

STATE 911 COMMITTEE
Certification Subcommittee
August 15, 2019
Meeting Minutes

A. Call to Order / Roll Call

The meeting was conducted via in person and conference call and the meeting was called to order at 10:00 a.m. by Chairman Rich Feole. Roll call was taken, and a quorum was present.

Voting Members Present:

Mr. Rich Feole, Chair
Mr. Scott Temple
Mr. Gary Johnson
Ms. Joni Harvey
Mr. Jeremy Ludwig
Mr. Philip Bates
Mr. Robert Stewart
Mr. Ray Hasil

Representing:

SNC/Calhoun County Consolidated Dispatch Authority
INdigital Telecom
Marquette County Central Dispatch
Livingston County 911 Central Dispatch
Allegan County Central Dispatch
INdigital Telecom
Frontier Communications
Mason Oceana 911

Voting Members Absent:

Mr. Tim Smith
Mr. Vance Stringham
Mr. Greg Clark
Ms. Phyllis Fuller
Mr. Chris Izworski

Representing:

Ottawa County 911
Roscommon County Central Dispatch
Public Member
Peninsula Fiber Network
Bay County Central Dispatch

Non-Voting Members Present:

Ms. Lyndsay Stephens
Ms. Kristine Bond

Representing:

State 911 Office
State 911 Office

B. Meeting Minutes Approval – May 16, 2019

A **MOTION** was made by Mr. Philip Bates, with support by Mr. Scott Temple, to accept the meeting minutes of May 16, 2019. With no discussion, the **MOTION** carried.

C. Old Business

1. State Ethics Act and Public Entities Act (Conflict of Interest)

The August meeting packet was emailed with a read receipt request, and a signature sheet acknowledging receipt of the State Ethics Act and Public Entities Act was passed around to the members in attendance of the meeting.

2. Oscoda County Compliance Review – Final Addendums

Oscoda County has updated its 911 Plan and it was accepted by resolution. The 911 Plan was the last required finding. The telecommunicators are still working towards compliance with the dispatcher training standards.

A **MOTION** was made by Mr. Rich Feole, with support by Mr. Jeremy Ludwig, to accept the Oscoda County Compliance Review as presented. With no further discussion, the **MOTION** carried.

3. Shiawassee County Compliance Review – MERS Issue

The Shiawassee County Compliance Review has been in process for over a year now. The issue of the payments to MERS brought forward several issues for Shiawassee County. The first issue found was the need to separate the 911 employees into its own division in MERS in order to properly to calculate and invoice the correct payment plan for 911 funded employees. The second issue was to review the prior payments and calculations and Shiawassee County contracted with Yeo and Yeo to complete an outside audit of the MERS accounts.

Yeo and Yeo audit findings have confirmed a sum of money due to the Shiawassee County Central Dispatch's restricted 911 fund account. The funds have not been returned, and a letter was sent by Ms. Harriet Rennie-Brown, the State 911 Administrator requesting immediate payment along with proof by September 1. Further action is planned if the funds are not promptly returned. No response has been received from the county, and Shiawassee's public meetings, as posted on YouTube, have shown that there may be issues to address. The compliance review will remain open until the payment is completed.

4. Cass County Compliance Review

The compliance review for Cass County is complete. During the period of review, the 911 funds stopped receiving an interest allocation. There were no recommended findings, only a required finding to show the interest earned on all accounts with 911 surcharge funds on a monthly or annual basis.

A **MOTION** was made by Mr. Rich Feole, with support by Ms. Joni Harvey, to accept the Cass County Compliance Review as presented. With no further discussion, the **MOTION** carried.

5. Wexford County Compliance Review

The compliance review for Wexford County was completed. The center is presently located in an old building and the move to its new location is planned to occur by the end of the year. Wexford County Central Dispatch separated from the Wexford County Sheriff's Office in January of 2018 and increased its funding through the local surcharge. There were no required findings, and three recommended findings identified in the report which were discussed by the subcommittee.

A **MOTION** was made by Ms. Joni Harvey, with support by Mr. Ray Hasil, to accept the Wexford County Compliance Review as presented. With no further discussion, the **MOTION** carried.

6. Berrien County Compliance Review

The Berrien County Compliance Review includes two PSAPs, the Niles Police Department and the Berrien County Public Safety Communications Center. The review was discussed, including the current electrical room fire suppression systems. The subcommittee members discussed the electrical rooms as it pertains to having the appropriate fire suppression systems in place. There are fire suppression systems requirements and recommendations that each PSAP considers including those from the local building code, National Emergency Number Association (NENA) and those of the National Fire Protection Association (NFPA). There were no required findings, and two recommended findings identified in the report which were discussed by the subcommittee.

A **MOTION** was made by Mr. Rich Feole, with support by Mr. Philip Bates, to accept the Berrien County Compliance Review as presented. With no further discussion, the **MOTION** carried.

7. Branch County Compliance Review

The collection of the requested documents continues, there will be no training fund records to review since Branch County has not applied to receive the funds during the period of review. The site visit is being coordinated.

The Chair, Mr. Rich Feole, called for a brief break at 11:00 a.m. The meeting was once again called to order at 11:08 a.m.

D. New Business

1. Quarterly Drawing for Compliance Reviews

Conference of Eastern Wayne, Missaukee County and Presque Isle County were randomly drawn for a compliance review.

2. 2020 Subcommittee Meeting Dates

The subcommittee meeting dates in 2020 will be: February 13, May 14, August 20, and November 5.

E. Next Meeting

Thursday, November 14, 2019, at 10:00 a.m. – MSP Headquarters, Cub Room

F. Adjourn

The meeting was adjourned at 11:20 a.m.