

**STATE 911 COMMITTEE**  
**911 Training Subcommittee**  
February 17, 2021  
Meeting Minutes

<b>Voting Members Present</b>	<b>Representing</b>	<b>Attending Remotely</b>
Chief Mark Barnes	Oshtemo Township Fire Department	Oshtemo Twp., Kalamazoo Co.
Lt. David Aungst	Lenawee County Sheriff's Office	Adrian
Ms. Kimberly Grafton	Calhoun Co Consolidated Dispatch	Marshall, Calhoun County
Ms. Melissa Harris	Ingham County 911 Central Dispatch	Lansing, Ingham County
Mr. Sam Kalef	Troy Police Department	Troy, Oakland County
Ms. Tammy Smith	Ottawa County Central Dispatch	West Olive, Ottawa County
Mr. Jeff Troyer	Kalamazoo Co Consolidated Dispatch	Centerville, St. Joseph County
Ms. Cherie Bartram	SERESA	Roseville, Macomb County
Ms. Christine Collom	Clinton County Central Dispatch	Clinton County
Ms. Jennifer Robertson	Farmington Hills Police Department	Farmington Hills, Oakland Co.
Ms. Amy Thomas	Montcalm County Central Dispatch	
Ms. Elizabeth Bagos	Macomb County Sheriff's Office	Mt. Clemens, Macomb County
<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>	
Mr. Brian McEachern	Negaunee Regional Comm Center	

**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—February 10, 2021**

A **MOTION** was made by Ms. Jennifer Robertson, with support by Lt. David Aungst, to accept the meeting minutes of February 10, 2021, as presented. With no discussion, the **MOTION** carried.

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

None.

**E. Old Business**

None.

**F. New Business**

Training Fund Application Appeals

1. Rochester Police Department

Lieutenant Harper represented the agency for the appeal, and apologized for the late submission. All the paperwork was completed on time, it was only a matter of getting the final signatures submitted. The application cannot be submitted until all three signatures are

secured. The application was signed and submitted on February 9 after Lieutenant Harper received a call from Mr. Kalef and an email from Ms. Hart.

It was asked if the primary reason for the initial denial was due to fact the external authorizers had not signed, and if the PSAP administrator's signature was executed prior to the deadline. After looking in MiSNAP, all three signatures were entered February 8.

A **MOTION** was made by Mr. Sam Kalef, with support by Ms. Elizabeth Bagos, to accept the appeal and provide the approved FTE count to Rochester Police Department, pending their acknowledgement that a delay in gathering signatures is what caused the application to be late. With no further discussion, a roll call vote was taken:

Voting Member	Yes	No	Abstain
Chief Mark Barnes	X		
Lt. David Aungst	X		
Ms. Kimberly Grafton	X		
Ms. Melissa Harris	X		
Mr. Sam Kalef	X		
Ms. Tammy Smith	X		
Mr. Jeff Troyer	X		
Ms. Cherie Bartram	X		
Ms. Christine Collom	X		
Ms. Elizabeth Bagos	X		

With a unanimous vote, the **MOTION** carried.

In the appeal documentation submitted by Lieutenant Harper, he also submitted an issue regarding a training provider not entering training. As an online training provider, Virtual Academy has up to 30 days to enter training into MiSNAP. The provider recently went through a transition of the person entering the training. As that individual has now received training on how to enter the information, the training information should be entered on time going forward. If there are still issues, Ms. Hart has asked Lieutenant Harper to let her know so she may contact the provider directly.

2. Detroit Emergency Telephone District

Ms. Eugenia Cook represented the agency for the appeal. Ms. Cook stated she submitted the application before the deadline; however, the application cannot be submitted without obtaining all three signatures. One of the approvers contacted Ms. Cook after the deadline asking for instructions, which was provided to him. The following Monday, February 1, Ms. Cook submitted the application.

In looking through the appeal documentation Ms. Cook submitted, Ms. Bartram stated it appears Ms. Cook did everything she could to obtain the required signatures.

