

**STATE 911 COMMITTEE**  
**Certification Subcommittee**  
May 15, 2018  
Meeting Minutes

**A. Call to Order / Roll Call**

The meeting was conducted via in person and conference call, called to order at 10:01 a.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  
Ms. Phyllis Fuller  
Mr. Jeremy Ludwig  
Mr. Vic Martin  
Mr. Chris Izvorski  
Mr. Tim Smith  
Mr. Ray Hasil  
Mr. Gary Johnson  
Mr. Scott Temple

Representing:

SNC/Calhoun County Consolidated Dispatch Authority  
INDigital Telecom  
Frontier Communications  
Peninsula Fiber Network  
Allegan County Central Dispatch  
Lapeer County Central Dispatch  
Bay County Central Dispatch  
Ottawa County 911  
Mason Oceana 911  
Marquette County Central Dispatch  
AT&T

Voting Members Absent:

Mr. Greg Clark  
Mr. Vance Stringham

Representing:

Charlevoix-Cheboygan-Emmet Counties  
Roscommon County Central Dispatch

Non-Voting Members Present:

Ms. Lyndsay Stephens  
Ms. Harriet Miller-Brown  
Ms. Kristine Bond

Representing:

State 911 Office  
State 911 Office  
State 911 Office

**B. Meeting Minutes Approval – February 8, 2018**

A **MOTION** was made by Mr. Vic Martin, with support by Mr. Chris Izvorski, to accept the meeting minutes of February 8, 2018. With no discussion, the **MOTION** carried.

**C. Old Business**

1. Manistee County

The last requirement remaining from the Manistee County Compliance Review is update of the 911 Plan. Manistee County has a June hearing scheduled to approve the updated 911 Plan. Once the 911 Plan is complete, the addendum to the Compliance Review will be finalized and the review will be closed.

2. Oscoda County

Since the Oscoda County Compliance Review, Oscoda County has gotten its policies out to the staff, and focused on the training requirements. In the area of training, there are now less than 24 hours needed to become compliant with the Dispatch Training Standards. Oscoda County is reviewing other 911 plans, but has not moved forward on updating its 911 Plan.

3. Shiawassee County

The Shiawassee County Compliance Review was provided to the subcommittee. It does not contain any required findings. There are two recommendations involving security as it pertains to fencing in the new facility and removing warrants from the dispatch to allow warrants to be valid on its face. Since the compliance review began, there is a new director, Angela Norling.

A **MOTION** was made by Mr. Tim Smith, with support by Mr. Gary Johnson, to accept the Shiawassee County Compliance Review as presented. With no further discussion, the **MOTION** carried.

4. Ingham County

The Ingham County Compliance Review was provided to the subcommittee. It does not contain any required findings. There were recommendations included in the report which included the website maintenance of the meeting minutes and ballot language for the needed radio system.

A MOTION was made by Mr. Jeremy Ludwig, with support by Mr. Ray Hasil, to accept the Ingham County Compliance Review as presented. With no further discussion, the MOTION carried.

5. Montcalm County

The Montcalm County Compliance Review was updated before the meeting and provided to the subcommittee. It contained minor revisions and an added recommendation for indirect cost allocation. The Director, Amy Thomas has already been completing a number of the updates based on the draft compliance review report and plans to issue a formal response when the compliance review is finalized. The subcommittee tabled the Montcalm County Compliance Review to follow up on the financial issues and determine the language and any amounts that may be due from the Montcalm County to its Montcalm County Dispatch Center as a result of an audit that is being complete.

6. Livingston County

The site visit for Livingston County is scheduled for July 16, 2018. The subcommittee set the following as the team for this review: Mr. Bob Stewart, Mr. Ray Hasil, Ms. Phyllis Fuller, and Mr. Scott Temple.

7. Oakland County

Four site visits have been completed and drafts for specific PSAPs have been sent to the team for review. Afterwards the drafts will be sent to the specific PSAPs for review. There are PSAP site visits set for May 17, 18, 29 and 30, as well as June 7 and 8. There are only a couple more dates to schedule including a meeting with Ms. Patricia Coates for the financials and a couple remaining PSAPs. The PSAPs are all very different from one another.

8. Best Practices Document

There was no feedback on the EMD section for the quality control. The subcommittee agreed to revise the section to separate it out as quality assurance so it may address all areas including law enforcement, fire and EMD. The appendix will also help to provide a simple checklist.

**D. New Business**

1. Lake County Issue

Ms. Harriet Miller-Brown presented a series of contacts she received. There are several issues including hiring policies, budget, staffing shortages, and possible need for regular coverage from neighboring PSAPs. The issues may warrant a referral for a For Cause Review. However, a meeting is scheduled for May 25, 2018, to first determine what assistance is needed before making a For Cause Review request. An update will be provided at the next meeting.

2. Request for Review – Gratiot County

The Director, Mark Duflo of Gratiot County Central Dispatch was in a bad accident and in the interim Dan Mordan is covering the director's position. Mr. Mordan is reaching out for help, but he along with the sheriff and fire chief who are all new felt it would be helpful to have a review.

A **MOTION** was made by Mr. Tim Smith, with support by Mr. Vic Martin, to recommend to the State 911 Committee that Gratiot County have a Compliance Review by Request approved. The **MOTION** carried.

3. Draw for Compliance Review

The request to draw for compliance review is rescinded.

4. Added to the Agenda - Vic Martin, member of the Certification Subcommittee

Mr. Vic Martin submitted a letter of May 8, 2018, for his resignation and retirement as of June 22, 2018. The Chair, Mr. Rich Feole, thanked him for his years of service and indicated that it would create an opening on the committee and he would be looking at recent applicants.

**E. Next Meeting**

Tuesday, August 21, 2018, at 10:00 a.m. – MSP Headquarters, 1<sup>st</sup> Floor Cub Room

**F. Adjourn**

A MOTION was made by Mr. Rich Feole to adjourn, with support by Mr. Vic Martin. The MOTION carried. The meeting was adjourned at 11:14 a.m.