



GRETCHEN WHITMER
GOVERNOR

State of Michigan
STATE 911 COMMITTEE
LANSING

JEFF TROYER
CHAIR

State 911 Committee Meeting
Wednesday, September 18, 2019
MSP - HQ
Meeting Minutes

Voting Members Present	Representing
Mr. Jeff Troyer, Chair	House Appointee, Public Member
Lt. Col. W. Thomas Sands	Michigan State Police
Ms. Jordyn Sellek	Michigan Communication Directors Association
Mr. Rich Feole	Association of Public Safety Communication Officials
Chief Dale Greenleaf	Michigan Association of Chiefs of Police
Mr. Steven Berenbaum	Commercial Mobile Radio Service
Mr. Gary Johnson	UP Emergency Medical Services Corporation
Mr. Marc Gramlich	National Emergency Number Association
Ms. Wendy Thelen	Michigan Public Service Commission
Mr. John Bawol	Governor's Appointee, Public Member
Sheriff Richard Behnke	Michigan Sheriffs' Association
Mr. Dale Berry	Michigan Association of Ambulance Services
Sgt. Frank Williams	Michigan State Police Troopers Association
Sgt. Matthew Miller	Deputy Sheriff's Association
Mr. Christian Marcus	Michigan Association of Counties
Ms. Jeanette Doll	Michigan Department of Licensing & Regulatory Affairs
Non-Voting Members Present	Representing
Ms. Harriet Rennie-Brown	State 911 Administrative Office
Ms. Cindy Homant	State 911 Administrative Office
Ms. Theresa Hart	State 911 Administrative Office
Ms. Lyndsay Stephens	State 911 Administrative Office
Ms. Kristine Bond	State 911 Administrative Office
Mr. Joel King	Office of the Attorney General
Voting Members Absent	Representing
Mr. Mark Docherty	Michigan Professional Firefighters Union
Chief Mark Barnes	Michigan Association of Fire Chiefs
Ms. April Heinze, Vice Chair	Senate Appointee, Public Member
Ms. Jennifer Greenburg	Telecommunications Association of Michigan
Mr. Michael Sauger	Michigan Fraternal Order of Police

Association of Public Safety Communications Officials • Commercial Mobile Radio Service • Department of Licensing and Regulatory Affairs
 Department of State Police • Deputy Sheriff's Association • Fraternal Order of Police • Michigan Association of Ambulance Services
 Michigan Association of Chiefs of Police • Michigan Association of Counties • Michigan Communications Directors Association
 Michigan Association of Fire Chiefs • Michigan Professional Firefighters Union • Michigan Public Service Commission • Michigan Sheriff's Association
 Michigan State Police Troopers Association • National Emergency Number Association • Telecommunications Association of Michigan • Upper Peninsula
 Emergency Medical Services • Members of the general public appointed by the Governor, Speaker of the House, and Majority Leader of the Senate

I. Call to Order/Roll Call

Mr. Jeff Troyer called the State 911 Committee (SNC) meeting to order at 10:00 a.m., roll call was taken, and a quorum was present. Mr. Troyer welcomed the new member, Sgt. Matthew Miller representing the Deputy Sheriff's Association of Michigan.

II. Approval of Minutes

A **MOTION** was made by Mr. John Bawol, with support by Chief Dale Greenleaf, to approve the meeting minutes of June 12, 2019, as presented. With no discussion, the **MOTION** carried.

III. Correspondence

No Correspondence

IV. Certification Subcommittee Report

A. Approval of Minutes

A **MOTION** was made by Mr. Marc Gramlich, with support by Mr. John Bawol to accept the May 16, 2019, meeting minutes as presented. With no discussion, the **MOTION** carried.

B. Compliance Review Report – Oscoda County

The Oscoda County Compliance Review was provided to members to show the addendums to the report. The remaining required actions were completed with its 911 Plan being updated and finalized by a resolution.

C. Compliance Review Report – Shiawassee County

The Shiawassee County Compliance Review was previously brought to SNC for approval. The SNC requested modifications to the report. However, during this time, a discovery of an issue with the Municipal Employees' Retirement System (MERS) was brought to the attention to the State 911 Office. An outside audit revealed that the Shiawassee County needed to return \$458,913.30 to the Shiawassee County Central Dispatch. This transfer has been completed and confirmed. There was also one recommended finding outlined in the report.

A **MOTION** was made by Mr. Rich Feole, with support by Mr. Gary Johnson, to approve the Shiawassee County Compliance Review Report as presented. With no discussion, the **MOTION** carried.

D. Compliance Review Report – Cass County

The Cass County Compliance Review had one required finding. Cass County had already implemented the change resolving the required finding.

A **MOTION** was made by Mr. Rich Feole, with support by Mr. Dale Berry, to approve the Cass County Compliance Review Report as presented. With no discussion, the **MOTION** carried.

E. Compliance Review Report – Wexford County

The Wexford County Compliance Review Report contained three recommendations, and there were no required findings. The SNC members discussed the use of emergency medical dispatch (EMD) as it was referenced in the report.

