecommunicator Training Manual Updates

Subcommittee members reviewed and discussed updates to the training manual. Ms. Hart will incorporate the changes discussed and forward a clean copy to the members for review.

All members are tasked with reviewing and updating the essential job tasks listed in the manual. Ms. Hart and Ms. Harvey will research if this section is an attachment from a Michigan Public Service Commission (MPSC) document. If it is, they will work with the MPSC on incorporating the necessary updates.

The NTS need to review the training requirements for module I and II to see if new courses need to be added or made more specific. Training providers have courses that meet requirements for the 40-hour basic, so they would likely need the two-year timeframe for reapproval. Updating the training requirements would need to be an NTS recommendation to the State 911 Committee (SNC), and then an SNC recommendation to the MPSC.

#### Training Course Approval Policy Update

Subcommittee members reviewed and discussed updates to the approval policy. One update is to add wording regarding producing electronic reports to show attendance as nothing is in the policy currently on this topic.

Another change discussed is to limit the time providers can do a blanket submittal for a renewal. This would require all documentation be submitted so it can be reviewed for relevancy; allowing for one renewal and then providers would need to reapply. Ms. Hart will look into MiSNAP capabilities on how that would be done and let NTS members know at the November meeting.

#### Approval of FTE Count for Second Distribution of Training Funds

The Milan PSAP closed in July and transferred responsibilities to Washtenaw Metro. Milan received the first distribution of funds; however, since they no longer operate a PSAP they are no longer eligible to receive funds, so they would not receive the second distribution. They have a balance in 2020, 2021, and the first distribution payment in 2022.

A **MOTION** was made by Mr. Jeff Troyer, with support by Mr. Dave Plumb, to approve the second distribution of training funds for 1,742 FTEs and for the State 911 Office to submit notice to Milan Police Department they are not qualified as they are no longer operating a primary PSAP. With no discussion, the **MOTION** carried.

#### Training Evaluation

An evaluation of a leadership course was submitted and included in the meeting packet for member review.

#### **G. Public Comment**

There was no public comment.

#### **H. Next Meeting**

November 16, 2022, at 10 a.m.  
MSP HQ

#### **I. Adjourn**

The meeting adjourned at 11:27 a.m.