

**STATE 911 COMMITTEE
Certification Subcommittee**

June 25, 2014
MSP Headquarters
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. Mel Maier
Mr. Vic Martin
Mr. Tim Smith
Mr. Barry Nelson
Mr. Philip Bates
Mr. Robert Stewart
Mr. Ray Hasil

Representing:

Calhoun County Consolidated Dispatch Authority
Charlevoix-Cheboygan-Emmet Counties (CCE)
AT&T
Marquette County Central Dispatch
Oakland County Sheriff's Department
Lapeer County Central Dispatch
Ottawa County 911
Saginaw County 911 Communications Center Authority
INDigital Telecom
Frontier Communications
Mason Oceana 911

Voting Members Absent:

Mr. Ron Bonneau
Mr. James Loeper
Sheriff Dale Gribler

Representing:

Kent County Dispatch Authority
SNC/Gogebic County
SNC/Van Buren County Sheriff's Office

Non-Voting Members Present:

Ms. Amanda Kennedy

Representing:

Michigan State Police

B. Meeting Minutes Approval

A **MOTION** was made by Mr. Martin, with support by Mr. Nelson, to accept and approve the meeting minutes of May 27, 2014, as written. With no further discussion, the **MOTION** carried.

C. Old Business

Update on Bay County

Ms. Kennedy reported the draft version is nearly finished, just awaiting some small finishing details. The draft will be ready for subcommittee approval for the August meeting.

Updates on Dickinson and Marquette Counties

Ms. Kennedy reported the site visits have been scheduled for both counties. Marquette County's site review will be held on Tuesday, July 29, 2014, and Dickinson County's site review will be held on Wednesday, July 30, 2014. Documents have yet to be received in full by either county, but extending beyond the deadline established (June 27, 2014) will not be a problem at this point.

Best Practices for Compliance Reviews

Mr. Feole started the discussion by asking for member's ideas and suggestions. Mr. Hasil asked if the document is intended to serve as a requirement for counties to be held accountable for upon selection for a review. Mr. Feole explained it is intended to serve instead as a guideline for counties to receive ahead of time to help them understand what the review team will address during a review. If there are items on the list that are considered to be essential, and a county does not fulfill that item, or have a future plan of implementation

for said item, this could end up in the final review. It is intended to be helpful to counties and provide information they might not have considered previously.

Mr. Smith said with his experience from former legislation and documents through MPSC that the use of the word "shall" is too strong and should be revised. Mr. Feole agreed and added that "must" was also too strong of language for the document. Mr. Smith suggested "recommended" or "should" for a more appropriate substitution. Mr. Clark reiterated that this document is supported by the SNC rather than a State of Michigan requirement, and the desire is that the language reflects that. Ms. Kennedy explained the CALEA standard was the model for the first version, which is why the language is strong.

Mr. Feole suggested breaking the document into groups such as SOP section, Technologies, Equipment, etc. Mr. Hasil suggested placing different subcommittee members in charge of different areas once determined.

Mr. Smith said with regard to some specifics like supervision and staff responsibilities, we need to recognize the different organizations such as county lead or authority lead and try to address them in that fashion, rather than lump all PSAPs into one group. Mr. Feole agreed we need to find a way to be generic enough for all.

Mr. Feole explained that Mr. Bates sent Ms. Kennedy an e-mail about the document and asked if he would share his ideas. Mr. Bates wants to expand on areas like ANI/ALI. He also considers best practice that PSAPs should have diverse routed entrance cable, and the subcommittee should at least consider this as a goal to attain for this document. Mr. Hasil agreed and thought network and network diagrams should be added to the document as well. Mr. Clark asked to add telephony and networks as bullet points. Mr. Bates asked for clarification if networks means WAN or LAN. Mr. Clark thought both should be included.

Mr. Feole determined that he and Ms. Kennedy would develop the categories and then assign members of the committee to each. The sections should be completed for the August meeting.

D. New Business

No new business.

E. Next Meeting

Ms. Kennedy will send out a doodle poll to determine the next meeting date, targeting for mid-August.

F. Adjourn

Meeting adjourned at 2:25pm.