

STATE 9-1-1 COMMITTEE

Certification Subcommittee

Conference Call
August 3, 2011

Meeting Minutes

A. ROLL CALL

The meeting was called to order at 10 a.m. by Chair James Fyvie. Roll call was taken and a quorum was present.

MEMBERS

Mr. James Fyvie, Chair
Mr. Greg Clark
Ms. Yvette Collins
Ms. Margaret Hatfield
Mr. Steve Leese
Mr. James Loeper
Mr. Melvin Maier
Mr. Victor Martin
Mr. Barry Nelson

Mr. David Piasecki

REPRESENTING

Clinton County Central Dispatch
Charlevoix-Cheboygan-Emmett Counties (CCE)
A T & T
Hillsdale County Central Dispatch
Eaton County Central Dispatch
Gogebic 9-1-1
Oakland County Sheriff Office
Lapeer County Central Dispatch
Saginaw County 9-1-1 Communications Center
Authority
A T & T

NON-VOTING MEMBERS

Ms. Harriet Miller-Brown
Ms. Mary Jo Hovey

Michigan State Police
Michigan State Police

ABSENT

Mr. Rich Feole (w/notice)
Sheriff Dale Gribler (w/notice)
Mr. Gary Johnson (w/notice)

Mason-Oceana 9-1-1
Van Buren County Sheriff Department
Marquette County Central Dispatch

B. Approval of Meeting Minutes

A **MOTION** was made by Ms. Yvette Collins to approve the meeting minutes of May 11, 2011. Supported by Ms. Margaret Hatfield, the **MOTION CARRIED**.

A **MOTION** was made by Mr. Victor Martin to approve the meeting minutes of June 8, 2011. The **MOTION** was supported by Mr. James Loeper. A correction was noted to the meeting minutes by Mr. Steve Leese. At the bottom of Page 2, last paragraph, remove "and" so that the sentence reads "...to PSAP services where the county can show..." With the correction, a vote was taken and the **MOTION CARRIED**.

C. OLD BUSINESS

1. County Compliance Review Updates

There are four reviews in various stages which are on-going:

- Benzie County – This review is in the drafting stage. Team members include Ms. Yvette Collins, Ms. Mary Jo Hovey, Mr. Gary Johnson, Mr. Melvin Maier, and Ms. Harriet Miller-Brown.
- Chippewa County – This review is in the drafting stage. Team members include Mr. Rich Feole, Ms. Margaret Hatfield, Ms. Mary Jo Hovey, Mr. Gary Johnson, and Mr. James Loeper.
- Eaton County – The county is next for an on-site review. Review materials have been received but not yet distributed to team members. The team consists of Ms. Yvette Collins, Sheriff Dale Gribler, Ms. Mary Jo Hovey, Mr. Melvin Maier, and Mr. Victor Martin. Mr. Barry Nelson is available to serve as an alternate. If not needed in that role, he will attend for mentoring purposes on his own as his first review.
- Baraga County – The review is in the beginning stages as the most recent county selected for a random review. Team members include Ms. Mary Jo Hovey, Mr. Gary Johnson, Mr. Steve Leese, and Mr. Jim Loeper.

The reviews have been on a temporary hold due to staff shortages in the State 9-1-1 Administration office. Ms. Hovey has been needed to fill in others roles for now, but as soon as the new secretary is in place she can move forward with the compliance reviews again.

Ms. Miller-Brown announced that Ms. Hovey has been promoted into the vacant Dispatcher Training analyst position. As such, her previous position as the Compliance Review analyst will go through the state's approval process to be filled. Ms. Hovey will fill both roles until someone new can be selected and on board. She will mentor that individual during his/her first couple compliance reviews.

2. Compliance Review Process

Subcommittee members reviewed the most recent drafts of the "Consolidated Financial Report" and the "Pre-Compliance Review Information Request" forms to be used to collect information pertinent to a county prior to an on-site visit for a compliance review. Recommended changes were made to both forms. Mr. David Piasecki will make the changes to the Consolidated Financial Report and get with Ms. Hovey once the final document is done. Ms. Hovey will work on the Pre-Compliance Review Information Request form changes.

It is the goal of the subcommittee to have the finalized forms for review and approval by the State 9-11 Committee at their September 20, 2011, meeting. The forms would then receive a trial run as part of the Baraga County review.

D. NEW BUSINESS - None

E. PUBLIC COMMENT - None

F. NEXT MEETING

The next subcommittee meeting will be a conference call on August 24, 2011, at 3 p.m., to discuss the final drafts of the compliance review documents.

D. ADJOURN

A **MOTION** was made by Chair James Fyvie to adjourn the meeting. Supported by Mr. Steve Leese, the **MOTION CARRIED**.