



GRETCHEN WHITMER
GOVERNOR

State of Michigan
STATE 911 COMMITTEE
LANSING

JEFF TROYER
CHAIR

State 911 Committee Meeting
December 8, 2021
Meeting Minutes

Voting Members Present	Representing
Mr. Jeff Troyer, Chair	House 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
Ms. Lisa Hall	Assoc. of Public Safety Communication Officials
Ms. Jeanette Doll	Department of Licensing and Regulatory Affairs
Ms. Stephanie Lehman	National Emergency Number Association
Chief Dale Greenleaf	Michigan Association of Chiefs of Police
Mr. Ken Mitchell	Michigan Association of Counties
Mr. David Willis	Michigan Fraternal Order of Police
Ms. Jordyn Sellek	Michigan Communication Directors Association
Ms. Wendy Thelen	Michigan Public Service Commission
Sgt. Kelly Linebaugh	Michigan State Police Trooper's Association
Voting Members Remote	Representing
Mr. Steven Berenbaum	Commercial Mobile Radio Service
Mr. Dale Berry	Michigan Assoc. of Ambulance Services
Mr. Scott Stevenson	Telecommunications Association of Michigan
Major Beth Clark	Michigan State Police
Non-Voting Members Present	Representing
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
Voting Members Absent	Representing
Ms. April Heinze	Senate Appointee, Public Member
Mr. Mark Docherty	Michigan Professional Firefighters Union
Mr. Gary Johnson	UP Emergency Medical Services Corporation
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 general public appointed by the Governor, Speaker of the House, and Majority Leader of the Senate

I. Call to Order

Mr. Jeff Troyer called the State 911 Committee (SNC) meeting to order at 10 a.m.

II. Roll Call

Roll call was taken, and a quorum was present.

III. Approval of Minutes

A **MOTION** was made by Chief Mark Barnes, with support by Mr. Ken Mitchell, to approve the September 8 and October 5, 2021, State 911 Committee meeting minutes, as presented. With no discussion, the **MOTION** carried.

IV. Correspondence

There was no correspondence.

V. Chair / Vice-Chair Report

Welcome New Member

Mr. Troyer welcomed Ms. Lisa Hall as the new representative for APCO, and Mr. David Willis who will be representing the Michigan Fraternal Order of Police.

Subcommittee Chairs/Vice-Chairs

With the retirement of Mr. Rich Feole, Mr. Troyer appointed Ms. Phyllis Fuller as the chair of the Certification Subcommittee. All other subcommittee chairs will remain the same.

The vice-chairs appointed to each subcommittee are as follows:

- 911 Training – Lt. David Aungst
- Certification – Mr. Dale Berry
- Emerging Technology – Ms. April Heinze
- Legislative Action – Ms. Lisa Hall

All appointments and membership will be reviewed at the beginning of each calendar year.

VI. Certification Subcommittee Report

A. SNC-500 and -301

Screenshots of the SNC-500 and -301 forms were included in the packet as this year the forms will be submitted through the Michigan State 911 Administration Portal (MiSNAP).

No questions on the SNC-500 form have changed from the previous year. When submitting the form, once the year is entered it will automatically change the date for the local surcharge, to certify the correct year. There is a place to submit cover letters, ballot language, and other supporting documentation.

There are a few changes to the SNC-301 form, removing or adding information depending on what information has already been collected and what information is needed or relevant this year.

A **MOTION** was made by Ms. Stephanie Lehman, with support by Ms. Jordyn Sellek, to approve the SNC-500 and -301 forms, as presented. With no discussion, the **MOTION** carried.

B. Subcommittee Updates

As the subcommittee did not have a quorum at their last meeting, the compliance review reports will be presented to the SNC at the March meeting.

On November 8, Ms. Stephens held a certification education day as instruction for new members or a refresher for others.

VII. 911 Training Subcommittee Report

A. Approval of Minutes

A **MOTION** was made by Mr. Scott Temple, with support by Mr. Ken Mitchell, to approve the meeting minutes of August 18, 2021, as presented. With no discussion, the **MOTION** carried.

B. Approval of 2022 Training Fund Application

The guidelines and instructions have been updated for 2022. The application will again be submitted through MiSNAP with a deadline of 4 p.m. on January 28, 2022.

A **MOTION** was made by Chief Dale Greenleaf, with support by Ms. Jordyn Sellek, to approve the 2022 training fund application process. With no discussion, the **MOTION** carried.

C. Approval of Training Course Submission Policy

This policy was previously two separate policies. The updated policy was included in the meeting packet, with track changes, to show what changes have been made.

A **MOTION** was made by Chief Dale Greenleaf, with support by Ms. Stephanie Lehman, to approve the training course submission policy, as presented. With no discussion, the **MOTION** carried.

D. Subcommittee Updates

The subcommittee has received a number of complaints about a training provider not adding attendance into MiSNAP. There have been multiple issues with this provider in the past. A letter was sent to the provider, giving them a deadline of December 23 to have all attendee information entered or their course approval may be revoked.

Ms. Melissa Harris, of the subcommittee, attended the Center Management Certification course and provided an evaluation. The course was very thorough with materials distributed ahead of time. The only downfall is some portions felt rushed due to the amount of material covered in one week. Overall, it was very well done.

Through the end of November, the review team has reviewed 254 requests for training. There were 13 denied; however, some of those were due to clerical errors or duplicate entries. There were also 343 instructors approved; 17 were denied.

The next meeting is scheduled for February 9 at 10 a.m.

