

ETSC CERTIFICATION SUBCOMMITTEE
Tuesday May 3, 2005
Meeting Minutes

PRESENT: John Bawol, Bill Charon, James Fyvie, Suzan Hensel, Jim Loeper, Dan Loftus, Harriet Miller-Brown, Leonard Norman, Charles Nystrom

ABSENT: Sheriff Dale Gribler, Christina Russell

Chair Charon called the meeting to order at 10:05 a.m.

I. Approval of March 15, 2005 meeting minutes – A **MOTION** to approve minutes by Mr. Bawol, supported by Mr. Fyvie, the **MOTION** carried.

Additions to the agenda – none

II. Old Business

A. Compliance Reviews –

1. Antrim County Review – The ETSC did not approve the Antrim County report presented at the March meeting as there were questions regarding Antrim's 9-1-1 plan. The issue at ETSC was about the requirement that a firefighter is to be included in Emergency Telephone Service Board if the plan had been approved or reopened after a certain date. Ms. Miller-Brown discussed this with the Attorney General's office and is waiting for their opinion. However, Antrim County put their county plan into effect in June 1994. It was opened and amended in 2001 to increase the membership from 7 to 9, but they did not add a firefighter at that time. The statute requires that a 9-1-1 consolidated dispatch formed after March 2, 1994 must have a firefighter on the board. Since Antrim County formed its consolidated dispatch in June 1994, the statute is applicable. The Certification Subcommittee plans to take this information back to the ETSC for approval of the Compliance Review report.

Macomb County PSAP – Ms. Miller-Brown received a call from Macomb County's corporate counsel. The Mt. Clemens police department is dissolving their PSAP and will be merging with the Macomb County Sheriff Dept. Ms. Miller-Brown recommended to Macomb County that a PSAP change of this nature was not appropriate for Administrative Findings. It is her opinion that the plan be opened to adopt the county's PSAP's changes.

2. Leelanau County – Mr. Bawol and Ms. Miller-Brown recently visited Leelanau County in preparation for the upcoming Compliance Review. They met with Tom Skowronski and their county treasurer, clerk and auditor. During that visit, they reviewed the financial information and noticed that funds are not kept in separate accounts and that Leelanau County is paying for all expenses with general fund monies. It was recommended that Leelanau County establish separate accounts which they are working on currently. Their financial information is due in the State 9-1-1 Administrators office by the close of business on Thursday May 19, 2005.

3. Isabella County – This is the next county selected for a compliance review. A preliminary letter will be sent to Isabella County from the State 9-1-1 Administrators office describing the procedure and documents needed to begin the review.

The subcommittee discussed the possibility of choosing an additional county to review. The Certification Subcommittee has expanded and the participants have been through enough reviews that the procedure should be easier with each county.

B - Appeal of Unallowable Expenses Policy – Ms. Miller-Brown was asked to draft an Appeals Process for Challenges to Unallowable Expenditures of 9-1-1 Surcharge Funds. This was approved at the March 22, 2005 ETSC meeting. The responsibility of preliminary appeals was moved from the (now dissolved) Wireless Implementation Subcommittee to the Certification Subcommittee.

III. New Business

Certification Status -

A. Metro Area– In the process of reviewing training fund monies, Metro came to Ms. Miller-Brown's attention when processing the documents for applications for training fund monies. A number of circumstances have caused calls to be routed to Metro as Phase 0 such as MSC default's, circuit overloads etc. It was discovered that several PSAPs may have not fully deployed to Phase I. The State 9-1-1 Administrator's office has sent out a letter to Macomb, Oakland, and the four Wayne County service districts asking for additional Phase I/Phase II information on their PSAPs. CWW is currently in the process of deploying by carriers district-wide not by PSAP. CEW, Downriver and Detroit have deployed differently. Each PSAP is to send their report to State 9-1-1 Administrator's office by the close of business on Monday May 9, 2005.

B. Kent – Grand Rapids Police Department (GRPD) and MSP Rockford are currently in the process of deploying Phase I however, during conversations with Ms. Miller-Brown and representatives from two wireless providers, GRPD has delayed their process. She has been in contact with Sprint and Centennial who contacted her asking for assistance in deploying Phase II in Kent County. MSP Rockford is moving ahead with its deployment independent of GRPD. (GRPD confirmed they are Phase I ready in previous communications) The State 9-1-1 Administrators office has sent a letter to GRPD requesting updated Phase I/Phase II information. After discussion, the subcommittee decided that given these circumstances, Kent County should be the next county to under go a compliance review. Mr. Nystrom, Mr. Fyvie, Ms. Miller-Brown and Ms. Hensel were chosen to review this county.

C. Enforcement of Allowable Wireless/Wireline Expenditures Policy – Recently a county from the Upper Peninsula made an inquiry to the Certification Subcommittee regarding the use of 9-1-1 monies to pay for road signs – the subcommittee denied this request and the ETSC updated the policy to reflect that decision. However, some counties believe that since 9-1-1 representatives changed some of the residential addressing, it would be justifiable to pay for address sign expenses with 9-1-1 monies. Following discussion, the subcommittee suggested making the policy more specific with the addition of “addressing implements” as a disallowable expense. The Chair will present to the ETSC at the June meeting for approval.

1. Training Fund Use Compliance Policy – It was requested at the March ETSC meeting that a policy be developed regarding the use of training fund monies. The State 9-1-1 Administrators office has received several forms from PSAPs indicating classes attended that were not MCOLES certified. The policy will outline guidelines in the case of questionable use of training funds monies. Ms. Miller-Brown will update the document with the recommended changes and additions the subcommittee made today and will present to the Dispatcher Training Subcommittee for their review, then to ETSC for their approval.

D. Annual Report/June Certification Mailing – The subcommittee discussed and reviewed forms that will be sent out to the counties and PSAPs requesting information for the upcoming Annual Report to the Legislature and the Annual Certification process. The State 9-1-1 Administrator's office will make the changes suggested and send to the Subcommittee for approval. The mailing will be sent out as a single mailing. The State 9-1-1 Administrator's office is currently working on

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a process where applications and report forms will be located on the web site for completion and submission. Hopefully, it will be in place for the next Dispatcher Training Application process in December 2005.

IV. Call to the Public – none

V. Next Meeting – The next meeting will be held on Tuesday May 24, 2005 at 12:15 p.m. at DeVos Hall in Grand Rapids, Michigan.

The meeting was adjourned at 1:05 p.m.