



GRETCHEN WHITMER  
GOVERNOR

State of Michigan  
**STATE 911 COMMITTEE**  
LANSING

JEFF TROYER  
CHAIR

**State 911 Committee Meeting**  
Wednesday, April 29, 2020  
Video Conference  
Meeting Minutes

<b>Voting Members Present</b>	<b>Representing</b>
Mr. Jeff Troyer, Chair	House Appointee, Public Member
Ms. April Heinze, Vice Chair	Senate Appointee, Public Member
Chief Mark Barnes	Michigan Association of Fire Chiefs
Mr. Scott Temple	Governor's Appointee, Public Member
Sheriff Richard Behnke	Michigan Sheriffs' Association
Mr. Steven Berenbaum	Commercial Mobile Radio Service
Mr. Dale Berry	Michigan Association of Ambulance Services
Mr. Rich Feole	Association of Public Safety Communication Officials
Mr. Mark Docherty	Michigan Professional Firefighters Union
Ms. Jeanette Doll	Michigan Department of Licensing & Regulatory Affairs
Ms. Stephanie Lehman	National Emergency Number Association
Chief Dale Greenleaf	Michigan Association of Chiefs of Police
Mr. Gary Johnson	UP Emergency Medical Services Corporation
Mr. Ken Mitchell	Michigan Association of Counties
Mr. Michael Sauger	Michigan Fraternal Order of Police
Ms. Jordyn Sellek	Michigan Communication Directors Association
Inspector James Wolf	Michigan State Police
Ms. Wendy Thelen	Michigan Public Service Commission
Sgt. Frank Williams	Michigan State Police Troopers Association
<b>Non-Voting Members Present</b>	<b>Representing</b>
Ms. Joni Harvey	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. Stacie Hansel	State 911 Administrative Office
<b>Voting Members Absent</b>	<b>Representing</b>
Ms. Jennifer Greenburg	Telecommunications Association of Michigan
Sgt. Matthew Miller	Deputy Sheriff's Association

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 public appointed by the Governor, Speaker of the House, and Majority Leader of the Senate

**I. Call to Order**

Mr. Jeff Troyer called the special meeting of the State 911 Committee (SNC) to order at 11 a.m.

**II. Moderator Meeting Statement**

Per the Open Meetings Act, Mr. Troyer read the moderator meeting statement to attendees.

**III. Roll Call**

Roll call was taken, and a quorum was present.

**IV. New Business**

**A. Extension of Dispatcher Training Fund Expenditure Deadline**

The training funds, in addition to the year distributed, must be expended within two years after the year of distribution. In order for a PSAP to be eligible for funds, they must not have a balance of any funds for the previous five years, or those funds need to be returned. The request before this committee is to remove the spend-down requirements from the Dispatcher Training Fund Guidelines for the 2021 funding application period and extend the training fund expenditure deadline for the 2020 year. Therefore, the 2018 funds would need to be expended by December 31, 2021, instead of 2020 to qualify for future funding. Any funds received in 2016 need to be expended by December 31, 2021 or returned to the Dispatcher Training Fund.

Ms. Harvey checked with the Attorney General (AG) representative and verified the expenditure deadline can be extended solely by action taken by the SNC.

A **MOTION** was made by Chief Mark Barnes, with support by Chief Dale Greenleaf, that the State 911 Committee accept the extension of the dispatcher training fund expenditure deadline, as requested, by the State 911 Office for one full calendar year.

Mr. Temple asked if the extension is granted, if it would move forward into the future or are PSAPs, with the extension, stuck with a bigger pot of money. Mr. Troyer stated PSAPs who receive training funds today are going to have a balance which needs to be spent in a short time span, but at the same time, the telecommunicator designations are not going away. Telecommunicators still need to meet the training requirements and those funds are going to need to be spent. This extension just adds another year to expend the funds. Training may begin to be scheduled again before the end of the year, but next year is when the majority of trainings will be scheduled.

Chief Barnes asked where the funds go that do not get expended. Mr. Troyer stated the funds stay at the PSAPs until expended or they are five years old. At the end of 2021, a PSAP with 2018 funds will need to return those funds if they want to qualify for training funds in 2022. Those funds then go back into the training fund and get redistributed in the next distribution.

With no further discussion, a roll call vote was taken:

<b>Voting Member</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>
Mr. Jeff Troyer	X		
Ms. April Heinze	X		
Chief Mark Barnes	X		
Mr. Scott Temple	X		
Sheriff Richard Behnke	X		
Mr. Steven Berenbaum	X		
Mr. Dale Berry	X		
Mr. Rich Feole	X		
Ms. Jeanette Doll	X		
Ms. Stephanie Lehman	X		

Voting Member	Yes	No	Abstain
Chief Dale Greenleaf	X		
Mr. Gary Johnson	X		
Mr. Ken Mitchell	X		
Mr. Michael Sauger	X		
Ms. Jordyn Sellek	X		
Inspector James Wolf	X		
Ms. Wendy Thelen	X		
Sgt. Frank Williams	X		

With a unanimous vote, the **MOTION** carried.

B. Emergency Telecommunicator Designation Requirements

The State 911 Office (SNO) is requesting the SNC support an additional 120-day extension to the telecommunicator designation requirement deadlines. This cannot be granted by the SNC; however, the support would help to move forward.

