

STATE 911 COMMITTEE
Certification Subcommittee

August 27, 2015
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
Sheriff Dale Gribler
Mr. James Loeper
Mr. Vic Martin
Mr. Chris Izworski
Mr. Tim Smith
Mr. Ron Bonneau
Mr. Philip Bates
Mr. Robert Stewart
Mr. Ray Hasil

Representing:

SNC/Calhoun County Consolidated Dispatch Authority
Charlevoix-Cheboygan-Emmet Counties (CCE)
SNC/Van Buren County Sheriff's Office
SNC/Gogebic County
Lapeer County Central Dispatch
Bay County Central Dispatch
SNC/Ottawa County 911
Kent County Dispatch Authority
INdigital Telecom
Frontier Communications
Mason Oceana 911

Voting Members Absent:

Ms. Yvette Collins
Mr. Gary Johnson

Representing:

SNC/AT&T
Marquette County Central Dispatch

Non-Voting Members Present:

Ms. Amanda Kennedy
Ms. Stacie Hansel

Representing:

State 911 Office
State 911 Office

B. Meeting Minutes Approval – May 27, 2015

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

C. Old Business

Saginaw County

Ms. Kennedy stated the review team has received bits and pieces of the needed information throughout the review process. The forms were filled out incorrectly, the review team explained what was needed, and the center completed new forms. A second site visit was made by Mr. Stewart, Mr. Izworski, and Ms. Kennedy to gather more information. As the financial forms were not completed appropriately, Mr. Stewart filled out the forms according to the information Saginaw County provided; he received approval from the County on the work. There were still unanswered questions, but Saginaw kept providing some of the paperwork and some of the answers. A last series of questions was sent to the County; however, the supporting documentation is still incomplete.

Ms. Kennedy reached out to the county financial department and they provided her with some of the county surcharge information that was missing, but the county had missing information also. Example: no information from 2011.

For the report, the operational side is complete, the financials are incomplete. Ms. Kennedy stated her feeling from the subcommittee is the report gets written as so. She informed the subcommittee the report is not ready for the full group to review as the review team is having difficulty communicating with Saginaw to get all the information to conclude their final report.

Mr. Izworski asked if there were repercussions if a county fails to provide documentation to the subcommittee. Ms. Kennedy stated if SNC makes a recommendation, the county may have their funds withheld. Mr. Martin stated the subcommittee would not make a recommendation as what to do, just refer the matter to the SNC and let them make the decision. When asked if Saginaw was aware of this possibility, Ms. Kennedy stated they were provided the statute information.

For the report, Mr. Stewart asked if he should draft the financial section's necessary/recommended action items as more of an internal control process. The review team stated they perform the investigation and if the SNC wishes to take it further from there that is under their realm. Ms. Kennedy is asking the review team to write up action items for the report.

Mr. Clark suggested Mr. Feole and Ms. Miller-Brown have a conference call with the county administrator to let them know the direction this report is going.

General discussion followed.

If the Saginaw County report puts the subcommittee under their goal of eight reviews for the year, it is acceptable as extenuating circumstances due to the issues finalizing this report. Ms. Kennedy will have the draft report ready for the full subcommittee to review, as well as Saginaw County, in the next couple of weeks. She will give Saginaw three weeks to review the report. It will not make the September SNC meeting, but will possibly be ready for approval at the December meeting.

Iosco County

Mr. Feole, Mr. Hasil, Mr. Stewart, Mr. Izworski, and Ms. Kennedy were the review team for Iosco County. Mr. Stewart stated they had similar problems as Saginaw as they did not fill out their financial forms correctly. He filled out the forms with the information provided by Iosco County, and the director approved the work. There were no other issues. No necessary action items are listed in the report. Recommended action items include staffing, and outdated equipment for phone and radio.

A **MOTION** was made by Mr. Clark, with support by Mr. Izworski, to accept the report. With no discussion, the **MOTION** carried. The Iosco County report will be presented to the SNC at the September meeting.

Grand Traverse County

The review team included Mr. Smith, Mr. Clark, Mr. Johnson, Mr. Stewart, and Ms. Kennedy. Ms. Kennedy stated the team worked with Mr. Torrey as an interim director. He provided all the documentation needed. The biggest issue that came up is their server room is located outside of the dispatch center. It is behind a locked door, but accessible from a public area. Mr. Torrey discussed future expansion plans, which would include incorporating the server room inside the center.

Mr. Stewart stated their surcharge increased from \$.80 to \$1.85. The subcommittee may want to include an action item to review Grand Traverse again in a couple years to make sure the increase did what it was intended to do. Mr. Martin stated it should not be written in the report, but something to discuss with the county and follow up at a later date. There were no other issues.

A **MOTION** was made by Mr. Smith, with support by Mr. Loeper, to accept the report. With no discussion, the **MOTION** carried. The Grand Traverse County report will be presented to the SNC at the September meeting.

D. New Business

Random Draw for Next County Review

With the approval of both Iosco and Grand Traverse Counties, the number of counties reviewed is at six, with Saginaw County being number seven. Two counties will be randomly selected.

Iron County was selected, which would also include Gogebic County. Mr. Stewart, Mr. Bonneau, and Mr. Clark volunteered to be on the review team. Mr. Feole will send out a final notice. A second county randomly drawn was Alcona County. Iron and Gogebic Counties will count as two, bringing the reviews completed to eight, and Alcona County can be carried over to start next year.

Ms. Kennedy had previously asked Mr. Stewart to create instructions for filling out the financial forms for a county review. He asked if those procedures should be shared with Iron and Gogebic Counties in help with filling out their forms. Ms. Kennedy will hold off a week on sending the notification to the counties until the procedures are completed. Mr. Loeper knows of the review and will let Iron County know.

Follow-up Process for Compliance Reviews

Once all counties have been reviewed, the subcommittee should review the "Proposed Follow-up Process for Compliance Reviews" document for any changes to the language. A review of this document will be placed on the next meeting's agenda.

The other follow-up document is for written procedures on what to do when a county has necessary or recommended action items following a review. She will make changes discussed with Ms. Miller-Brown and resend the document to the subcommittee for review. A review of this document will be placed on the next meeting's agenda.

Best Practices Document

The procedures document states the subcommittee will review the best practices document twice a year to make sure everything is current. If there are any changes needed, there is a form to be filled out in order to have tracking for each version. Mr. Feole and Ms. Kennedy will be listed as contacts.

New Expense Sheet

Ms. Kennedy changed the expense report as the Certification Subcommittee is the only group being reimbursed the way they are through State Police. The subcommittee should begin using the new form.

Checklist for Compliance Reviews and On-site Visit

This document, what the subcommittee receives to take and fill out during the on-site visit, has been updated as far as how the information is organized, redundancy removed, and a section to list recommended and necessary action items has been added.

E. Next Meeting

TBD

F. Adjourn

The meeting adjourned at 11:51 a.m.