



GRETCHEN WHITMER
GOVERNOR

State of Michigan
STATE 911 COMMITTEE
LANSING

JEFF TROYER
CHAIR

State 911 Committee Meeting
September 8, 2021
Meeting Minutes

Voting Members Present	Representing
Mr. Jeff Troyer, Chair	House Appointee, Public Member
Ms. April Heinze	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 Assoc. of Ambulance Services
Mr. Rich Feole	Assoc. of Public Safety Communication Officials
Ms. Stephanie Lehman	National Emergency Number Association
Mr. Scott Stevenson	Telecommunications Association of Michigan
Mr. Gary Johnson	UP Emergency Medical Services Corporation
Mr. Ken Mitchell	Michigan Association of Counties
Ms. Jordyn Sellek	Michigan Communication Directors Association
Major Beth Clark	Michigan State Police
Ms. Wendy Thelen	Michigan Public Service Commission
Sgt. Kelly Linebaugh	Michigan State Police Trooper's Association
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
Sgt. Matthew Miller	Deputy Sheriff's Association
Mr. Michael Sauger	Michigan Fraternal Order of Police
Mr. Mark Docherty	Michigan Professional Firefighters Union
Ms. Jeanette Doll	Michigan Dept. of Licensing & Regulatory Affairs
Chief Dale Greenleaf	Michigan Association of Chiefs 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

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 June 9, 2021, State 911 Committee meeting minutes, as presented. With no discussion, the **MOTION** carried.

IV. Correspondence

At a previous meeting, there was discussion regarding Isabella County's 911 surcharge proposal. The surcharge did pass and a thank you letter from the county was included in the meeting packet.

V. Chair / Vice-Chair Report

Welcome New Member

Mr. Troyer welcomed Sgt. Kelly Linebaugh as the new representative for the Troopers Association.

Updates

Over the last year, Mr. Rossow reached out to start discussions about working with the Police Chiefs Association and SNC to develop a communications center accreditation program in Michigan. Mr. Feole, Mr. Berry, Ms. Harvey, and Mr. Troyer will be working on the program. Ms. Lehman will be replacing Mr. Feole.

The goal is to have something on the schedule for late fall.

VI. Certification Subcommittee Report

A. Approval of Minutes

A **MOTION** was made by Ms. Stephanie Lehman, with support by Mr. Scott Temple, to approve the May 19, 2021, meeting minutes as presented. With no discussion, the **MOTION** carried.

B. Compliance Review Reports

Conference of Western Wayne

The Conference of Western Wayne, which includes 11 PSAPs, was reviewed with no findings or required changes. Any issues with training were addressed by Ms. Theresa Hart.

A **MOTION** was made by Chief Mark Barnes, with support by Mr. Ken Mitchell, to approve the compliance review report for the Conference of Western Wayne.

Ms. Sellek thanked the State 911 Office for conducting the reviews virtually and she appreciates the work and assistance as she and most of the directors have never been through the process.

With no further discussion, the **MOTION** carried.

Midland County

There were no findings. The only recommendation was for Midland County to review training records in MiSNAP on a regular basis to make sure instructors are entering attendance after every class.

A **MOTION** was made by Mr. Rich Feole, with support by Ms. Jordyn Sellek, to approve the Midland County compliance review. With no discussion, the **MOTION** carried.

C. Subcommittee Updates

The compliance review for the City of Detroit is ongoing. Ms. Lyndsay Stephens is scheduling the virtual meetings for the remaining agencies in Downriver. Virtual meetings for Montmorency and Newaygo counties have been scheduled; Arenac, Kent, and Muskegon will be scheduled soon. At the last subcommittee meeting, Iron and Huron counties were randomly chosen for review and are currently in the documentation collection phase.

Documentation collection has been integrated into MiSNAP and Ms. Stephens is planning a fall educational day to go through the annual report and compliance review forms.

Phone CPR instructions was a topic discussed at the subcommittee as a best practice. The subcommittee will work on a recommended update to bring to the SNC.

The subcommittee was presented with an allowable 911 surcharge expense situation in Shiawassee County and are currently working with the county.

The subcommittee has four new members. Mr. Feole welcomed Ms. Jessica Young from Genesee County 911, Ms. Victoria Rose from Kalamazoo County Consolidated Dispatch, Mr. Chad Chewning from Livingston County 911, and Mr. Jim Miller from PFN.

