

**STATE 911 COMMITTEE**  
**Certification Subcommittee**

March 5, 2013  
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  
Sheriff Dale Gribler  
Mr. Gary Johnson  
Mr. Steve Leese  
Mr. James Loeper  
Mr. Vic Martin  
Mr. Mel Maier  
Mr. David Piasecki  
Mr. Tim Smith  
Mr. Barry Nelson

Representing:

Calhoun County Consolidated Dispatch Auth.  
Charlevoix-Cheboygan-Emmet Counties (CCE)  
AT&T  
SNC/ Van Buren County Sheriff's Office  
Marquette County Central Dispatch  
Eaton County Central Dispatch  
SNC/ Gogebic County  
Lapeer County Central Dispatch  
Oakland County Sheriff's Department  
AT&T  
Ottawa County 911  
Saginaw County 911 Communications Center  
Authority

Non-Voting Member Present:

Ms. Harriet Miller-Brown  
Ms. Stacie Hansel

Representing:

Michigan State Police  
Michigan State Police

**B. Meeting Minutes Approval**

A **MOTION** was made by Mr. Steve Leese to accept and approve the meeting minutes of November 27, 2012. Supported by Mr. Barry Nelson, the **MOTION** carried.

Ms. Harriet Miller-Brown added "Analyst Opening" to the agenda under Public Comment.

**C. Old Business**

1. Huron County Extension

Mr. Feole stated Huron County has asked for a second extension due to extenuating circumstances. Ms. Miller-Brown shared the letter the county sent at the end of January requesting a 90-day extension. The State 911 Office asked that all materials related to the review be to the office by May 24, 2013. Mr. Randy Miller is the new 911 director in the county.

Mr. Nelson asked about the review for Baraga County. Ms. Miller-Brown stated most things relating to reviews have been on hold until the new Compliance Analyst is on board. Mr. Loeper stated he has a meeting scheduled with the county on March 14. He believes they received the letter stating what information is needed from them for their review. He will update the subcommittee after that meeting. Mr. Feole asked if a deadline should be set for when Baraga County's information should be sent in. Ms. Miller-Brown will take care of that.

Mr. Feole expects both counties will be completed during the summer months.

2. Otsego Review Update

Ms. Miller-Brown stated MSP turned over all the material, which Ms. Lori Howard shared with the subcommittee. In the training fund segment, there was one issue regarding a hotel expense. The training fund review was e-mailed to the subcommittee and included in the packets for those present.

Mr. Feole asked if the review would be finalized by the June SNC meeting. Ms. Miller-Brown stated that she planned to have it in rough draft.

#### **D. New Business**

##### **1. Lake County Lawsuit**

Mr. Feole stated there was a whistle-blower lawsuit brought by the former 911 director, which after appeals through the courts, was found in her favor. The lawsuit brought discussions whether the subcommittee should conduct another review in Lake County. The decision was that it was not necessary as they met the requirements.

When asked, Ms. Miller-Brown gave a summary of the issue as she knew. Issues were raised in the whistleblower act regarding the spending of 911 and EMS money. In 2006, a small group from the Certification subcommittee met with Lake County addressing the 911 money, which according to all the information the county gave, was in the requirements of the statute. Now they are a 911 millage funding, not surcharge funded. Ms. Miller-Brown stated a couple years later, she went back to conduct the performance audit to the 3 cent fund grant on their mapping. For the amount of money the county received from the grant, they did a great job. By that time, the director's position had been terminated, combining the Emergency Manager and 911 director. Ms. Miller-Brown stated she has a summary of the 2006 Certification subcommittee visit and will share it with Sheriff Gribler to let him know the subcommittee discussed the issue he originally brought up.

##### **2. Random Selection of County**

The county chosen was Schoolcraft. It was decided Schoolcraft and Baraga reviews could possibly be done at the same time. Mr. Johnson informed the subcommittee Schoolcraft has a new sheriff.

##### **3. Financial Form**

Ms. Miller-Brown asked the subcommittee if they wished to continue using the financial form for the upcoming reviews, work with the new analyst to improve the form, or discontinue using. The form was e-mailed to the group and included in the packets for those present. When asked why the form would be changed when edits were recently made, Ms. Miller-Brown stated she is only bringing up the question as there is currently a period of transition. The consensus was to leave as is, addressing issues as they arise.

Mr. Maier stated one change that should be made, according to previous meeting minutes, is on the heading at the top of page two; add the word "including" to now read, "Including eligible non-SNC training..."

#### **E. Public Comment**

Due to a conflict of interest, Mr. Leese left the room before the analyst opening discussion began. Regarding the interview questions handout the subcommittee received, Ms. Miller-Brown asked that once the questions are finalized, everyone delete the file or shred the document for confidentiality purposes. Ms. Miller-Brown stated Mr. Leese's son is one of the candidates for the analyst position and would like to be considered on his own merits.

Ms. Miller-Brown stated she would like the subcommittee to decide which interview questions are most relevant to the position. Everyone reviewed the questions and each gave their opinion on the questions they would like considered. The top two questions for each category are:

- Planning and Organizing –
  - Questions 2 and 3
  
- Decision Making –
  - Questions 2 and 4. To add "recent" to question 4 to now read, "Describe a recent work decision..."

- Building Strategic Working Relationships
  - Questions 1 and 2
  
- Job Fit
  - Questions 2 and 3
  - Questions 8 and 9 are standard questions every candidate is asked.

Interviews are scheduled for March 14 and 15. Ms. Miller-Brown will keep the subcommittee informed. The new hire will probably come on board the first of April and Ms. Miller-Brown suggested a meeting with the subcommittee at that time to explain the subcommittee duties, etc. The interview panel will consist of Ms. Miller-Brown, Mr. Tim Bolles, and one other person not yet confirmed.

**F. Next Meeting**

Thursday, May 30; 10 a.m.

**G. Adjourn**

The meeting adjourned.