

STATE 911 COMMITTEE
911 Training Subcommittee
 April 18, 2023
 Meeting Minutes

Voting Members Present	Representing
Ms. Stephanie Lehman	Barry County Central Dispatch
Ms. Chris Collom	Clinton County Central Dispatch
Ms. Missy Harris	Ingham County 911 Central Dispatch
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. Dave Plumb	Genesee County 911 Authority
Mr. Jason Torrey	Grand Traverse County Central Dispatch
Non-Voting Members Present	Representing
Ms. Joni Harvey	State 911 Office
Ms. Theresa Hart	State 911 Office
Ms. Lyndsay Keith	State 911 Office
Ms. Stacie Hansel	State 911 Office
Voting Members Absent	Representing
Mr. Sam Kalef	Troy Police Department
Ms. Jennifer Robertson	Farmington Hills Police Department
Mr. Jason Hamman	Jackson County Central Dispatch

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 – March 6, 2023

A **MOTION** was made by THOMAS, with support by BAGOS, to approve the minutes of March 6, 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 PLUMB, with support by TERRIAN, to approve the agenda. With no discussion, the **MOTION** carried.

E. Old Business

Training Course Renewals.

There were previous discussions regarding allowing an agency to only renew a course one time. After that, they would need to submit new documentation to make sure course material is up to date. Providers will have the option of keeping the course number or being issued a new one. In case this is approved by the subcommittee, this item was submitted with the last batch of enhancements. After approval, the process for the enhancements to be up and running is approximately five to six months.

As the training providers will need notice of the procedure change, and any internal policies will need to be updated, this item will be tabled under old business.

F. New Business

Training Provider Instructor Issues

There have been issues with Priority Dispatch switching course instructors at the last minute with an instructor who is not SNC approved. Ms. Hart suggested for every instructor they have for a course they enter all instructors. This way they would be covered for any last-minute changes.

Ms. Lehman, Ms. Collom, and Ms. Hart will schedule a virtual meeting with Mr. John Stones to discuss the ongoing issues.

For the future enhancement list, it was suggested to have some way to highlight what courses or instructors the review team members have already voted on. This would be especially helpful when there are many instructors submitted as the system currently does not show which ones the member has already done in the list.

Online Training Approval

During the pandemic, training providers were allowed to teach a virtual course under their classroom approval number without being required to submit for a new course number. Rather than falling under this temporary process, it needs to be reviewed if it is to become a permanent process. This item will be tabled for now as more work is done.

A future enhancement suggested was allowing training providers to choose more than one option (online, classroom) or add another checkbox for a 'both' option.

G. Public Comment

There was no public comment.

H. Next Meeting

August 16, 2023, at 10 a.m.
Macomb County Sheriff's Office

I. Adjourn

The meeting adjourned at 10:36 a.m.