VII. **911 Training Subcommittee Report**

A. Approval of Minutes

A **MOTION** was made by Ms. Stephanie Lehman, with support by Sheriff Richard Behnke, to accept the meeting minutes of May 19, 2021, as presented. With no discussion, the **MOTION** carried.

B. Second Distribution of Training Funds

The FTE count for the second distribution is 1,930.

A **MOTION** was made by Mr. Ken Mitchell, with support by Mr. Rich Feole, to approve the FTE count of 1,930 for the second distribution of training funds for 2021. With no discussion, the **MOTION** carried.

C. Subcommittee Updates

The review team developed criteria for minimum instructor qualifications. The criteria is only a guideline to ensure consistency.

The subcommittee has two new members. Chief Barnes welcomed Ms. Stephanie Lehman from Barry County and Ms. Marlana Terrian from Clare County.

The policy for in-person and online training courses have not been updated since the deployment of MiSNAP. As more time is needed to review and update this policy, this has been tabled until the next subcommittee meeting.

Several PSAPs requested an extension to spend down 2019 funds. The process of extending spend down dates is not easy. The subcommittee would like to remind everyone if an agency cannot spend down their funds, they may return 2018 or 2019 funds to qualify for 2022. If returning funds causes any issues with an agency's board, a letter can be drafted from the SNC stating training was not widely available and the returning of funds is a special circumstance.

In the past, there was a separate review team to look over plans of actions submitted by PSAPs for any employee delinquent in meeting training requirements. Due to movement within the subcommittee, there is only one person remaining on the review team. An email was sent to the subcommittee asking for four more members for the team.

Lt. David Aungst submitted an evaluation for an SNC-approved training course he attended. He was impressed with the content and quality of the course.

Ms. Smith and Ms. Lehman will be submitting the joint APCO/NENA conference for SNC approval. They asked for assistance from the subcommittee in making sure the conference has the required hours of training. They will make revisions and submit for approval.

The review team has approved 205 requests for training course approvals and denied seven. There were also 290 instructors approved with 15 denials.

VIII. Emerging Technology Subcommittee Report

A. Approval of Minutes

A **MOTION** was made by Chief Mark Barnes, with support by Ms. Jordyn Sellek, to approve the meeting minutes of May 3, 2021, as presented. With no discussion, the **MOTION** carried.

B. Subcommittee Updates

Most of the focus has been on the upcoming Technology Forum. Mr. Temple thanked the State 911 Office staff for the work put in to the planning.

The forum is being held September 27-29 at Great Wolf Lodge. Per the venue, masks are required when in public spaces. Registration has closed; however, that is still being worked out for those who are having issues in MiTRAIN. Ms. Homant checked with Ms. Hart about any issues with the three presentations being done virtually. There are no issues as long as the approved presenters and content is the same.

The subcommittee has been meeting monthly, but have begun discussing frequency and if the schedule should be changed.

There are now standing agenda items to be updated at each meeting including a legislative update from Ms. Coates, an update from TAC by Ms. Stephens and Mr. Holmes, SCIP updates from Ms. Heinze, and technology discussions which, to this point, has mostly been focused on geo-routing.

IX. Legislative Action Subcommittee Report

A. Approval of Minutes

A **MOTION** was made by Ms. Jordyn Sellek, with support by Chief Mark Barnes, to approve the meeting minutes of March 15, 2021, as presented. With no discussion, the **MOTION** carried.

B. Subcommittee Updates

Rep. Calley introduced HB5026 in mid-June. It was referred to the Communications and Technology Committee in the House. There have been some changes in the legislature which has put everything on hold. At the revenue estimating conference, it was announced the state has \$3B in excess revenue. With that and the federal funds coming in, the legislature has paused on supporting any fee increases.

The sponsor of the bill and those involved in the appropriations process are considering a one-time appropriation to the 911 fund to backfill the shortage in prepaid revenue. The

budget is taking top priority now as that needs to be completed by September 30. It looks like they will do a base budget, then address additional revenue funds and supplementals. If legislators agree on the appropriation, it needs to be included in the base budget as there is no timeline to wait for the supplemental.

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. Ms. Homant is working with Treasury on those who show as delinquent but are not actually delinquent. The payment has just not posted. The numbers provided are the numbers as of the date the report was prepared.

A draft policy has been created to submit delinquent providers for further action on collection. The draft is being reviewed.

