

**STATE 911 COMMITTEE  
Certification Subcommittee**

February 16, 2016  
Meeting Minutes

**A. Roll Call**

Mass Notification was added as an agenda item under New Business.

The meeting was called to order 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:

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

Voting Members Absent:

Mr. Ron Bonneau

Representing:

Kent County Dispatch Authority

Non-Voting Members Present:

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

Representing:

State 911 Office  
State 911 Office  
State 911 Office

**B. Meeting Minutes Approval – August 27, 2015**

A **MOTION** was made by Mr. Loeper, with support by Mr. Martin, to accept the meeting minutes of August 27, 2015, as presented. With no discussion, the **MOTION** carried.

**C. Old Business**

Saginaw County

Ms. Kennedy received an email and letter from Saginaw County stating their intent to appeal the subcommittee's decision to pay back funds totaling \$1,395 for meetings and conferences attended, and law enforcement membership dues, which fall under disallowable spending. At the time of their appeal notification, Saginaw County sent Ms. Kennedy additional invoices, which brought the new total to \$3,070.82.

Mr. Stewart asked if the subcommittee should be looking at memberships, meetings, and conferences regularly during financial reviews of counties. He asked for clarification if the issue is a training fund or non training fund issue. Ms. Kennedy stated the training fund issues for Saginaw County have already been taken care of. They had some payments distributed as bonuses paid out through the training fund, which should have been categorized as wages. That money was paid back into the training fund. The spending in question for meetings and membership dues was from State 911 and local surcharge fees and is specifically disallowable under the rules.

Mr. Feole asked how the spending was discovered. Ms. Kennedy categorized their spending after Mr. Stewart reviewed their financial documentation. These were the expenses caught during the review that had a red-flag and the expenses were then presented to Mr. Tom McIntyre of Saginaw County. Mr. McIntyre submitted a letter to Ms. Kennedy explaining the justifications for the expense. Some of the items were clarified and became allowed expenses. The current invoice of \$3,070.82 is the remaining items, which falls under disallowable expenses. The subcommittee reviewed and discussed the allowable/disallowable list which specifically states associations not allowed.

Ms. Kennedy stated Saginaw County did review the draft report and made some minimal edits, which she has made. Aside from the appeal, they did not ask for corrections, clarifications, or further edits.

A **MOTION** was made by Mr. Smith, with support by Ms. Collins, to deny the appeal to the original ruling that expenses are disallowable. Discussion followed.

Mr. Stewart asked if the appeal is denied, where the money will come from to pay back. Ms. Kennedy stated Saginaw County was specifically told they could not use state 911 funding to pay back the disallowable amount. One of the questions that came up was if they have tower rentals that generate funding, can they use that. The questionable part that comes into play is the tower sites would have been purchased with 911 funding to begin with. At what point is that separated and called their own revenue versus state 911 revenue. Ms. Kennedy asked Ms. Miller-Brown who responded that it needed to go before the Certification Subcommittee before a final decision was made.

Agreeing to vote on the **MOTION** on the floor before discussing repayment options, the **MOTION** carried.

Mr. Feole asked for input on repayment options, such as FOIA fees, interest would be denied due to being made by 911 fees, and other types of revenue. Mr. Martin thought Saginaw County received a millage to pay for the towers when they were built. Mr. Loeper stated in that case, any revenue would be their own. A millage would need to be verified. Ms. Kennedy stated when looking at millage information, the period of review is limited to the years 2011, 2012, and 2013. Any towers in place before 2011 would not count. Mr. Clark stated even if the tower was purchased with 911 funds, the purpose of building a tower is to enhance communication systems. Beyond that, if Saginaw County can rent tower space to generate extra revenue, the subcommittee should not be deciding how that money is spent, as long as the line item specifies it is tower rent. The subcommittee members agreed. Mr. Feole stated Saginaw County needs to have a way to pay back the expenses and is okay with them using tower revenue to do so.

Ms. Kennedy will draft a letter to Saginaw County advising them of the decision made by the Certification Subcommittee, making sure they understand their rights to appeal to the full State 911 Committee, and when repayment is made, they need to be specific in where the money is coming from. Mr. Feole stated he does not know if the letter needs to specifically tell them tower revenue is eligible, but should at least let them know they cannot use 911 local or state surcharge funds. Mr. Johnson stated the draft report says the funds have to be repaid or it will be taken from a future payment. Mr. Feole stated the distribution comes from surcharge funds, so it is repaying with the same surcharge funds paid for initially. The group stated they would like to see the letter but do not need to see it before it is sent out. The letter will be sent to Saginaw County early next week.

