

# MICHIGAN TRUCK SAFETY COMMISSION **MTSC**

7150 Harris Drive, Dimondale, Michigan 48821

Monday, April 18, 2022  
Meeting Minutes

## Commissioners Present

Capt. Rick Arnold  
Jeremy Burleson  
Randy Coplin  
John Harris  
Carol Heinowski  
Brian Hitchcock  
Kim Kelly  
Jeffrey Lee

## OHSP Staff

Kimberlee Kenyon  
Charlotte Kilvington (virtual)  
Alicia Sledge (virtual)

## Guests

None

## Commissioners Absent

Jeremy Worm (virtual)

## ROLL CALL

The Michigan Truck Safety Commission meeting was called to order at 1:28 p.m.

## DISCUSSION ITEMS

Commissioners discussed the Skid Pad Request for Proposal (RFP) to revise the language and due dates as follows.

- RFP due June 17, 2022
- Task #1: The grantee shall execute and manage the defensive driving/skill pad course no later than July 1, 2023 and continue until the end of the grant year.
- Task #2: The grantee shall provide a copy of its **draft** training classroom curriculum and drive track activities, and a **draft** student evaluation form for the Office of Highway Safety Planning (OHSP) and the MTSC to review by November 4, 2022.
- Task #3: The grantee shall provide the **final** training classroom curriculum and drive track activities and student evaluation form to the OHSP and MTSC by December 2, 2022.
- Task #4: The grantee shall track monthly student ratings of the course and maintain an overall 85 percent positive rating for student evaluations of the class no later than July 1, 2023 and continue thereafter.
- Delete Task #5

## ACTION ITEMS

### A. Approve Skid Pad RFP

Mr. Lee motioned to approve the Skid Pad RFP as discussed; Mr. Coplin seconded the motion. All ayes.  
Mr. Hitchcock abstained. Motion passed.

### B. Waive MTSC 3-week Bylaw

Ms. Heinowski motioned to waive the MTSC 3-week bylaw; Mr. Harris seconded the motion. All ayes.  
Motion passed.

## PUBLIC COMMENTS

None

## ADJOURNMENT

Mr. Lee motioned to adjourn the meeting; Captain Arnold seconded the motion. All ayes  
Meeting adjourned at 2:14 p.m.

## NEXT MEETING

Wednesday, May 11, 2022 at 9 a.m. - Michigan State Police Headquarters