

ETSC CERTIFICATION SUBCOMMITTEE

Michigan State Police Headquarters

Recruiting Conference Room

Friday March 9, 2007

Meeting Minutes

PRESENT: John Bawol, Harriet Miller-Brown, Bill Charon, Suzan Hensel, Steve Leese, Vic Martin, Leonard Norman, Charles Nystrom, Christina Russell, Scott Temple, Dale Gribler and James Loeper by conference call

ABSENT: James Fyvie (gave prior notice)

A. Approval of November 30, 2006 meeting minutes

Mr. Nystrom made a **MOTION** to approve the minutes of November 30, 2006, Mr. Bawol supported, the **MOTION** carries.

B. Compliance Review Updates

1. Barry County – The compliance review team found a well run center. Two recommendations were made – performance evaluations on dispatchers on a yearly basis and current policy and procedures should be reviewed and streamlined. Mr. Bawol made a **MOTION** to present the report to the ETSC for final approval following rewrites, Mr. Loeper supported. The **MOTION** carries.
2. Alpena County – Mr. Charon and Ms. Miller-Brown traveled to Alpena County for a 2nd visit to follow up on recommendations made by the team last year. They met with the new director of Alpena County Central Dispatch (ACCD), Mr. Michael Szor, and were also able to confirm that ACCD is Phase II compliant. The dispatchers are able to rebid, conduct mapping, location etc. There was discussion of some of the nearby county 9-1-1 Directors making contact with Mr. Szor to offer him assistance in his new position. Mr. Charon will make that recommendation at the next MCDA meeting.
3. Calhoun County – The compliance review team needs to return to Battle Creek to complete the review. The director has been on sick leave and is expected to return to work on Monday March 19, 2007
4. Newaygo County – Information has been received by the State 9-1-1 office and copies have been forwarded to the team members.

C. Old Business

1. Compliance Review Training Program – This program is for 9-1-1 Directors/Coordinators covering what to expect if their county/center is chosen for compliance review such as how to complete ETSC forms, allowable/disallowable expenses, budgets, etc. The training is scheduled for Thursday April 12, 2007 in Lansing. There is also a possibility the cost of this training may be reduced to encourage more participation.

There was discussion regarding changing the ETSC-101W to request additional information. This request will be noted and discussed further at the next dispatcher training subcommittee meeting.

- D. Certification for 1st qtr Wireless Funds – Mr. Charon made a recommendation that 4th qtr wireless funds for Alpena County be released. The funds were held as the compliance review team could not certify that Alpena County was Phase II compliant. Alpena County is now Phase II compliant. Mr. Nystrom moved to approve, Ms. Hensel supported. The **MOTION** carries.

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Mr. Charon will make a recommendation to the ETSC that all 82 counties plus 4 Wayne County service districts be certified for 1st qtr wireless funds. Mr. Norman moved to approve, Mr. Nystrom supported. The **MOTION** carries.

E. Call to the Public – None

F. Next meeting

Friday May 4, 2007 – Janet will secure a conference room and advise the members

G. Adjourn - The meeting was adjourned at 11:45 a.m.