

**STATE 911 COMMITTEE
Certification Subcommittee**

February 8, 2018

Meeting Minutes

A. Call to Order / Roll Call

The meeting was conducted via in person and conference call, called to order at 2:00 p.m. by Chairman Rich Feole. Roll call was taken and a quorum was present.

Voting Members Present:

Mr. Rich Feole, Chair
Mr. Philip Bates
Mr. Robert Stewart
Mr. Vance Stringham
Mr. Greg Clark
Mr. James Loeper
Mr. Vic Martin
Mr. Chris Izworski
Mr. Tim Smith
Mr. Ray Hasil

Representing:

SNC/Calhoun County Consolidated Dispatch Authority
INdigital Telecom
Frontier Communications
Roscommon County Central Dispatch
SNC/Charlevoix-Cheboygan-Emmet Counties
SNC/Gogebic County
Lapeer County Central Dispatch
Bay County Central Dispatch
Ottawa County 911
Mason Oceana 911

Voting Members Absent:

Mr. Gary Johnson

Representing:

Marquette County Central Dispatch

Non-Voting Members Present:

Ms. Lyndsay Stephens
Ms. Kristine Bond

Representing:

State 911 Office
State 911 Office

B. Meeting Minutes Approval – November 7, 2017

A **MOTION** was made by Mr. Vic Martin, with support by Mr. Greg Clark, to accept the meeting minutes of November 7, 2017. With no discussion, the **MOTION** carried.

C. Old Business

1. Manistee County.

Manistee County sent a draft 911 Plan which was forwarded to the review team. The review team made comments, and the 911 plan and returned to Manistee County for further processing with its attorneys. Ms. Stephens is planning to follow up in the next two weeks.

2. Oscoda County.

Oscoda County sent the draft of policies which was reviewed and returned with suggestions. Oscoda County is reviewing the suggestions. At this time, Oscoda County has made no movement on its 911 plan. Ms. Stephens plans to follow up on the 911 Plan now that the policies are almost finished.

3. Shiawassee County.

The report draft has been started for Shiawassee County. Mr. Robert Stewart had questions on the financials, and Shiawassee County replied yesterday, so it still needs to be reviewed. The site review is scheduled for February 26, 2018.

4. Ingham County.

The site review for Ingham County is scheduled for February 21, 2018. The financials have just had its first review. Ingham County recently finished submitting its training records and it will take some time to review. Mr. Chris Izworks offered to be a review team member if needed.

5. Montcalm County.

Montcalm County requested and received an extension to submit its records by March 6, 2018. No records have been received, but the accountant has been in touch with Ms. Stephens. The site visit will be scheduled once the records are submitted.

6. Other.

A) Mr. Tim Smith offered information on an Association of Public-Safety Communications Officials (APCO) product that assists with completing a public safety answering point (PSAP) employee survey of employment satisfaction. The process allows a PSAP to determine whether it is on track with its employees and goals. Mr. Smith has used this process three times in the last twelve years. He offered that as an industry standard, it could be suggested as a tool to PSAPs during a review.

B) The Best Practices document was emailed to the subcommittee. It was requested that it be reviewed for suggestions. It will be discussed at the next meeting.

C) There are now three openings on the subcommittee as Mr. James Loeper has resigned as of February 1, 2018, Mr. Ron Bonneau resigned since he has retired and is moving, and Ms. Yvette Collins is no longer on the State 911 Committee. Members were asked to look for possible candidates and notify Mr. Rich Feole.

D. New Business

1. Draw for Compliance Review.

Livingston County and Oakland County were drawn for review. Review teams will be discussed and organized at a later date.

E. Next Meeting

Tuesday, May 15, 2018, at 10:00 a.m. – MSP Headquarters, 1st Floor Cub Room

F. Adjourn

The meeting adjourned at 2:26 p.m.