



STATE OF MICHIGAN

JENNIFER M. GRANHOLM  
GOVERNOR

EMERGENCY TELEPHONE SERVICE COMMITTEE  
EAST LANSING

SHERIFF DALE GRIBLER  
CHAIR

**ETSC MEETING**  
**State Capitol Building**  
**Room 426**  
**Lansing**

**December 14, 2004**  
**10 a.m.**

**MEETING MINUTES**

<b>MEMBERS PRESENT</b>	<b>REPRESENTING</b>
Sheriff Dale Gribler, Chair	Michigan Sheriffs' Association
Ms. Suzan Hensel	National Emergency Number Association
Chief Kay Hoffman	Michigan Association of Chiefs of Police
Mr. William Charon	Michigan Communications Directors Assoc.
Mr. Steve Berenbaum	Telecommunications Association of Michigan
Mr. John Bawol	Assn. of Public Safety Comm. Officials
Mr. Charles Nystrom	Public Member, House Appointee
Tpr. Michael Moorman	Michigan State Police Troopers Association
Undersheriff Jim Hull	Deputy Sheriff's Association
Mr. Hugh Crawford	Michigan Association of Counties
Lt. Col. Thomas Miller, Vice Chair	Department of State Police
Mr. Dale Berry	Michigan Association of Ambulance Services
Mr. John Buczek	Fraternal Order of Police
Mr. Daniel Kearney	Michigan Public Service Commission
Mr. John Hunt	Public Member, Governor's Appointee
Mr. Monty Nye, representing Mr. Paul Hufnagel	Michigan Professional Firefighters Union
Mr. Jim Loeper, representing Mr. Robert Struck	UP Emergency Medical Services Corporation
Mr. Scott Temple	Commercial Mobile Radio Service
Ms. Norene Lind	Dept. of Labor and Economic Growth
<b>MEMBERS ABSENT</b>	<b>REPRESENTING</b>
Chief Paul Trinka	Michigan Association of Fire Chiefs
Mr. Lloyd Fayling	Public Member, Senate Appointee
<b>STAFF SUPPORT</b>	<b>REPRESENTING</b>
Sgt. Matt Bolger	Michigan State Police
Ms. Harriet Miller-Brown	Michigan State Police
Ms. Janet Hengesbach	Michigan State Police

Association of Public Safety Communications Officials • Commercial Mobile Radio Service • Department of Labor and Economic Growth •  
Department of State Police • Deputy Sheriff's Association • Fraternal Order of Police • Michigan Association of Ambulance Services •  
Michigan Association of Chiefs of Police • Michigan Association of Counties • Michigan Communications Directors Association • Michigan Association of Fire Chiefs •  
Michigan Professional Firefighters Union • Michigan Public Service Commission • Michigan Sheriffs' Association • Michigan State Police Troopers Association •  
National Emergency Number Association • Telecommunications Association of Michigan • Upper Peninsula Emergency Medical Services •  
Members of the general public appointed by the Governor, Speaker of the House, and Majority Leader of the Senate

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### ROLL CALL

The Emergency Telephone Service Committee (ETSC) meeting was called to order by Sheriff Dale Gribler at 10 a.m. Roll call was taken and a quorum was present for the meeting.

Sheriff Gribler read a thank you note from Ms. Patricia Coates for flowers she received from the ETSC members upon the recent passing of her husband.

Sheriff Gribler introduced the newest members of the committee, Mr. John Bawol of the Association of Public Safety Communications Officials and Lt. Colonel Thomas Miller, representative of the Michigan State Police (MSP). Due a recent realignment of the MSP, Lt. Col Miller replaces Lt. Col. Peter Munoz as the Michigan State Police representative of this committee.

### APPROVAL OF MINUTES

A **MOTION** was made by Mr. Charles Nystrom to approve the minutes of the September 14, 2004, ETSC meeting. Supported by Ms. Suzan Hensel, the motion carried.

### OLD BUSINESS

None

### NEW BUSINESS

#### A. Election of ETSC Officers for 2005

A **MOTION** was made by Mr. Nystrom to nominate Sheriff Gribler as Chair of the ETSC for 2005. Supported by Ms. Hensel, the motion carried.

A **MOTION** was made by Mr. Nystrom to nominate Mr. William Charon as Vice Chair of the ETSC. Supported by Ms. Hensel. **MOTION** was made by Tpr. Michael Moorman to nominate Lt.Col. Tom Miller as Vice Chair of the ETSC. Supported by Mr. Scott Temple. Following a vote by the ETSC members, Mr. Charon was elected as Vice Chair of the ETSC for 2005.

