

**STATE 911 COMMITTEE**  
**Certification Subcommittee**  
December 4, 2013  
Conference Call, Meeting Minutes

**A. Roll Call**

The meeting was called to order by Chair Rich Feole. Roll call was taken and a quorum was present.

Voting Members Present:

Mr. Rich Feole, Chair  
Mr. Greg Clark  
Ms. Yvette Collins  
Sheriff Dale Gribler  
Mr. Gary Johnson  
Mr. James Loeper  
Mr. Mel Maier  
Mr. Vic Martin  
Mr. David Piasecki  
Mr. Tim Smith  
Mr. Barry Nelson  
Mr. Ron Bonneau

Representing:

Calhoun County Consolidated Dispatch Auth.  
Charlevoix-Cheboygan-Emmet Counties (CCE)  
AT&T  
SNC/Van Buren County Sheriff's Office  
Marquette County Central Dispatch  
SNC/ Gogebic County  
Oakland County Sheriff's Department  
Lapeer County Central Dispatch  
AT&T  
Ottawa County 911  
Saginaw County 911 Communications Center Authority  
Kent County Dispatch Authority

Non-Voting Members Present:

Ms. Amanda Kennedy  
Ms. Theresa Hart

Representing:

Michigan State Police  
Michigan State Police

**B. Meeting Minutes Approval**

Mr. Maier requested to amend the minutes from the October 2, 2013, meeting to include him as a participant. Mr. Nelson made a **MOTION** to accept the minutes with changes. Supported by Mr. Clark, the **MOTION** carried.

**C. Old Business**

1. Update on multi-county PSAP and larger population amendment

Proposed language was read by Mr. Feole to the committee members as follows:

*In the event that a county is pulled in which multiple counties are served by the same PSAP, all counties within that PSAP service jurisdiction are subject to review.*

*In the event that a county with a population of more than 250,000, or a 911 service district of Wayne County is pulled for a review, the Certification Subcommittee may define the parameters in consideration of length of time and approach to review.*

Mr. Feole explained the background for the change originated because a review team was already involved in a site visit at Negaunee Regional Communications Center (NRCC) performing a review on two of the five counties served by NRCC. It would make better use of resources to finish reviewing all five of the counties, especially when the travel expense is higher for most subcommittee members.

Ms. Miller-Brown explained if approved by the subcommittee, this language would be incorporated into the guideline for PSAP reviews.

Regarding the proposed language, Mr. Bonneau asked why the population matters. Ms. Miller-Brown explained the reason for population as a determinate is that counties with a population above 250,000 (Kent, Genesee, Macomb, Oakland, Wayne, and Washtenaw) have several PSAPs in one county and the current guidelines, which state four county reviews must be completed each year, may not be achievable. This allows for more time to complete a review when there are upwards from 15 PSAPS within one county.

Mr. Smith made the **MOTION** to accept the amendment to the guidelines for PSAP reviews. Supported by Mr. Loeper, the **MOTION** carried.

2. Update on Huron County

The report will be presented at the SNC meeting on December 10, 2013.

3. Update on Lake County Review

Ms. Miller-Brown directed a question to Mr. Martin that if MMRMA paid out a lawsuit against Lake County, does that mean a county is self-funded? Do we need to make an inquiry to Lake County as to who is making their MMRMA payments? Ms. Miller-Brown stated administrative action by a county board of commissioners should not come out of the 911 fund.

Mr. Smith thought any contribution from the 911 fund should come from the standard 5% fee paid to the county. Ms. Miller-Brown stated Lake's dispatch center does not have a written agreement with Lake County and needs to have a contract regarding that 5% administrative fee. Mr. Martin will check with MMRMA regarding Lake County and the lawsuit settlement in question, and report back to the Certification Subcommittee.

4. Update on Baraga, Houghton, Keweenaw, Ontonagon and Schoolcraft Reviews

Ms. Kennedy explained that in order to complete the reviews, the Certification Subcommittee needs to determine an end date for the addressing sign project as well as decide when counties may have to pay back the 911 fund. Sheriff Gribler suggested closing out the addressing sign project by the end of this fiscal year, September 30, 2014. General discussion followed.

A **MOTION** was made by Mr. Feole that Baraga, Keweenaw, and Ontonagon Counties will need to wrap up their project initiated in 2002 and will no longer be grandfathered as of September 30, 2014. With regard to Schoolcraft and Houghton counties, they will have to pay back any funds used for signage for the period under review. Support by Mr. Nelson. Call to question by Mr. Bonneau. The **MOTION** carried.

Mr. Feole then removed the signage issue from the agenda under new business since it was handled during the updates of the reviews.

#### **D. New Business**

1. Approval of forms 301 and 001 for 2014

Ms. Miller-Brown proposed a revised version of forms SNC-301 and SNC-001 for 2014. She explained that the Office of the Auditor General is asking for a more complete audit of PSAPs and a request for information has been submitted for a statewide audit.

Mr. Bonneau suggested adding checkboxes. Ms. Collins suggested rather than adding checkboxes, to perhaps explain the process in a cover letter attached to the form(s).

Mr. Smith expressed that since the audit-related information is included in the SNC-001, to remove it from the SNC-301.

Mr. Smith then made a **MOTION** to approve both forms with the recommended changes. Supported by Mr. Martin, the **MOTION** carried.

2. Inquiry regarding Missaukee County

After a review of Missaukee County's SNC-301 response for 2013, the State 911 Office found their operating expenses to be low by comparison to that of a similarly populated county. The State 911 Office contacted Ms. Andrea Martin and gave her the option to resubmit the form.

The amended SNC-301 response still did not reflect a reasonable expense amount to operate a PSAP. Mr. Feole and Ms. Kennedy plan to schedule a conference call to try to identify any possible misunderstanding Missaukee County may have with the SNC-301 form. All members agreed it could simply be a misinterpretation.

Mr. Feole suggested a face-to-face meeting at MCDA may be a better option and Mr. Martin agreed. Committee members Mr. Nelson and Mr. Martin offered to participate in a meeting at MCDA. Ms. Kennedy will share the previous year's SNC-301 and will attempt to schedule a meeting with Certification Subcommittee members and Ms. Martin at MCDA Friday, December 6, 2013.

#### **E. Public Comment**

None.

#### **F. Next Meeting**

TBD

#### **G. Adjourn**

A **MOTION** to adjourn was made by Mr. Martin, supported by Mr. Nelson. The meeting adjourned at 11:30.