VIII. Emerging Technology Subcommittee Report

A. Approval of Minutes

A **MOTION** was made by Chief Mark Barnes, with support by Chief Dale Greenleaf, to approve the meeting minutes of June 7, August 2, and September 13, 2021, as presented. With no discussion, the **MOTION** carried.

B. Subcommittee Updates

The subcommittee will be changing their meeting schedule to bi-monthly instead of monthly.

The 2022 Emerging Technology Forum will be held September 12-14 at the Delta Marriott in Muskegon. A workgroup will be created to assist with the planning of the forum. Mr. Troyer thanked the subcommittee and Ms. Cindy Homant for the work put into planning the forum.

The next meeting is scheduled for January 10 at 1 p.m.

IX. Legislative Action Subcommittee Report

A. Subcommittee Updates

The Senate passed the 911 legislation last week and it was presented to the Governor on Monday at 9:35 a.m. The Governor then has 14 days to sign the bill. The subcommittee is planning a signing ceremony. If able to do so, Ms. Sellek will send out the details. Ms. Sellek thanked everyone who played a part in getting the legislation passed. She will send thank you notes on behalf of the SNC to house and senate committee members, as well as Rep. Calley and the Governor, when she signs it.

SB637 and 638 creates a community crisis response grant program, which would allow locals to apply for a grant to place a community crisis response team inside 911 centers. The group backing this would like dispatchers to determine if a social worker or law enforcement needs to be dispatched. The LAS will continue watching this proposed bill; however, nothing would happen on this until after the recess.

Regarding the 911 hotline, Ms. Sellek and Ms. Harvey are trying to get on the NENA workgroup in order to have input, be involved from the beginning, and learn how everything will come together.

X. State 911 Administrator's Report

A copy of the full report was included in the meeting packet.

State 911 Fund

The revenue is down slightly from last quarter. Treasury is behind in posting payments, which is reflected in the numbers provided.

The reason for the decrease is a mix between Treasury being behind in posting the payments, and businesses closing or selling, or staffing issues.

MiSNAP

The training fund application will once again be submitted through MiSNAP. Training coordinators and directors have been notified they need to ensure all the courses attended from January 1 through the current date have been entered for each employee. PSAPs should also be entering all expenditures and checking on spend down of their funds.

Text-to-911

There are 78 counties and one Wayne County Service District deployed, with a couple others that have soft deployed, but are not public yet.

Next Generation 911 Grant

The CPE installations were to be up and running by the end of December. Two were unable to meet the criteria and will not be able to participate in the grant.

Thirteen counties were identified as needing address points; 12 have submitted data. There were 21 counties that submitted data for a second group of further data analysis and synchronization projects.

The educational GIS webinar was recorded if anyone missed the date. Ms. Harvey will work to get additional webinar dates scheduled.

Activity of the State 911 Office

The 2018-2019 audit has been completed. Ms. Harvey can send a link to the report if anyone is interested.

The State of Michigan is updating the 'Emergency Management Plan, Emergency Support Function 2'. Previously, 911 was not included in the plan, but is now. This is to establish a high-level flowchart to be referenced by any local units of government to determine what is the first route of how local agencies can contact the state.

3G networks will be decommissioned beginning in January. Sprint pushed their date back to March 31.

XI. Old Business

There was no old business.

XII. New Business

A. Nomination and Election of Officers

The election of officers will take place today and go into effect January 1. The floor for nominations was opened. A NOMINATION was made by Chief Mark Barnes, with support by Mr. Scott Temple, to nominate Mr. Jeff Troyer as chair and Ms. April Heinze as vice-chair. Ms. Heinze was not in attendance; however, she did let Mr. Troyer know should she be nominated, she would accept the position. With no discussion, NOMINATIONS were closed.

A **MOTION** was made by Chief Dale Greenleaf, with support by Mr. Ken Mitchell, to approve Mr. Jeff Troyer as chair and Ms. April Heinze as vice-chair for 2022. With no discussion, a roll call vote was taken:

Voting Members	Yes	No	Abstain
Mr. Jeff Troyer	X		
Chief Mark Barnes	X		
Mr. Scott Temple	X		
Sheriff Richard Behnke	X		
Ms. Lisa Hall	X		
Ms. Jeanette Doll	X		
Ms. Stephanie Lehman	X		
Chief Dale Greenleaf	X		
Mr. Ken Mitchell	X		
Mr. David Willis	X		
Ms. Jordyn Sellek	X		
Ms. Wendy Thelen	X		
Sgt. Kelly Linebaugh	X		

The **MOTION** carried.

B. Proposed 2022 Meeting Dates

The proposed SNC meeting dates for 2022 were originally March 9, June 8, September 14, and December 14. All meetings will be held at 10 a.m. at the Michigan State Police headquarters.

With the Emerging Technology Forum being held September 12-14, the proposed SNC September meeting date will be pushed to the third Wednesday.

A **MOTION** was made by Mr. Ken Mitchell, with support by Mr. Scott Temple, to approve the 2022 meeting dates as March 9, June 8, September 21, and December 14. With no further discussion, the **MOTION** carried.

C. Special Recognition—Chief Mark Barnes

Chief Mark Barnes was appointed to the SNC in 2016 and has served as the chair of the 911 Training Subcommittee for the past two years. The committee presented a token of appreciation to Chief Barnes for his time, dedication, and leadership.

Chief Barnes thanked the SNC for the work they do.

XIII. Public Comment

Lt. David Aungst thanked Chief Barnes for his leadership, humor, and time on the 911 Training Subcommittee.

XIV. Next Meeting

March 9, 2022, at 10 a.m.
Michigan State Police HQ

XV. Adjourn

The meeting adjourned at 11:32 a.m.