

**ETSC CERTIFICATION SUBCOMMITTEE**  
MSP Management Services Large Conference Room  
Tuesday March 14, 2006  
Meeting Minutes

PRESENT: John Bawol, Harriet Miller-Brown, Bill Charon, James Fyvie, Charles Nystrom, Christina Russell, Scott Temple. Suzan Hensel and James Loeper by conference call.

ABSENT: Dale Gribler, Leonard Norman (both gave prior notice)

The Chair informed the members that because Sgt. Dan Loftus is retiring soon, he has resigned from this subcommittee

A. Approval of December 1, 2005 meeting minutes

Mr. Bawol made a **MOTION** to approve the minutes of December 1, 2005, Mr. Nystrom supported, the **MOTION** carries.

B. Compliance Review Updates

1. Leelanau County – Ms. Miller-Brown previously emailed this document to the subcommittee members. She is requesting the members approve for submission to the ETSC for final approval. Mr. Nystrom made a **MOTION** to approve for presentation and approval to the ETSC on March 21, 2006, Mr. Fyvie supported. The **MOTION** carries.

2. Isabella County – Ms. Miller-Brown previously emailed this document to the subcommittee members. Chair Charon suggested some grammatical changes to this document. Ms. Miller-Brown will make the changes prior to submission to the ETSC for their final approval. Mr. Nystrom made a **MOTION** to approve with recommended changes for presentation and approval to the ETSC on March 21, 2006, Mr. Fyvie supported. The **MOTION** carries.

3. Kent County – Site visits were conducted in January. Grand Rapids and MSP were the only Kent County PSAPs that had met their training spend-down. The team members explained to the PSAPs some of the guidelines of the training fund use. The team also met with Kent County officials in regard to the 5% administrative fee they were retaining. Kent County asked that the ETSC make the request regarding the refund of the past years retention of 5% monies. The full report is pending compilation. Ms. Miller-Brown has drafted a letter to Kent County Fiscal Services Director discussing the refund of the 5% monies and that the final report is pending but should be adopted at the June 20, 2006 ETSC meeting. Mr. Bawol made a **MOTION** to approve the letter for submission to the ETSC, Mr. Nystrom supported. The **MOTION** carries.

4. Gladwin County – Information from this county relative to the review has been received and forwarded to the Compliance Team. Following today's meeting the team will discuss dates and review material for the on-site visit and any other documentation that may be needed.

5. Alpena County – Information from this county relative to the review has been received and forwarded to the Compliance Team. Sgt Loftus was previously selected to participate in this review. Chair Charon believes the remaining members will be able to complete the review.

C. Subcommittee membership

1. Chair Charon further discussed Sgt. Loftus' resignation. Sgt. Loftus is retiring in four months and believes because he has much work to be completed at his department, he should resign from the subcommittee. The State 9-1-1 Administrator's office drafted a letter from the Certification Subcommittee thanking him for all of his efforts through the years.

2. Additional Members

The Certification Subcommittee currently consists of 10 voting members and 1 non-voting member. Trying to get the county compliance reviews completed could be problematic with this size of a group. Chair Charon would like to add at least two new individuals. Following discussions of potential candidates, Chair Charon suggested the members send recommendations to him for consideration.

D. Allowable/Disallowable Expenses

1. Physical Fitness Equipment – A request has been submitted to the State 9-1-1 Administrator asking about purchase of fitness equipment by a PSAP Director for their Dispatch Center with 9-1-1 surcharge funds. It is not currently a line item under the Allowable/Disallowable Policy. The members discussed the pros and cons of this sort of purchase i.e. does it directly attribute to the delivery of 9-1-1 and whether or not this should come from the individual PSAP's budget or 9-1-1 surcharge funds. Ms. Hensel made a **MOTION** to support the purchase of fitness equipment with surcharge 9-1-1 monies, Chair Charon supported. Following discussion with the members, Chair Charon withdrew his support and it was decided the subcommittee will handle this on a case-by-case basis during the county compliance reviews as an operational issue at the local level.

2. Employee Recognition Awards – A request has been submitted to the State 9-1-1 Administrator asking about the purchase of employee recognition service pins/pendants from the 9-1-1 surcharge funds. This is not currently a line item under the Allowable/Disallowable Policy. Mr. Bawol made a **MOTION** to approve the purchase of a nominal non-monetary recognition service award as an Allowable expense, Mr. Fyvie supported. The members discussed whether this is something that should be paid for from the individual PSAP budget and if this approved by the subcommittee, what other sorts of requests for purchases using 9-1-1 monies will be submitted. Following discussions, the members voted in favor of this request. The **MOTION** carries.

E. Certification for 1<sup>st</sup> Quarter Disbursement

1. Calhoun County – Marshall Police Department notified Mr. Charon they were not Phase II compliant and in the process of requesting their Phase II. At present, Marshall's calls are routing to Calhoun Central Dispatch, so the county (and Marshall PD) are wireless compliant. Marshall PD has now completed their Phase II deployment and is receiving calls.

2. Detroit Service District – They are receiving Phase II calls according to information provided by the 9-1-1 Coordinator. A T & T/Cingular received a extension from Detroit last summer. The Detroit Service District has deployed Sprint, Verizon and T-Mobile with Nextel testing later this month.

3. Gratiot County – In late 2005, Mr. Fyvie and Ms. Hensel volunteered to go to Gratiot County to assist with Phase II deployment. At that time, Ms. Hensel loaned her laptop to the center until they are moved into their new center. So far, Gratiot County has not cut over and moved into their new center so Gratiot is continuing to use Ms. Hensel's laptop that move occurs.

Ms. Hensel made a **MOTION** to certify all 82 counties and 4 Wayne County Service Districts for receipt of 1st quarter wireless funds distribution. Mr. Loeper supported, the **MOTION** carries.

F. Phase II updates on Counties

All 83 counties are Phase II compliant . Sixty-seven counties are fully compliant with the exception of some of those counties' outstanding issue with Dobson. Sixteen counties have deployed at least one or more provider. The State 9-1-1 Administrator's office will send out another mailing to the 16 counties later in the spring asking for an update.

G. VoIP

Ms. Miller-Brown discussed the latest information she has been receiving regarding VoIP deployment. VPC's have not totally completed their work, some counties in Michigan have not responded to HMB and VPC's providers in providing an ESN or shape files. Ms. Miller-Brown does not feel she has the authority to request ESN from SBC for the counties outstanding. She has been advised by the VPC that 67 PSAPs had deployed but upon further investigation, it was discovered that some of those 67 had deployed with some problems still unresolved. Ms. Miller-Brown would like to bring this to the ETSC as this issue needs to be managed and roles are not clearly defined. After discussion with subcommittee members, they suggested that Ms. Miller-Brown draft a recommendation for VoIP deployment for PSAPs and bring it to the ETSC meeting for further direction.

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(Sheriff Gribler arrived)

H. Call to the Public – None

I. Next Meeting – the subcommittee will determine the next meeting at a later date.

J. Adjourn – the meeting was adjourned at 12:35 p.m.