#### B. Presentation by MCOLES

Mr. Ray Beach of MCOLES discussed initiatives for training of 9-1-1 personnel. He discussed a lack of funding for MCOLES to track the current ETSC dispatcher training fund. They are able to maintain a budget for MCOLES but are looking at what their needs will be in the future. They lack resources to carry out mandates as they have recently been given additional responsibilities. Recently, a four bill package was introduced that would include the development of a public safety training fund which would be derived from a charge in insurance premiums. The goal is to get these bills reintroduced in the next legislative session perhaps around the first part of February 2005. The charge would be levied on all insurance policies except health and life insurance. A similar program is currently operating in the state of Kentucky. Currently, dispatchers were not included in the draft legislation, but if members of the 9-1-1 dispatch system were interested, MCOLES would include them in dialogue. If there is inclusion from this committee, they are invited to a meeting that will be held on Wednesday December 15, 2004 for further dialogue. MCOLES will continue to provide the approval process relative to P.A. Act 32. Chair Gribler recommended that Tpr. Moorman chose 3 individuals from the Dispatcher Training subcommittee and Lt.Col. Miller chose 3 individuals from the Legislative Action Subcommittee to develop a work group for further discussion and recommendations. This work group will work with Mr. John Buczek and meet collectively with representatives from MCOLES.

**C. SBC/Verizon Bills**

Two invoices were submitted to the 9-1-1 Administrative Section for approval from the Michigan Public Service Commission (MPSC). Pursuant to 2003 PA 244, the MPSC is required to make a recommendation for approval, either in whole or part. A **MOTION** was made by Lt. Col. Miller for approval of these invoices. Supported by Undersheriff Jim Hull, the motion carried.

**CMRS SUBCOMMITTEE REPORT**

**A. Review of Invoices**

Lt. Col. Tom Miller noted that ETSC members were provided with copies of the invoices. Support staff had previously removed all information identifying the CMRS suppliers from the documents. Contact was made by support staff with the Department of Treasury representative to confirm the CMRS suppliers are registered with the State of Michigan and that funding has been contributed under the Federal identification numbers provided by the suppliers.

A **MOTION** was made by Lt. Col. Miller to approve payment of **INVOICE 04-0063** in the amount of \$38,769.47. Supported by Undersheriff Hull, the motion carried.

A **MOTION** was made by Lt. Col. Miller to approve payment of **INVOICE 04-0067** in the amount of \$36,793.47. Supported by Mr. Temple, the motion carried.

A **MOTION** was made by Lt. Col. Miller to approve payment of **INVOICE 04-0068B** in the amount of \$10,189,080.00. This invoice was originally submitted for \$10,294,263.00. The Department of Treasury has advised that this supplier has \$1,877,172.54 available. The subcommittee recommends reimbursement at 125% of available funds (\$2,346,465.67). Supported by Mr. Jim Loeper, the motion carried.

A **MOTION** was made by Lt. Col. Miller to approve payment of **INVOICE 04-0064** in the amount of \$18,818.08. Supported by Mr. Temple, the motion carried.

A **MOTION** was made by Lt. Col. Miller to approve payment of **INVOICE 04-0065** in the amount of \$8,250.00, supported by Chief Kay Hoffman, the motion carried.

A **MOTION** was made by Lt. Col. Miller to approve payment of **INVOICE 04-0066** in the amount of \$100,037.72, supported by Undersheriff Hull, the motion carried.

A **MOTION** was made by Lt. Col. Miller to approve payment of **INVOICE 04-0072** in the amount of \$8,250.00, supported by Mr. Temple, the motion carried.

A **MOTION** was made by Lt. Col. Miller to approve payment of **INVOICE 04-0073** in the amount of \$28,663.68, supported by Chief Hoffman, the motion carried.

A **MOTION** was made by Lt. Col. Miller to approve payment of **INVOICE 04-0074** in the amount of \$60,153.32, supported by Chief Hoffman, the motion carried.

A **MOTION** was made by Lt. Col. Miller to approve payment of **INVOICE 04-0075** in the amount of \$51,740.00, supported by Undersheriff Hull, the motion carried.

A **MOTION** was made by Lt. Col. Miller to approve payment of **INVOICE 04-0069** in the amount of 102,915.16, supported by Chief Hoffman, the motion carried.

