

**STATE 911 COMMITTEE**  
**911 Training Subcommittee**  
November 8, 2023  
Meeting Minutes

<b>Voting Members Present</b>	<b>Representing</b>
Ms. Stephanie Lehman	Barry County Central Dispatch
Ms. Chris Collom	Clinton 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. 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
Mr. Jason Hamman	Jackson County Central Dispatch
Mr. Dave Plumb	Genesee County 911 Authority
Mr. Jason Torrey	Grand Traverse County Central Dispatch
<b>Non-Voting Members Present</b>	<b>Representing</b>
Ms. Lyndsay Keith	State 911 Office
Ms. Cindy Homant	State 911 Office
Ms. Stacie Hansel	State 911 Office

**A. Call to Order**

The meeting was called to order at 10:03 a.m..

**B. Roll Call**

Roll call was taken, and a quorum was present.

**C. Meeting Minutes Approval – April 18, 2023**

A **MOTION** was made by PLUMB, with support by KALEF, to approve the minutes of April 18, 2023. With no discussion, the **MOTION** carried.

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

There were no additions to the agenda. A **MOTION** was made by ROBERTSON, with support by TERRIAN, to approve the agenda as presented. With no discussion, the **MOTION** carried.

**E. Old Business**

Training Course Renewal Process

The only place where the renewal process is mentioned currently is in the manual, nothing in the training provider policy.

The enhancements should be ready for testing any day, and once they are, Ms. Keith will reach out to subcommittee members to help with that. The goal is to have it in production by December 13.

In addition to the changes included on the copy in the meeting packet, two additional changes are proposed to the training provider policy on the last page under appeals: 1) change item one to have the same language as item two, and 2) update both items to align, stating that all supporting documentation must be provided ten business days prior to the meeting (item one currently said seven business days).

A **MOTION** was made by SMITH, with support by PLUMB, to approve with the changes recommended, including changing seven business days to ten business days.

During discussion it was asked why module three is included under the “Module Endorsement” section. As only modules one and two receive the endorsement, module three should be removed under that section.

The **MOTION** was amended to include removing the module three language from the “Module Endorsement” on page two. With no further discussion, the **MOTION** carried.

**F. New Business**

State Ethics and Public Entities Acts

A roll call was taken for members to acknowledge receipt of the acts.

<b>Member</b>	<b>Yes</b>	<b>No</b>
Ms. Stephanie Lehman	X	
Ms. Chris Collom	X	
Ms. Missy Harris	X	
Mr. Sam Kalef	X	
Ms. Tammy Smith	X	
Mr. Jeff Troyer	X	
Ms. Jennifer Robertson	X	
Ms. Amy Thomas	X	
Ms. Elizabeth Bagos	X	
Ms. Marlana Terrian	X	
Mr. Jason Hamman	X	
Mr. Dave Plumb	X	
Mr. Jason Torrey	X	

Approval of Training Fund Application Process

There are no changes other than updating deadline and examples of the distribution year spend down.

For agencies who did not apply for training funds last year, their application was still showing pending status. Ms. Keith locked those agencies within MiSNAP in order to create an invoice for training funds needing to be returned. She is suggesting adding language regarding all expenditures on an annual basis need to be entered into the application that coincides with the application deadline. During the review process, whether an agency applied for training funds or not, the application could be locked in order to create the invoice right after the review meeting. Locking the application would be listed as a NTS denial with a comment added to state the agency did not apply for training funds. This in turn would also send a notification to the director, letting them know they did not apply.

Locking the application is only a temporary administrative process for invoices and notifications to be sent, it is not a permanent thing. It was suggested clarifying the term “lock”. Suggestions include ‘temporary lock on the application so no application can be modified for the next (time period) until the NTS completes the review’. Other suggestions include locking the application on the deadline or application review date so no late applications can be submitted and unlock after the approval at the SNC meeting.

Any changes to the guidelines outside of deadline dates will need to be approved at the December SNC meeting.

A **MOTION** was made by THOMAS, with support by PLUMB, to approve Ms. Lehman and Ms. Collom to work with the State 911 Office to come up with clean language so it can be presented at the December SNC meeting.

This is approving the rest of the guidelines as well.

With no further discussion, the **MOTION** carried.

#### 2024 Meeting Schedule

The proposed meeting dates were included in the meeting packet.

A **MOTION** was made by SMITH, with support by TERRIAN, to approve the meeting schedule as presented with the addition of the May 21 date, and the August and November locations to be held at MSP HQ. With no discussion, the **MOTION** carried.

#### Training Workgroup Update

The workgroup is starting with updating definitions first as that could change other sections. Updating the rules could be a 12-18 month process. Draft language to the rules could potentially affect other policies.

#### Return of Training Funds

Milan returned their funds in June from the closure in 2022 in the amount of \$5,989.03 Chelsea received an invoice; however, the invoice was voided after they added expenditures. As of October 31, Wyandotte's invoice from September 1 is delinquent and unpaid for \$2,729. An email was sent to the deputy chief and they were able to show a check was sent on September 20. Since the payment was never posted, Wyandotte has voided the original check and is issuing a new one.

### **G. Standing Agenda Items**

These items will be standing agenda items going forward so all members understand the volume of work being done whether they are on a review team or not.

#### Plans of Action Approvals

Significant work is being done by the Plan of Action review team to reduce the number of undesignated telecommunicators. At the beginning of June, there were over 200. Most of the time this is due to directors not adding separation dates or changing the status to inactive. One more person will be needed on the review team.

There have been 52 plans of action submitted from May 1 to November 1; 35 approved, three denied, and 14 are pending.

#### Course Approvals

From January 1 to November 1, the review team has approved 232 courses, denied ten. They have approved 348 instructors, denied 23.

#### Current Delinquent/Designated Report

As of November 1, there are 414 trainees, 1,716 designated, 13 delinquent, and 78 undesignated telecommunicators listed as active in MiSNAP.

### **H. Public Comment**

There was no public comment.

### **I. Committee Member Comment**

Ms. Collom is resigning from the NTS at the end of the year. She has been on the NTS since 2004, and was instrumental in the creation of the current rules and standards. The members thanked her for the hard work and dedication on the subcommittee, for being a mentor, and helping others understand the history in order to move things forward. After 20 years, Ms. Collom said it is time to

give someone else the opportunity. She has had the opportunity to work with many professionals during her time on the subcommittee and thanked everyone.

**J. Next Meeting**

February 7, 2024, at 10 a.m.  
MSP HQ

**K. Adjourn**

A **MOTION** was made by THOMAS, with support by PLUMB to adjourn. The **MOTION** carried and the meeting adjourned at 10:52 a.m.