Mr. Loeper asked if the county appeals to the SNC, would it be the March meeting or wait until June. Ms. Kennedy stated the policy reads, "...if the party opposing the question or making the challenge desires to appeal the Certification Subcommittee's decision, an appeal

of the issue may be brought before the entire State 911 Committee for consideration. An advance notice of the appeal is to be made within five business days prior to the State 911 Committee meeting. Any relative documentation is to be provided at that time. The State 911 Committee will review the appeal and rule accordingly by its next regularly quarterly meeting.”

Saginaw County needs to be resolved of all issues before approving the final report.

#### Iron and Gogebic Counties

Ms. Kennedy stated Mr. Steven Gagnea of Iron County has contacted her several times through email explaining why he has not been able to complete requested paperwork. He was given an extension, which was one week ago. Financial documentation was initially received, but there were further questions for follow up which have not been provided. Ms. Hart has received no information regarding the training fund portion.

Ms. Hart stated she initially notified Mr. Gagnea on September 29 she needed the documentation for training funds. He asked for and was granted extensions. The last deadline he requested was February 5, and no information has yet been received. As no policies exist for when counties do not submit information, and this issue has not needed to be addressed in the past, Ms. Hart is asking the subcommittee what the next steps are.

Mr. Stewart suggested following a similar process as with Saginaw County appealing the full SNC; bring the issue before the full SNC and have them vote to compel. Mr. Loeper stated he has talked with Mr. Gagnea several times trying to get him to provide the information. He suggested sending a letter with copies going to the County Administrator and County Chair.

Mr. Feole stated a letter will be drafted, with copies going to the County Administrator and Chair, giving Mr. Gagnea a firm, last deadline and that the next step will be to take before the full SNC for determination.

Ms. Kennedy structured the reports separately as Gogebic County supplied the requested information. Gogebic County's report is almost complete. One of the recommended action items for Gogebic County, which will be discussed in more detail before approval of the report, is to amend the contract with Iron County to include a documented training program for staff and ensure Iron County is providing adequate training for staff, ensuring all active telecommunicators are in compliance with Michigan's emergency 911 service standards of training. Mr. Loeper stated that is in the new contract signed last month.

A draft of Gogebic County's report will be forwarded to the subcommittee in the next week for an email vote in order to be placed on the agenda for the SNC March meeting.

#### Alcona County

Ms. Kennedy stated the review went very well. The review team included Mr. Martin, Mr. Izworski, Mr. Bates, Ms. Collins, and Ms. Kennedy. Ms. Collins and Mr. Izworski were not able to attend. Mr. Martin stated the review team met with the commissioner, along with the director, and expressed the importance of the director attending MCDA, etc. Mr. Bates stated the director is very professional and imparts that professionalism throughout the center.

A **MOTION** was made by Mr. Loeper, with support by Mr. Hasil, to accept the Alcona County compliance review report. With no discussion, the **MOTION** carried.

#### Best Practices Procedure for Document Review

Ms. Kennedy drafted a form so there is a process for handling updates and edits to the Best Practices document. There is also a flowchart explaining who is responsible for what.

Follow up Process for Compliance Reviews

Ms. Kennedy drafted a process to follow up on compliance reviews that have recommended or necessary action items, a timeline, and what action is to be taken.

A **MOTION** was made by Mr. Johnson, with support by Mr. Smith, to accept both forms as presented. With no discussion, the **MOTION** carried.

**D. New Business**

Random Draw for County Review

Genesee County was the next county chosen for review by random draw. The review team includes Ms. Collins, Mr. Smith, Mr. Martin, Mr. Stewart, and Ms. Kennedy.

Mass Notification

Mr. Loeper stated the Upper Peninsula is looking at buying a program for mass notification for the entire Upper Peninsula. There would be recurring costs and he was asked if it is an allowable expense. Mass notification is similar to reverse 911, used to alert the people of potential disasters, notifying the public of shelter and place of anything of concern. In reviewing the allowable/disallowable list, it lists public information and education expense directly contributing to the delivery of 911 service. Mr. Loeper asked the subcommittee if mass notification would fall under that area as an allowable expense. The subcommittee members gave examples of other notification systems that may not be mass notification, but have the same capabilities. The majority of the group felt it would fall under an allowable expense. General discussion followed.

Sheriff Gribler stated when the allowable/disallowable list was created, his recollection is that public information and education expenses was geared more toward educational purposes and not reverse 911. Mr. Feole asked Ms. Kennedy to research and see if the issue has been brought up before. It may need to go to the full SNC if clarification is needed.

Subcommittee Members

Mr. Vance Stringham, the director of Roscommon County, is the newest member to the Certification Subcommittee.

**E. Next Meeting**

TBD

**F. Adjourn**

The meeting adjourned at 3:21 p.m.