A **MOTION** was made by Lt. Col. Miller to approve payment of **INVOICE 04-0070** in the amount of \$85,220.55, supported by Mr. Loeper, the motion carried.

A **MOTION** was made by Lt. Col. Miller to approve payment of **INVOICE 04-0071** in the amount of \$93,873.05, supported by Chief Hoffman, the motion carried.

A **MOTION** was made by Lt. Col. Miller to approve payment of **INVOICE 04-0079** in the amount of \$2,691,724.00. This invoice was originally submitted for \$7,871,395.00. Supported by Mr. John Bawol, the motion carried.

A **MOTION** was made by Lt. Col. Miller to approve payment of **INVOICE 04-0076** in the amount of \$149,040.34, supported by Mr. Loeper, the motion carried.

Mr. Dale Berry inquired about a quicker way to approve CMRS invoices. It was explained that today there were a couple of invoices that could possibly have further discussion prior to the ETSC approval. In the future, the CMRS invoices will be presented and approved in a collective manner when possible.

#### **B. On-Star opt out**

On-Star notified the Treasury Department that they will not seek reimbursement and is opting out of the CMRS fund. Mr. Mike Ortis from the Attorney General's office explained to the committee since they sent their letter of notification past the due date, he knows of no repercussions for this action. On-Star will continue to contribute .29 per customer to the CMRS fund. Mr. Temple inquired if the reseller was going to be addressed. Ms. Harriet Miller-Brown advised that was added to the list of upcoming Legislative Action Subcommittee issues.

### **CALL MANAGEMENT SUBCOMMITTEE REPORT**

Tpr. Michael Moorman briefly discussed the draft Call Management policy. It was sent out previously to subcommittee members. He would like the ETSC members to review this document and contact him with comments as he would to have it voted on at the March ETSC meeting.

### **LEGISLATIVE ACTION SUBCOMMITTEE REPORT**

#### **A. Update on Draft Position Paper**

Ms. Miller-Brown informed the ETSC there are two new members of the Legislative Action Subcommittee (LAS), Ms. Pam Matelski of Mackinac County and Mr. Joe VanOosterhout of Marquette County. Mr. James Loeper of Gogebic County has also been named as a voting alternate to Ms. Matelski and Mr. VanOosterhout.

Ms. Miller-Brown advised the committee that the draft Position Paper is complete. This document does not spell out a funding source. Rather, LAS members would like to use this as an invitation for the legislature to take a look at funding in Michigan. The next LAS meeting is scheduled for Wednesday January 19, 2005. If the document is approved, the LAS members will begin to set strategies for the next legislative session. A **MOTION** was made by Mr. Berry to approve the draft Position Paper as it is written. Supported by Ms. Hensel, the motion carried.

#### **B. Review of Senate Bill No. 1267 and 1339**

Sgt. Matt Bolger notified the ETSC that Senate Bill 1339 (in regards to Multi-line telephone systems) has expired as the 2004 Legislative session is over. The Legislative Action Subcommittee wants to see reintroduction of the bill with some changes in the next session slated to begin in January 2005.

Sgt. Bolger briefly reviewed Senate bill 1267. This bill covers reverse 9-1-1 and public safety agency access to the 9-1-1 database for emergency situations. He reviewed the changes that

were made in the language in sections 317 and 602. Sgt. Bolger said the bill will be presented to the Governor in the next week or two and he expects she will approve and sign.

#### POLICY SUBCOMMITTEE REPORT

The Policy Committee met in October and also held a short meeting today prior to today's ETSC meeting. They would like to recommend to the ETSC members a proposed amendment to the ETSC by-laws which will read: "The State E9-1-1 Coordinator is a non-voting member of all subcommittees of the E.T.S.C." A **MOTION** was made by Mr. Berry to add the proposed amendment to the current ETSC bylaws. Supported by Mr. Nystrom, the motion carried.

The subcommittee discussed the ETSC conflict of interest policy. In researching, the committee is subject to the State Ethics Act. A standard of conduct for public office and employees already exists. The subcommittee decided to recommend the State Ethics act be distributed to the members to be guided by this act. This act is not in today's packets but will be distributed to members.

Mr. Berry briefly discussed the creation of an Executive Committee. It was agreed that some type of committee would be helpful. Especially with a State 9-1-1 Coordinator in place, more and more issues will be coming up. The committee will revisit this idea and come up with a proposal for the ETSC members that will give the chair to the ETSC the advice he/she will need without affecting the policy setting powers of the ETSC. The next Policy Subcommittee meeting will be Wednesday January 5, 2005 by conference call. Please email comments to Mr. Berry.