A **MOTION** was made by Ms. Cherie Bartram, with support by Ms. Kimberly Graton, to approve the appeal. With no further discussion, a roll call vote was taken:

Voting Member	Yes	No	Abstain
Chief Mark Barnes	X		
Lt. David Aungst	X		
Ms. Kimberly Grafton	X		
Ms. Melissa Harris	X		
Mr. Sam Kalef	X		
Ms. Tammy Smith	X		
Mr. Jeff Troyer	X		

Voting Member	Yes	No	Abstain
Ms. Cherie Bartram	X		
Ms. Christine Collom	X		
Ms. Jennifer Robertson	X		
Ms. Elizabeth Bagos	X		

With a unanimous vote, the **MOTION** carried.

3. Ogemaw County Emergency Dispatch Authority

Ms. Jessie Lowell represented the agency for the appeal. She received the emails regarding confirming staff training was updated in MiSNAP, and got that accomplished. She is a new director and did not realize three signatures were required for the application. When it was realized additional signatures were needed, the information was sent to the board members. One signed immediately and the other contacted Ms. Lowell on February 8 for instructions. Ms. Lowell submitted the application the same day. Everything was completed by February 1 except for the final signature.

A **MOTION** was made by Mr. Jeff Troyer, with support by Ms. Tammy Smith, to approve the appeal for Ogemaw County. With no further discussion, a roll call vote was taken:

Voting Member	Yes	No	Abstain
Chief Mark Barnes	X		
Lt. David Aungst	X		
Ms. Kimberly Grafton	X		
Ms. Melissa Harris	X		
Mr. Sam Kalef	X		
Ms. Tammy Smith	X		
Mr. Jeff Troyer	X		
Ms. Cherie Bartram	X		
Ms. Christine Collom	X		
Ms. Jennifer Robertson	X		
Ms. Amy Thomas	X		
Ms. Elizabeth Bagos	X		

With a unanimous vote, the **MOTION** carried.

4. Alcona County

Ms. Hart stated the review team reduced the FTE count by from seven to six because 2,080 hours were claimed for an employee who only worked part of the year. An email was submitted by the agency stating they had omitted an employee from the FTE count and asked to add them back in. Adding the employee, put the agency back to seven, which was the original number of FTEs requested.

It was asked if the omitted employee was listed in the system. The agency can disassociate someone from their PSAP and then they would not be able to add to their employee list. The system will show original date of hire and training summary, but not separation date.

Mr. Jeff Brackett represented the agency for the appeal. He stated he mistakenly entered an employee as full time who was actually hired mid-year 2020. He also neglected to enter an employee who retired after 26 years and worked full-time until June 2020.

A **MOTION** was made by Mr. Jeff Troyer, with support by Ms. Jennifer Robertson, to adjust the Alcona FTE count to seven. With the adjustment, it is recommended someone at the State 911 Office go into MiSNAP and add the retired employee to their record so it can be referenced for historical data. With no further discussion, a roll call vote was taken:

<b>Voting Member</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>
Chief Mark Barnes	X		
Lt. David Aungst	X		
Ms. Kimberly Grafton	X		
Ms. Melissa Harris	X		
Mr. Sam Kalef	X		
Ms. Tammy Smith	X		
Mr. Jeff Troyer	X		
Ms. Cherie Bartram	X		
Ms. Christine Collom	X		
Ms. Jennifer Robertson	X		
Ms. Amy Thomas	X		
Ms. Elizabeth Bagos	X		

With a unanimous vote, the **MOTION** carried.

5. Antrim County

Ms. Hart stated the application was not submitted in time for the application review meeting of February 10. Mr. Michael Gank represented the agency for the appeal. Mr. Gank stated he did not confirm signatures were obtained and the deadline was missed. He missed the training and did not understand the application would be submitted in MiSNAP this year.

As the application was only submitted yesterday, February 16, the NTS did not originally review the application, so a review was completed at this time.

It was asked if the NTS has had a situation in the past where an application was not submitted at all. Ms. Hart stated there was one where a signature was not obtained due to the individual being on vacation, so the application was reviewed during the appeals meeting, and it was approved. Mr. Troyer stated in years past, if the NTS has not had the opportunity to review an application, the appeal is denied and it goes before the full State 911 Committee if the agency chooses.

