

## 2017 Marine Academy Requirements and Policies

On behalf of the Ottawa County Sheriff Office, the Michigan Sheriffs' Association and the Department of Natural Resources, I want to welcome you to the 2017 State Marine Academy. The academy will be held from Monday, May 1, through Friday, May 5, 2017 at the Ottawa County Sheriff Office Headquarters Building at 12220 Fillmore Road, West Olive, Michigan commencing in the Main Conference room. We will be going to Yacht Basin Marina, 1862 Ottawa Beach Rd., Holland, MI 49424 and the Holland Aquatic Center, 550 Maple Ave., Holland, MI 49423 for offsite training during the last two days of the week.

The Marine Academy training is only one week long so in order to get the most out of our time we are requiring you to complete the following prior to attending:

1. **Read and study the Marine Safety Act contained in this web site:**

[www.michigan.gov/legrants](http://www.michigan.gov/legrants)

This site was created and designed by the DNR to provide a "one stop" portal for county agencies to make it easier to access laws and grant programs. The site was designed by the DNR to serve the relationship that exists between the counties and the State related to the various law enforcement programs.

Once at this site each student must review: Marine Safety Part 801, Personal Watercraft Part 802, Watercraft Titling Part 803, Charter and Livery Boat Safety, Recreational Trespass, Littering, and all readings under the heading of Administrative Rules. This is a great site to get to know and become familiar with.

2. **Also, study and *complete* the Michigan Boater Education Course.** Your department should be able to provide you with the study material for this course or you can complete it online. Upon completion of the course you will be issued a Boater Safety Certificate. *Bring your Boater Safety Certificate* to class. If you wish to become a Boater Safety Instructor with the DNR, the application will be available on the last day of class providing you have completed and passed all the requirements of the Academy and present your valid Boater Safety Certificate.

### **Motel Accommodations:**

A block of rooms have been reserved at the **Holiday Inn Express Holland**, 12381 Felch St., Holland, MI 49424. Contact number to reserve rooms is 616-738-2800. Rooms have been set aside from April 30 – May 4, 2017 at a rate of \$75.00 per room with up to four students sharing a room. This includes a breakfast at the motel. If you need a room for the night of the May 5, 2017 please let them know and the rate may be higher. This cost is tax exempt if you provide Holiday Inn with a copy of your department's tax exemption. Room reservations must be made by April 1, 2017 to assure a room and are to be made under the **State Marine Academy** group reservation.

**Dress:**

Dress will be “dress casual” which is **dress pants and collared shirt (No jeans)** for class room activities.

Take along “work-out clothes” for the Officer Safety Training portion as we will be doing strenuous activities. You will need a *gun belt* and *handcuffs* for the class. No weapon.

For the pool training, you will have to have long pants (dress pants work the best as it is similar to your uniform pants) that will get wet as well as a swim suit and towel.

On Friday, the day that we are doing practical boat handling on the water, you will have to dress for the weather which can be from hot, cold, wet and/or rainy. Also, you will need to bring your own PFD which must be worn at all times when on the dock or a vessel.

**Other Items needed for Training:**

You are also required to bring a department sound meter if your department has them. Also, you will need a PBT instrument for the PBT class if you are planning on attending that training.

**Requirements for graduation:**

You are required to attend each and every class unless you have received an excused absence prior to the class from the class facilitator. You are required to pass the exams. Also, remember “early is on time, on time is late”. This is a 40 hours mandated class so it will run from **8am Monday to 5 pm Friday** to complete the state required 40 hours. If driving back after 5pm on Friday is a hardship please make arrangements to stay overnight.

**Exams:**

There will be an exam each day over the previous day’s material. There will be a final exam on the last day of class which you must pass for class completion. There will also be other exams throughout the week as required by the individual instructors.

Sgt. Keith Koeman (retired)  
State Marine Academy Facilitator  
Email: Kalan52@hotmail.com

To: Pamela Keating, MSA

January 12, 2017

From: Keith Koeman, MSA/DNR 2017 State Marine Academy Facilitator

Good Morning Kelsey,

I have submitted budget numbers for the 2017 MSA/DNR State Marine Grant to the Ottawa County Sheriff Office and they have submitted the grant request to the DNR. We have already secured facilities, instructors, rooms, meals, printing, etc. I have reserved a block of motel rooms at the Holiday Inn Express in Holland. I will attach a copy of the motel contract and the contact number for the Holiday Inn.

We have set May 1 to May 5, 2017 as the dates for the MSA/DNR State Marine Academy. We again want to know if other departments have instructors who believe they have something to contribute to either the current curriculum or have new ideas to incorporate into the academy.

I am hoping that you, at MSA, can ask that question to every department in the state that currently has or is going to have a marine unit. We want to continue to improve the quality of instructors, the professionalism of the marine units and applicability of content in the MSA/DNR State Marine Academy.

I believe we have a great program currently, given that we only have one week to make law enforcement deputies out of civilians, but we also know we can improve and want to continually review and embrace new ideas.

I will attach the current training topics with this letter so you and other departments know what we are currently covering in the academy as well as the requirements for students to attend.

Thank you for all you do and for your time and effort into making this academy the best that it can be.

Keith Koeman  
Facilitator

PS Also, please remind Director Blaine Koops that he **must** address the Marine Academy class on the first day at 8am. He will also be signing the Certificates of Completion for the students on that morning. Let him know that I really do so appreciate him.

## GROUP SALES CONTRACT

**Holiday Inn Express Holland**  
**12381 Felch**  
**Holland, MI 49424**  
**616-738-2800**

Group Name: State Marine Academy 2017

Address:

Group Telephone: Keith:

Email: [kalan52@hotmail.com](mailto:kalan52@hotmail.com)

Event Dates: April 30, May 1, 2,3,4,, Depart: May 5, 2016

**GUEST ROOM ACCOMMODATIONS** We are presently holding the following block of rooms for your use:

DAYS OF WEEK	SUN	MON	TUE	WED	THU	FRI	SAT		TOTAL
DATE									
Single-King-									
TQNN	30	30	30	30	30				
TWEN and TWBN-handi cap									
Total Sleeping Rooms	30	30	30	30	30				

### **GUEST ROOM RATES**

The Hotel is pleased to offer the following special confirmed rates for your group:

\$75.00 plus 11% tax per room per night				
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The above rates are subject to tax which is 11% per room per night and subject to change without notice. Please have those attending the event call the hotel direct at 616-738-2800 and ask for arrival date and name of the block. Those attending the event must call by April 1, 2017. After that time, the rooms are dropped and gone back into inventory. Thank you for booking the Holiday Inn Express of Holland.

Accept by: \_\_\_\_\_ Hotel Contact: LV \_\_\_\_\_