#### CERTIFICATION SUBCOMMITTEE REPORT

Mr. William Charon discussed the mailing of the 6<sup>th</sup> year certification. This year, the main packet went to the district or county commissioners asking they appoint one person to complete one form per county. The PSAP's received a memo and the county cover letter advising them of this action.

According to the criteria set forth in the statute, all 83 counties are eligible to receive funding. A **MOTION** was made by Mr. Charon to certify all 83 counties for distribution of first quarter distribution of funds contingent upon the 6<sup>th</sup> year Certification materials being received at the State 9-1-1 Administrative office by January 31, 2005. Supported by Mr. Charles Nystrom, the motion carried.

Regarding the compliance reviews, last year the ETSC adopted a policy regarding compliance reviews, the committee has recently reviewed this policy. They have recommended change in some of the language in the compliance review process as to not sound so harsh. Mr. Charon reviewed the recommended language changes to the ETSC and gave examples of times that the county would request Compliance reviews.

A **MOTION** was made by Mr. Charon to approve the new language in P.A. 32 Compliance Review. Supported by Mr. Nystrom, the motion carried.

Mr. Andrew Goldberger asked who would reimburse the Compliance team members for mileage, meals and lodging when visiting the different counties. Sheriff Gribler noted this is an upcoming item on today's agenda.

Mr. Charon advised that he has received a request for a compliance review from Leelanau County. They have operating under the sheriff department, but have recently moved to an independent operation. Mr. Charon is requesting approval for review of this county.

A **MOTION** was made by Mr. Charon for approval of the request from Leelanau County for a Compliance review. Supported by Mr. Loeper, the motion carried.

Mr. Charon briefly discussed the upcoming on site review of Antrim County, which will take place on Tuesday, December 15, 2004.

At the September 2004 ETSC meeting, the Certification committee was asked to draft a policy for reimbursement of expenses for Compliance Team members. That draft policy was included in the committee's packets. It would adhere to the State of Michigan travel policy for state employees. The reimbursement for these expenses would be paid from the 9-1-1 Administrative Section. Mr. Charon is recommending adoption of this draft policy.

A **MOTION** was made by Mr. Charon to adopt the Reimbursement of Expenses for Compliance Team members policy.

Ms. Hensel asked if one is representing an agency that is able to support a compliance review such as NENA, would it be expected that NENA funds be used first to reimburse the expenses of the Compliance Team then use this policy as a secondary resource. Mr. Charon agreed and confirmed if an organization can afford to reimburse for this expense. Mr. Berry noted the heading of this policy needs to be changed to indicate members of the Certification Subcommittee.

Supported by Mr. Nystrom, the motion carried.

Mr. Charon briefly discussed Allowable/Disallowable expenses for 9-1-1 surcharge expenses. He recently received a letter from Mackinac County inquiring if time spent at the township hall relaying emergency messages to the dispatch center be considered as allowable expense. The subcommittee determined this is a disallowable expense. He also received a letter from Schoolcraft County asking if 9-1-1 funds can be used to establish and maintain road signs. The subcommittee believed that addressing is the responsibility of the county and should be designated as a disallowable expense. It was directed that the State 9-1-1 Administrators office was to notify Mackinac & Schoolcraft counties of the Subcommittees decision regarding these requests.

Mr. Temple inquired as to the Certification Subcommittee now reviewing Allowable/Disallowable expenses. There was some discussion about the expense list but the responsibility of the expenditure has gradually been moved to the Certification Subcommittee.

Mr. Berry asked about the charge of each subcommittee. Ms. Miller-Brown explained this information is currently listed on the ETSC website along with an updated list of subcommittee chairs and members.

A **MOTION** was made by Mr. Charon to add Road Signs as a Disallowable Expense and to make the list applicable to wireless and wireline surcharge funds. Supported by Mr. Nystrom, the motion carried.

#### WIRELESS IMPLEMENTATION SUBCOMMITTEE REPORT

In today's packet was an email from Chair Lloyd Fayling recommending to the ETSC that the name be changed to Emerging Technology subcommittee. A **MOTION** was made by Mr. Loeper to change the name of the Wireless Implementation Subcommittee to Emerging Technology subcommittee. Supported by Mr. Bawol, motion carried.