Ms. Stephens later stated the review team did review the application as it was in the system even though it was not submitted. As with the other appeals, this then is just a case of not having the three required signatures.

A **MOTION** was made by Mr. Jeff Troyer, with support by Ms. Elizabeth Bagos, to approve the appeal. With no further discussion, a roll call vote was taken:

<b>Voting Member</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>
Chief Mark Barnes	X		
Lt. David Aungst	X		
Ms. Kimberly Grafton	X		
Ms. Melissa Harris	X		
Mr. Sam Kalef	X		
Ms. Tammy Smith	X		
Mr. Jeff Troyer	X		
Ms. Cherie Bartram	X		
Ms. Christine Collom	X		
Ms. Jennifer Robertson	X		
Ms. Amy Thomas	X		
Ms. Elizabeth Bagos	X		

With a unanimous vote, the **MOTION** carried.

The NTS had discussions and gave suggestions throughout the meeting.

While it can be frustrating relying on others to sign the applications, the subcommittee suggested starting the process earlier in order to meet the deadlines.

While it is the responsibility of the director or training coordinator to make sure the application is completed in full and submitted, a common theme of the appeals heard today was external approvers causing the delay. It was suggested an invite to future appeal meetings be sent to those individuals to explain the delay instead of putting it on the director. However, it is the agency's choice of who they wish to send to appeal. On the other side, it was stated that in the old system it was the responsibility of the PSAP director as they took a paper form around to collect signatures. This year, many directors went in person to their external approvers to walk them through the process.

This is a unique year as it is the first year with applications in MiSNAP. With any other type of grant process, if an external approver is required to sign, and it is not completed and submitted by the deadline, there is no appeal process, and the application is not even considered. There is training available in MiSNAP to walk directors through the system and the application process. Moving forward, the review and appeal process may need to be different as it was lenient this year. The members felt completing the application in full and submitting before the deadline needs to be made a priority in order to receive funds.

It was asked if the person submitting the application receives a notification to know everything has been submitted. The submit button will not even show up if all three signatures are not entered. On the suggestion of the NTS, Ms. Hart stated she can ask the programmers if a message can be created to notify the agency the application has not been submitted and they have a certain amount of days to do so. However, the directors are able to log in to MiSNAP and see if the signatures are entered. There is a status button which shows the application as "pending" until submitted. The dashboard page will also show a notification when the application has been submitted. Essentially, the directors should be following up as they are the only ones who can submit the application and are not able to do so until all the external authorizers have signed.

When appeal letters are sent informing the agency of approval, it was suggested non-present setting language should be included regarding the discussions today. Agencies will be put on notice that they are aware they need to obtain three signatures in order to submit the application before the deadline. This is a grant application to receive funds.

A **MOTION** was made by Lt. David Aungst, with support by Ms. Tammy Smith, to approve 1,930 FTEs. With no discussion, a roll call vote was taken:

Voting Member	Yes	No	Abstain
Chief Mark Barnes	X		
Lt. David Aungst	X		
Ms. Kimberly Grafton	X		
Ms. Melissa Harris	X		
Mr. Sam Kalef	X		
Ms. Tammy Smith	X		
Mr. Jeff Troyer	X		
Ms. Cherie Bartram	X		
Ms. Christine Collom	X		
Ms. Jennifer Robertson	X		
Ms. Amy Thomas	X		
Ms. Elizabeth Bagos	X		

With a unanimous vote, the **MOTION** carried.

**G. Public Comment**

None.

**H. Next Meeting**

May 19, 2021—10 a.m.

As of right now, March 31 is the deadline for open meetings to remain virtual. If this is not extended, an in-person meeting will be scheduled at a location other than Michigan State Police headquarters.

**I. Adjourn**

A **MOTION** was made by Ms. Cherie Bartram, with support by Lt. David Aungst, to adjourn. The meeting adjourned at 11:20 a.m.