Automation Project

Phase 3 was completed in July and MiSNAP is now fully deployed. Staff are currently working on improvements and upgrades moving forward.

FirstNet

Meetings are open and the public is welcome to attend.

Text-to-911

There have been no changes since the last report.

Next Generation 911 Grant

Of the 18 agencies awarded the CPE, 14 have completed the process and have gone through the virtual tour. Of the four remaining, two are planning the installation for September.

Activity of the State 911 Office

All desk phones have been disconnected. If you do not have the updated cell numbers, please email the staff.

A 911 workgroup was created with representation from each region in the state to work on 988. The workgroup is focused on creating a best practice recommendation draft to go before the Certification Subcommittee for review. The workgroup has been tabled for now and will reconvene once there is more information. Ms. Thelen stated the MPSC will be issuing a press release at the end of September prior to the mandatory 10-digit dialing, deadline of October 24, for the following area codes: 616, 989, 810, and 906. These area codes will need to switch from 7-digit to 10-digit local dialing as a result of the 988 implementation.

Ms. Harvey has been working with Mr. Berenbaum to gather information on the process of decommissioning 3G services lines and what the timelines are. And if a customer does not upgrade their phone, what happens to the line, as the line itself is what determines the phone bill, which is connected to surcharges. Ms. Harvey reminded everyone to reach out and begin educating their counties.

The 2018-2019 audit is in the final stages.

The State 911 Office will be working remotely on a permanent basis.

Conference rooms at MSP HQ have been booked through the end of the year. As some subcommittees are holding their meetings at different locations, make sure to check the agenda for locations and times.

XI. Old Business

There was no old business.

XII. New Business

A. GIS Repository Grant Project Update

Mr. Mark Holmes gave a presentation on the grant project.

B. SNC Bylaws

A copy of the draft updates was included in the meeting packet.

The first modification, under item 3, is if a member wishes to attend via conference call, they can be a part of the discussion, but they will have no voting rights. There are two exemptions in which a member can vote: 1) if they are active military duty, and 2) a medical illness (an exemption through the end of the year). For clarification, it was suggested the second sentence in item 3 be changed to read... "Members may attend committee meetings electronically by a video or telephone conference but are not permitted to vote unless they meet the remote attendance and exemptions section of Michigan's Open Meeting Act."

Other proposed changes include grammatical changes for consistency throughout the document and an annual review of subcommittee chair and vice-chair appointments.

Previously, every subcommittee chair was required to be a member of the SNC regardless of the individual's area of expertise. The draft includes the addition of a vice-chairperson to all subcommittees with either the chairperson or vice-chairperson being a member of the SNC.

The subcommittees are subject to the same rules as the full SNC. They are open meetings and there must be a physical quorum present from this point forward. Item 7e will be changed to match the wording proposed for item 3.

A member of a subcommittee may be removed if they miss two consecutive meetings without prior written notice or if they are not taking an active role in their responsibilities of the subcommittee.

A **MOTION** was made by Mr. Dale Berry, with support by Chief Mark Barnes, to approve the revisions to the State 911 Committee bylaws with the two proposed amendments; one to item 3 and one to item 7e.

Mr. Troyer stated if the bylaws are approved, he will begin reaching out to the current subcommittee chairs to discuss appointing chair/vice-chair positions.

With no further 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		

Voting Members	Yes	No	Abstain
Mr. Steven Berenbaum	X		
Mr. Dale Berry	X		
Mr. Rich Feole	X		
Ms. Stephanie Lehman	X		
Mr. Ken Mitchell	X		
Ms. Jordyn Sellek	X		
Major Beth Clark	X		
Ms. Wendy Thelen	X		
Sgt. Kelly Linebaugh	X		

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

C. Special Recognition—Mr. Rich Feole

It is common practice of the SNC that whoever serves for five years or more, the committee presents a token of appreciation for their time and dedication. Mr. Rich Feole was appointed as the APCO representative to the SNC in 2010, and has served as the Certification Subcommittee chairperson since 2011.

Mr. Feole told the SNC it has been a privilege to serve and represent APCO. He has made lifelong friends he will keep beyond any meetings. He will remain on the SNC until the end of October.

XIII. Public Comment

There was no public comment.

XIV. Next Meeting

December 8, 2021, at 10 a.m.
Michigan State Police HQ

XV. Adjourn

The meeting adjourned at 11:31 a.m.