### **DISPATCHER TRAINING SUBCOMMITTEE REPORT**

Tpr. Moorman reviewed the November 2004 distribution which amounted to \$ 333,551.00. This is \$192.81 per dispatcher. The 2005 Dispatcher Training Fund mailing went out on December 6, 2004. The only changes on this years form were on ETSC Form 101 in which a request for PSAP email address has been requested. The forms are due back to the 9-1-1 Administrative Office by 4:00 p.m. on Friday February 11, 2005 to register for funds according to P.A. Act 32 of 1986.

The next Dispatcher Training Subcommittee meeting will be held on Friday February 18, 2005 at 10:00 a.m. at the MSP Troopers Association building in East Lansing, Michigan.

Mr. Jim Loeper inquired about broadcasting the meetings by teleconference throughout the state. Currently the 9-1-1 Administrative Office is investigating this possibility.

### **STATE 9-1-1 ADMINISTRATORS REPORT**

Ms. Harriet Miller-Brown reviewed the activities that her office has been working on since its inception in August 2004. In addition to the issues that have been on this agenda, she briefly discussed the recent audits of Neguane, Alger and Delta counties relative to the 3-cent fund. She has also had a meeting in Baraga in reference to E9-1-1 and will be returning to that area in January. She is working on a format for Regional meetings of the State 9-1-1 Administrative office. Members of the 9-1-1 community could participate in issues of interest during these meetings. The 6<sup>th</sup> year Certification packets were mailed to County Commissioners and are to be completed and returned to 9-1-1 Administrative office by Monday January 31, 2005. Ms. Miller-Brown has been invited to attend the national NENA conference in Washington DC in February 2005. She also reminded members to visit the updated ETSC web site. It is a work-in-progress so if there is any information that needs to be updated or corrected, email the 9-1-1 Administrative office so it can be corrected. Further information on the activities of the State 9-1-1 Administrative office is contained in the packets.

### **PUBLIC COMMENT**

Mr. James Fyvie offered information regarding meeting to discuss a new source for internet over power lines. It is sponsored by Consumers Energy and uses low frequency over power lines. The meeting will be held on Monday January 10, 2005 and the Delta Township Fire Station in Lansing, Michigan at 7:00 p.m.

Mr. Temple noted there are a few providers that are behind in Phase I deployment. It was discovered in St Joseph County.

Ms. Hensel asked that an update be given about Dobson Communications, who has been lagging behind in Phase II deployment for some counties in Michigan. Ms. Miller-Brown explained that the State 9-1-1 Administrative office helped to coordinate a meeting with a representative from Dobson and the 9-1-1 directors from the counties affected. She added the 9-1-1 directors are not giving this provider another extension in deployment since they have been given one in the past. The 9-1-1 Administrators office cannot file a compliant with the FCC, but can arrange for some dialogue between the carrier and the counties affected. Ms. Miller-Brown has been in contact with this provider regarding the progress they have been making. Mr. Temple offered his assistance in the future with this situation.

Mr. Nystrom wondered if the wireless carriers in the state are Phase II compliant. His county is Phase I and II compliant he thinks. Is there a list of carriers that are compliant? Ms. Miller-Brown advised that there is not one at this time but data is being collected.

Mr. Goldberger asked if Nextel is listed on the ETSC website under wireless/wireline carriers. Ms. Miller-Brown assured him this information is listed and suggested he check under "Nextel West". He also inquired if the SBC/Verizon bills that were previously approved in today's meeting are being paid from the 24M currently in the CMRS fund and what those amounts were (SBC - \$341,570.64, Verizon - \$280,809.35). Ms. Miller-Brown confirmed these invoices will be paid from the CMRS fund. Mr. Goldberger questioned if the forms that are sent out from the 9-1-1 Administrative office could be submitted back in electronic form. Since the documents have already been sent out, that will be a consideration for future forms.

Ms. Pat Coates made a comment regarding the Mackinac County letter sent to Mr. Charon, that one of the primary considerations was a 10-digit number if 9-1-1 was not being used. The 10-digit numbers can often carry distress calls. Mr. Charon assured her that was not part of the consideration.

Sheriff Gribler thanked the NENA representatives for the refreshments at today's meeting.

#### **NEXT MEETING**

The next ETSC meeting is scheduled for March 22, 2005. The location is yet to be determined but will be placed on the ETSC web site when secured. At the March meeting, the locations for the other meetings in 2005 will be discussed.

#### **ADJOURN**

Sheriff Gribler adjourned the meeting at 12:35 p.m.

Approved:

SHERIFF DALE GRIBLER, CHAIR