

STATE 911 COMMITTEE
911 Training Subcommittee
February 7, 2024
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
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
Mr. Jason Torrey	Grand Traverse County Central Dispatch
Non-Voting Members Present	Representing
Ms. Lyndsay Keith	State 911 Office
Ms. Cindy Homant	State 911 Office
Ms. Stacie Hansel	State 911 Office
Voting Members Absent	Representing
Ms. Jennifer Robertson	Farmington Hills Police Department

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

A **MOTION** was made by KALEF, with support by SMITH, to approve the minutes of November 8, 2023. With no discussion, the **MOTION** carried.

D. Call for Additions to the Agenda

There were no additions to the agenda.

E. Old Business

There was no old business.

F. New Business

Review of Applications

Ms. Keith went through all information to be reviewed on the applications. Due to some issues in MiSNAP with hire and separation dates, PSAPs may need to be contacted during the application review to confirm dates and total number of hours.

There were many PSAPs that reached out requesting a special accommodation or exemption. If the button was not clicked to submit the application, then it was not submitted. The process needs to be the same for everyone. If the application was not submitted, it is considered a denial and the PSAP

can then decide if they wish to appeal that decision. A reminder email did go out which stated the deadline date. The date was also on the original email and the application instructions. A reminder email is nice to have, but it is not a requirement. There is a process in place and the subcommittee will follow the process.

In addition to having issues getting external approvers to create an account and sign the application, many PSAPs did not have their personnel entered in MiSNAP. It is a statutory requirement to have three signatures on the application. Many of the employees not entered had a hire date at the beginning of 2023 and had never created an account.

A suggestion was made to include a caveat in the denial letter that the individual responsible for submitting the application be present for the appeal.

Training Fund Application Review

After review of all applications, there was a total of 93 PSAPs approved, 27 denied, and 19 that did not apply. There was a total of 1,442 FTEs approved with 382 denied.

A **MOTION** was made by PLUMB, with support by BAGOS, to approve 1,442 FTEs. With no discussion, the **MOTION** carried.

Attendance Recording for Courses/Conferences

The State 911 Office received many requests to add attendance for conferences that were not submitted in MiSNAP. Additionally, there are a couple training providers wanting to have the PSAPs or State 911 Office enter attendance for their courses in MiSNAP.

Individuals stated they were in attendance every day; individuals contacted the State 911 Office, Ms. Lehman and Ms. Collom wanting them to hear an attendance appeal and have the provider give them credit. The NTS cannot tell training providers to give credit.

There is a process in place where training providers are required to enter attendance. If they do not adhere to the policy, then they will not receive SNC-approval. All providers acknowledge part of the approval process is to enter all attendance as stated in the Training Provider Policy. There are no appeals on attendance, no margin of error that is accounted for regarding attendance. If an attendee has an issue, they need to go to the training provider.

If an attendee is in five of the six hours of training, they will not receive credit for that day. A training provider submits, and is given approval, for a specified number of training hours.

G. Standing Agenda Items

Plans of Action Approvals

There have been four plans submitted since January 1.

Course Approvals

There have been 23 approved courses with no denials, and 99 approved instructors with no denials.

Delinquent/Undesignated Report

There are eight delinquent and 62 undesignated telecommunicators.

H. Public Comment

There was no public comment.

I. Committee Member Comment

The time of the May NTS meeting will be moved to 10:30 a.m. instead of 10 a.m. to accommodate the schedule of the APCO NENA conference.

A **MOTION** was made by BAGOS, with support by TERRIAN, to change the start time of the May 21 meeting to 10:30 a.m. With no discussion, the **MOTION** carried.

J. Next Meeting

February 21, 2024, at 10 a.m.
MSP HQ

K. Adjourn

The meeting adjourned at 3 p.m.