A **MOTION** was made by Mr. Rich Feole, with support by Chief Dale Greenleaf, to approve the Wexford County Compliance Review Report as presented. With no further discussion, the **MOTION** carried.

F. Compliance Review Report – Berrien County

The Berrien County Compliance Review Report includes a review of the two public safety answering points (PSAP) in Berrien County. The county had no required findings, and it included two recommended findings between the two PSAPS.

A **MOTION** was made by Mr. Rich Feole, with support by Mr. Gary Johnson, to approve the Berrien County Compliance Review Report as presented. With no discussion, the **MOTION** carried

G. Subcommittee Updates

The Branch County site visit is scheduled for September 19, 2019.

The following were recently drawn for a random compliance review: Conference of Eastern Wayne, Missaukee County, and Presque Isle County. Notifications have been sent and data is currently being collected.

A training day was held for the subcommittee members which was especially helpful for the new members. The subcommittee also recently announced an opening in its subcommittee to replace Mr. Chris Izworski. Applications to become a member of the Certification Subcommittee are being accepted until October 15, 2019.

V. **Dispatcher Training Subcommittee Report**

A. Approval of Minutes

A **MOTION** was made by Mr. Marc Gramlich, with support by Ms. Jordyn Sellek, to accept the May 15, 2019, meeting minutes as presented. With no discussion, the **MOTION** carried.

B. Approval of PSAP FTE Count

In July, Dearborn Police Department took over the duties of Westland Dispatch Center, and in the transition, requested an increase of nine additional full-time equivalents (FTE). The Dispatcher Training Subcommittee approved the increase. The increase brings the FTE count to a new total of 1,972 for the November distribution, from the previous distribution in May which had a total FTE count of 1,963.

A **MOTION** was made by Mr. Marc Gramlich, with support by Ms. Jordyn Sellek, to approve the updated FTE count of 1,972 for the November 2019 PSAP Training Fund distribution as presented. With no discussion, the **MOTION** carried.

C. Subcommittee Updates

The 2020 Dispatcher Training Fund Guidelines and Instructions Revision for a leave of absence will be further discussed and defined at the next meeting and the full application will be presented for approval.

A course from a training provider was offered in May this year that had expired in March. The training provider obtained new approval in June and requested that the attendees be given credit despite the expiration. The request was approved by the subcommittee.

The 2020 Dispatcher Training Subcommittee (DTS) schedule was approved, and the May meeting will be held offsite.

Two training courses are under review. A letter has been sent to the training provider to update syllabus or remove the course. An invitation was also extended the training provider to attend the next regularly scheduled DTS meeting.

There are presently approximately 89 delinquent and 22 undesignated telecommunicators. There are approximately 120 courses that have been approved and one that has been denied. This does not include the additional requests to add instructors or module endorsements.

VI. Emerging Technology Subcommittee

A. Approval of Minutes

A **MOTION** was made by Mr. Dale Berry, with support by Chief Dale Greenleaf to approve the June 3, 2019 and August 5, 2019, meeting minutes as presented. After discussion, the **MOTION** carried.

Mr. Christian Marcus had questions specific to materials covered by Mr. Jerry Nummer in a prior ETS meeting. Mr. Jeff Troyer will provide Mr. Marcus with contact information to obtain further details.

B. Subcommittee Updates

The work on the State 911 Plan was referenced along with incorporate that with the Michigan's Statewide Communication Interoperability Plan. It was approved at the last meeting and is now posted.

The subcommittee would like to welcome our newest member, Scott Temple from INdigital. Several very talented applicants made the decision difficult. Those not selected were thanked and their resume will be kept on file for one year in case another position becomes available.

The Emerging Technology Forum is scheduled for Forum April 20-23, 2020, at the Great Wolf Lodge in Traverse City. The session topics are being discussed and speakers will be sought once the sessions are determined. Please send the subcommittee any suggestions for emerging technology topics.

VII. Legislative Action Subcommittee

A. Approval of Minutes

A **MOTION** was made by Lt. Colonel W. Thomas Sands, with support by Ms. Jordyn Sellek, to approve the March 7, 2019, June 10, 2019 and June 24, 2019, meeting minutes as presented. With no discussion, the **MOTION** carried.

B. Legislation Update Senate Bill 452 and Proposed Letter

The legislation for Senate Bill 452 passed September 17, 2019, to address the spillover. The proposed letter which was provided will be revised into a thank you letter.

C. MLTS Updated Guidelines, FAQ, and Flow Chart

The Multi-Line Telephone System legislation, House Bill 4249, passed shortly after the June State 911 Committee meeting and is now known as Public Act 30 of 2019. The legislation updates the MLTS requirements in Michigan. The MLTS Guidelines were updated by the workgroup which included: Ms. Harriet Rennie-Brown, Ms. Patricia Coates, Ms. Jordyn Sellek, and Ms. Lisa Hall. Ms. Jaime Seling of Oakland County Sheriff's Office, an Emerging Technology Subcommittee member created the MLTS Flow Chart. The MLTS flow chart is designed to allow an individual to click on the options that pertain to their scenario to learn about the applicable recent legislation. Mr. Joel King, from the Attorney General's office was also contacted in reference to the Federal Order issued August 1, 2019, in completing MLTS updates.