Ms. Harvey explained the Michigan Public Service Commission (MPSC) is a member of a taskforce that works with the Governor's office and the AG's office to discuss this as well as other Executive Orders. There was a recent Executive Order issued granting a 60-day extension from the expiration date of the current state of emergency, whatever that date ends up being. If the deadline is May 15, that only extends it until July 15 and the SNO does not feel that is sufficient time to be able to get training scheduled. A 120-day extension may get us out of the current pandemic and into the recovery phase. The process is to first gain support from the SNC, then make a formal request to the AG's office and the MPSC taskforce.

Ms. Thelen stated she believes the extension was granted earlier this week in Executive Order 2020-61. It indicates the deadline for telecommunicators and trainee telecommunicators employed by primary PSAPs to complete training modules or continuing education under those specific rules of the administrative code are suspended until 60 days after the termination of the declared state of emergency.

Ms. Harvey stated the concern she has is we do not know when the state of emergency is going to expire. The information she received from the AG's office said the current deadline is May 15. If that's the case, this would be a July 15 deadline. While we are grateful for that extension, it still will not cover the extent of timeframe the SNO is asking for, which is why she would like the SNC to keep this an open conversation.

To be clear, Mr. Troyer stated it is not 120 days from the most recent extension since the memo went out, it is based on the original 60-day extension. We are looking at 180 days total, or six months, which matches the criteria in the dispatcher training rules regarding the plan of action PSAP administrators have to submit to the State 911 Office to bring telecommunicators up to the designated status.

A **MOTION** was made by Chief Mark Barnes, with support by Ms. April Heinze, to support the State 911 Office recommendation and seek the additional 120- day extension from the initial 60-day extension on the emergency telecommunicator designation status.

With no discussion, a roll call vote was taken:

Voting Member	Yes	No	Abstain
Mr. Jeff Troyer	X		
Ms. April Heinze	X		
Chief Mark Barnes	X		

Voting Member	Yes	No	Abstain
Mr. Scott Temple	X		
Sheriff Richard Behnke	X		
Mr. Steven Berenbaum	X		
Mr. Dale Berry	X		
Mr. Rich Feole	X		
Mr. Mark Docherty	X		
Ms. Jeanette Doll			X
Ms. Stephanie Lehman	X		
Chief Dale Greenleaf	X		
Mr. Gary Johnson	X		
Mr. Ken Mitchell	X		
Mr. Michael Sauger	X		
Ms. Jordyn Sellek	X		
Inspector James Wolf	X		
Ms. Wendy Thelen			X
Sgt. Frank Williams	X		

With 17 yes, and 2 abstain, the **MOTION** carried.

C. SNC-301 Form

Mr. Troyer explained each year there are two forms sent out which the SNC collects data from. The 500 form has to do with the PSAP funding and local 911 fund monies. The 301 form collects data for the Annual Report to the Legislature and this year included additional questions in Section 12, added for the MPSC's collection of data for their statutory report due at the end of the year. The SNO has received several requests from PSAPs regarding the 301 form, asking consideration be given to extending the deadline. Currently, the deadline is May 15 and the SNO is requesting an extension of 30 days, making the deadline June 15.

Mr. Troyer had a conversation with Ms. Thelen to ensure this would not indirectly impact the MPSC's data collection. The MPSC concurred with the extension. Mr. Troyer commended Ms. Harvey and her staff for bringing the recommendation forward as the report to the legislature needs to be submitted by August 1. This puts a 45-day window of data collection and compilation on the SNO to get everything ready for the report by the deadline.

A **MOTION** was made by Ms. April Heinze, with support by Mr. Gary Johnson, for the State 911 Committee to adjust the due date for form SNC 301, extending it 30 days to the new due date of June 15, 2020.

A question was asked if the extension was due to the current emergency. Mr. Troyer stated in part it is due to the pandemic and PSAP administrators being tied up with COVID-19 items. Extending the deadline also gives PSAPs additional time to collect the data being requested as part of Section 12 from the MPSC, which is new information. There is a lot of data collection directors need to do, as well as reaching out to some of their providers to get additional information.

With no further discussion, a roll call vote was taken:

Voting Member	Yes	No	Abstain
Mr. Jeff Troyer	X		
Ms. April Heinze	X		
Chief Mark Barnes	X		
Mr. Scott Temple	X		
Sheriff Richard Behnke	X		

<b>Voting Member</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>
Mr. Steven Berenbaum	X		
Mr. Dale Berry	X		
Mr. Rich Feole	X		
Mr. Mark Docherty	X		
Ms. Jeanette Doll	X		
Ms. Stephanie Lehman	X		
Chief Dale Greenleaf	X		
Mr. Gary Johnson	X		
Mr. Ken Mitchell	X		
Mr. Michael Sauger	X		
Ms. Jordyn Sellek	X		
Inspector James Wolf	X		
Ms. Wendy Thelen	X		
Sgt. Frank Williams	X		

With a unanimous vote, the **MOTION** carried.

**V. Public Comment**

Ms. Harvey wanted to thank everyone for all the help and support given to her and her office since she came into her new role. It has been an incredible three months. If there is anything she can do, please do not hesitate to reach out. She also thanked the committee for supporting today's requests.

**VI. Next Meeting**

Michigan State Police Headquarters, Wednesday, June 10, 2020, at 10 a.m. This meeting is also photo day for committee members.

If anything changes, and another video conference is required, the committee will be made aware as well as the PSAP community.

**VII. Adjourn**

The meeting adjourned at 11:34 a.m.