

**STATE 911 COMMITTEE
Certification Subcommittee**

December 3, 2014
Conference Call
Meeting Minutes

A. Roll Call

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
Mr. Gary Johnson
Mr. James Loeper
Mr. Vic Martin
Mr. Tim Smith
Mr. Barry Nelson
Mr. Philip Bates
Mr. Ray Hasil

Representing:

Calhoun County Consolidated Dispatch Authority
Charlevoix-Cheboygan-Emmet Counties (CCE)
AT&T
Marquette County Central Dispatch
SNC/Gogebic County
Lapeer County Central Dispatch
Ottawa County 911
Saginaw County 911 Communications Center Authority
INdigital Telecom
Mason Oceana 911

Voting Members Absent:

Sheriff Dale Gribler
Mr. Chris Izvorski
Mr. Ron Bonneau
Mr. Robert Stewart

Representing:

SNC/Van Buren County Sheriff's Office
Bay County Central Dispatch
Kent County Dispatch Authority
Frontier Communications

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

A **MOTION** was made by Mr. Nelson, with support by Mr. Martin, to accept and approve the meeting minutes of September 22, 2014, as presented. With no further discussion, the **MOTION** carried.

C. Old Business

Dickinson County

Finalizing the compliance review report will be on hold for the time being as there are training monies unaccounted for. Ms. Hart is working on the figures. Ms. Hart asked the subcommittee if a county has ever had to pay money back into the fund before; the response was yes. The report will be ready for the March 2015 SNC meeting. Mr. Feole asked Ms. Kennedy and Ms. Hart keep the subcommittee updated on the progress.

Sanilac County

The review team included Mr. Smith, Ms. Miller-Brown, Mr. Bates, Mr. Martin, and Ms. Kennedy. The site visit went well and Ms. Kennedy has all the paperwork needed to compile the report. One issue noticed during the visit was the site manager needed support. Mr. Smith stated another issue was the equipment room, which is half technical equipment and half storage; the room is unsecure. Mr. Smith will forward his notes regarding that issue to Ms. Kennedy for inclusion in the report.

Mr. Martin stated the dispatch center, currently under the sheriff's department, was talking about going independent.

Roscommon County

Mr. Feole stated the site visit went well. Ms. Kennedy, having received notes from the review team, is ready to compile the report. She stated Dickinson, Sanilac, and Roscommon Counties will all be ready for approval at the March SNC meeting.

Mr. Feole stated the subcommittee has completed nine compliance reviews for 2014. The year-end goal is to have eight reviews completed and approved. The goal was met for 2014, and three will be ready for the first quarter of 2015. Mr. Feole thanked the subcommittee for all their work.

Mr. Johnson asked if the Marquette County report was approved at the SNC meeting. Ms. Kennedy stated the report was approved; however, she has not sent out a copy of the final version to either Marquette or Bay County as she realized she did not have signatures of the review teams on each final report. She suggested the subcommittee members forward their electronic signature to her for inclusion on the final reports. Once the signatures are received, she will go to the past, approved reports and include the signatures of the review team dating from when she started in 2013.

Best Practices Document

This is a working document that will constantly be added to with the most recent version posted on the Web site. It was suggested the document be sent to all PSAPs as a tool to help prepare them for future reviews as this document includes items they may be evaluated on. Also letting the PSAPs know that all reviews after a specified date will be based off the document.

The subcommittee reviewed the document as a whole and made many edits/suggestions. A few members who had edits stated they would send their rewrites to Ms. Kennedy.

Ms. Kennedy stated, if needed, she could have the document ready, with amendments included, for the December SNC meeting next week. Mr. Feole asked if subcommittee members felt they needed to see the document again once all the changes have been made before taking it before the SNC. As the document is "recommended" best practices, and a subcommittee vote is not needed, subcommittee members stated they approved taking it before the SNC without seeing the final version with edits. Mr. Smith stated that because this document is a tool to prepare centers for site visits, the SNC does not need to approve; however Mr. Loeper stated the SNC should see it and be aware of it. After discussion, it was decided to wait until the March SNC meeting.

D. New Business

SNC-301 and -001 Forms

The subcommittee felt the new SNC-301 and -001 forms are well written and easy to understand.

A **MOTION** was made by Mr. Loeper to accept the SNC-301 and -001 forms. During discussion, Mr. Martin suggested changing the wording on line 21 of the SNC-301 to now read, "2014 Total PSAP non-emergency/administrative calls (non 911 lines) (not including those listed above)." On the SNC-001, Mr. Martin suggested removing pages 3 and 4 and adding, "make additional copies as needed" for those who need additional pages to list all the PSAPs in their county. The forms will be e-mailed out as a fillable pdf, but will be posted on the Web site as a regular pdf.

After discussion, Mr. Loeper amended his **MOTION** to include accepting the forms with the changes. Seconded by Mr. Martin, the **MOTION** carried.

Selection of Next County for Review

Ms. Hansel randomly selected Saginaw County. Mr. Feole stated a second county will be selected at the next meeting. Volunteers to be on the review team included Mr. Loeper, Mr. Martin, Mr. Johnson, and Mr. Izworski. Mr. Feole stated if anyone else is interested, send him an e-mail.

E. Next Meeting

TBD

F. Adjourn

The meeting adjourned at 2 p.m.