SNC members indicated that they had run different scenarios to view the functionality of the MLTS Flow Chart and were happy to see that it would be available to the public as a reference tool. Multiple members asked that thanks be shared with Ms. Jaime Seling.

A **MOTION** was made by Mr. John Bawol, with support by Chief Dale Greenleaf, to approve the MLTS Guidelines and Flow Chart as presented. The **MOTION** carried with Ms. Wendy Thelen abstaining from the vote. The documents will be posted to the State 911 Committee website.

Lt. Colonel W. Thomas Sands thanked everyone who worked on MLTS including the legislation, revisions, and preparing/updating the resources to educate the public.

D. Subcommittee Updates

Senate Bill 146, for the Panic Button, has been referred to appropriations. The legislation regarding House Bill 4523, Newborn Safety Device, is still in committee on Families, Children and Seniors.

VIII. Policy Subcommittee

No Report

IX. State 911 Administrator's Report

The Automation Project has required a huge team effort and is time consuming. There are three major functions that are being automated in stages. The three stages include Dispatcher Training records and its processes, Treasury reporting and analytics, and finally data reporting functions.

The Next Generation 911 grant program awarded Michigan a \$3.9 million grant. A technical advisory committee (TAC) was established to guide the grant projects which include CPE equipment subgrants to local PSAPs, an upgrade to the GIS repository code, and GIS address point gap fill. The TAC has met once and the subgrant application has been drafted. The TAC will meet in a couple weeks, and after that it is expected the subgrant applications for CPE will be released the first week of October and shared at the Michigan Communication Directors Association meeting. There is a narrow scope set by the federal guidelines, but the TAC has agreed that a minimum match of 10% will be required. There were questions with INdigital members being on the TAC due possible conflict since the company is also a CPE vendor. It was clarified that the members of TAC, in acknowledging the TAC charter, had to acknowledge the same conflict of interest notices as the State 911 Committee. Like members of local government that are also on the TAC, anytime a member may have a conflict, they will refrain from evaluating or voting on an application that may involve them. The TAC was organized by Ms. Harriet Rennie-Brown and Mr. Mark Holmes. The final responsibility of the grant is the State 911 Administrator. Ms. Lyndsay Stephens was brought onto the TAC as a full member to retain the continuity of grant program progressing.

After working 15 years and attending 61 State 911 Committee meetings, Ms. Harriet Rennie-Brown announced her retirement from the State 911 Administrative Office at the Michigan State Police. The retirement date is planned for mid to late November. Ms. Rennie-Brown has accepted a position with the National Association of State 911 Administrators (NASNA) as its executive director. Members of the SNC expressed thanks to Ms. Harriet Rennie-Brown. A retirement luncheon will be scheduled and SNC members will be invited. Ms. Rennie-Brown expressed her interest in helping with the transition.

Lt. Col. W. Thomas Sands announced that with the retirement announcement, he will continue to work to recruit appropriate applicants for the State 911 Administrator and he would like the members of the SNC to do the same. The staff is noted for being extremely dedicated and hard working. He has asked the Chair, Mr. Jeff Troyer, to be a part of the hiring process to ensure the most qualified applicant is chosen.

Mr. Jeff Troyer, who has been working with the Lt. Colonel Sands, continues to look forward to working together to locate Michigan's new State 911 Administrator. Mr. Troyer thanked the Michigan State Police again for its collaborative efforts with other 911 related organizations when Ms. Rennie-Brown was originally hired. The Chair thanked Ms. Harriet Rennie-Brown for her service to the Michigan State 911 Office and congratulated her on her new position with NASNA.

X. Old Business

None

XI. New Business

A. Added to the Agenda - 2020 SNC Meeting Schedule

The meeting rooms were made available a couple days ago. The following proposed dates were secured for the State 911 Committee's 2020 meeting schedule: March 11, 2020, June 10, 2020, September 9, 2020, and December 9, 2020. The meetings would remain at 10 a.m.

A **MOTION** was made by Mr. March Gramlich, with support by Mr. Rich Feole, to approve the proposed meeting schedule as presented. With no discussion, the **MOTION** carried.

A consolidated 2020 meeting schedule of all SNC and its subcommittees was prepared and will be sent to the members now that the SNC meeting was approved.

XII. Public Comment

Jenny Simon, on behalf of Mr. Brad Stoddard of Michigan Public Safety Communication System, indicated that the Statewide Communication Interoperability Plan (SCIP) and the Encryption Guidance document was approved by the Interoperability Board on Sept. 10, 2019. The In-Building communication reminder to follow fire code will be sent out by the board soon.

XIII. Member Comment – Added to the Agenda

Mr. John Bawol introduced his father who was visiting from Arizona.

XIV. Next Meeting

Michigan State Police Headquarters, Wednesday, December 11, 2019, at 10:00 a.m.

XV. Adjourn

A **MOTION** was made by Mr. Marc Gramlich, with support of Mr. Rich Feole, to adjourn the meeting. The meeting adjourned at 11:03 a.m.