

**STATE 911 COMMITTEE
Certification Subcommittee**

February 17, 2015
Conference Call
Meeting Minutes

A. Roll Call

The meeting was called to order at 9 a.m. by Chair Rich Feole. Roll call was taken and a quorum was present.

Voting Members Present:

Mr. Rich Feole, Chair
Mr. Greg Clark
Ms. Yvette Collins
Sheriff Dale Gribler
Mr. Gary Johnson
Mr. James Loeper
Mr. Vic Martin
Mr. Chris Izvorski
Mr. Tim Smith
Mr. Philip Bates
Mr. Robert Stewart
Mr. Ray Hasil

Representing:

Calhoun County Consolidated Dispatch Authority
Charlevoix-Cheboygan-Emmet Counties (CCE)
AT&T
SNC/Van Buren County Sheriff's Office
Marquette County Central Dispatch
SNC/Gogebic County
Lapeer County Central Dispatch
Bay County Central Dispatch
Ottawa County 911
INdigital Telecom
Frontier Communications
Mason Oceana 911

Voting Members Absent:

Mr. Barry Nelson
Mr. Ron Bonneau

Representing:

Saginaw County 911 Communications Center Authority
Kent County Dispatch Authority

Non-Voting Members Present:

Ms. Amanda Kennedy
Ms. Theresa Hart
Ms. Stacie Hansel

Representing:

Michigan State Police
Michigan State Police
Michigan State Police

B. Meeting Minutes Approval – December 3, 2014

A **MOTION** was made by Mr. Martin, with support by Mr. Loeper, to accept and approve the meeting minutes of December 3, 2014, as presented. With no further discussion, the **MOTION** carried.

C. Old Business

Dickinson County

Ms. Kennedy stated the review report is ready for approval. Ms. Hart met with the Dispatcher Training Subcommittee (DTS) to discuss collaborating as it relates to the training fund section during county reviews. Issues are coming out regarding money unaccounted for and what enforceability the subcommittees have.

Ms. Hart asked the DTS if there was a minimum amount before an invoice gets sent to the county for pay back. There is no minimum amount; any money unaccounted for must be paid back to the training fund. She stated Dickinson County ended up with a shortage of \$156.06, to which she will send an invoice. If it is not paid back by the November distribution, the amount may be taken out of their distribution money. The report is up-to-date, including the amount owed; however, if anything changes with the amount owed before the SNC meeting, Ms. Kennedy will make the corrections showing the updated information.

Mr. Loeper asked if Dickinson County had anything further to submit or if they were fine with the end result. Mr. Martin stated the DTS decided there needed to be a cut-off date for receiving documentation.

On the Finding and Final Summary section of the report, Mr. Loeper suggested adding a recommendation regarding recordkeeping, having the documentation to back up the training. The review team agreed adding wording to the report regarding tracking and recordkeeping. Ms. Kennedy will add to the report.

Ms. Collins suggested amending the Meeting with Dispatchers section to include "...employed for 17 years" rather than just the number; it read as if that was the person's age rather than length of time employed.

A **MOTION** was made by Mr. Loeper, with support by Mr. Clark, to approve the Dickinson County compliance review report with the changes that have been discussed, and the report be presented at the next State 911 Committee meeting. With no further discussion, the **MOTION** carried.

Ms. Kennedy will forward the updated report to the subcommittee.

Sanilac County

Ms. Kennedy stated the review of Sanilac went smoothly and the training fund documentation was organized.

A few issues noted by the review team was that the director, Ms. Dawn Cubitt, could use assistance as she is in charge of many areas. There were questions regarding the use of their storage room for equipment. Another issue noted was the break room is upstairs and not easily accessible to everyone. Overall, the center is very impressive.

A **MOTION** was made by Mr. Smith, with support by Mr. Martin, to approve the Sanilac County review report as written. With no discussion, the **MOTION** carried.

Roscommon County

The review team met in November. During the course of the review, Mr. Ed Nettle left Roscommon County and Mr. Vance Stringham was added. Ms. Carrie Perialis was the interim director.

The center was very nice. There was positive support from those who attended the question and answer portion. Record keeping problems were identified, and the County Controller appreciated the insights provided by the review team. She (County Controller) made changes to the budget before, during, and most likely after the on-site review to help in the future. Mr. Feole asked if Roscommon County responded regarding the Pro QA. After reviewing the report, Mr. Stringham did not have corrections he wanted made, but if a response is needed regarding the PRO QA, Ms. Kennedy will contact him.

A **MOTION** was made by Mr. Feole, with support by Mr. Clark, to accept the Roscommon County review report as written. With no further discussion, the **MOTION** carried.

Mr. Loeper asked if the county's will get a chance to review the report before going to the SNC. Ms. Kennedy sends a copy to the director when she sends the report to the subcommittee for review. This gives the directors a chance to make corrections and give updates if needed.

D. New Business

The site visit for Saginaw County is scheduled for February 20. Saginaw County has already submitted much of the paperwork, which Ms. Kennedy will be reviewing this week. Mr. Stewart has been going through the numbers and will have some issues to address with the center. Mr. Stewart stated he would have a document to Ms. Kennedy by the end of the day. He asked anyone attending the review take a look at his document as there are issues with the submitted forms. If there are questions, contact Mr. Stewart.

Ms. Kennedy is still collecting e-signatures from the subcommittee. All that is needed is a signature on paper, scanned to her, and she will take care of the rest.

The next county randomly selected for review is Iosco County. The review will be conducted sometime in April.

E. Next Meeting

March 24, 2015. Time will be determined.

F. Adjourn

The meeting adjourned at 9:32 a.m.