



GRETCHEN WHITMER
GOVERNOR

State of Michigan
STATE 911 COMMITTEE
LANSING

JEFF TROYER
CHAIR

State 911 Committee Meeting

December 14, 2022

Meeting Minutes

Voting Members Present	Representing
Mr. Jeff Troyer, Chair	House Appointee, Public Member
Chief Adam Carroll	Michigan Association of Fire Chiefs
Mr. Tim McKee	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. Matthew Sahr	Michigan Professional Firefighters Union
Ms. Jeanette Doll	Department of Licensing and Regulatory Affairs
Chief Dale Greenleaf	Michigan Association of Chiefs of Police
Mr. Ken Mitchell	Michigan Association of Counties
Ms. Jordyn Sellek	Michigan Communication Directors Association
Ms. Wendy Thelen	Michigan Public Service Commission
Sgt. Kelly Linebaugh	Michigan State Police Trooper's Association
Non-Voting Members Present	Representing
Ms. Theresa Hart	State 911 Administrative Office
Ms. Lyndsay Keith	State 911 Administrative Office
Ms. Cindy Homant	State 911 Administrative Office
Ms. Stacie Hansel	State 911 Administrative Office
Voting Members Absent	Representing
Ms. April Heinze	Senate Appointee, Public Member
Ms. Stephanie Lehman	National Emergency Number Association
Mr. Bryce Tracy	U.P. 911 Authority
Mr. Joe Bates	Deputy Sheriff's Association
Mr. David Willis	Michigan Fraternal Order of Police
Major Beth Clark	Michigan State Police
Ms. Lisa Hall	Assoc. of Public Safety Communications Officials
Mr. Scott Stevenson	Telecommunications Association of Michigan

I. Call to Order

The State 911 Committee (SNC) meeting was called to order at 10 a.m.

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

II. Roll Call

Roll call was taken, and a quorum was present. Members Ms. Lisa Hall and Mr. Scott Stevenson participated in the discussion remotely.

III. Approval of Minutes

A **MOTION** was made by Mr. Ken Mitchell, with support by Mr. Tim McKee, to approve the State 911 Committee meeting minutes for September 21, 2022. With no discussion, the **MOTION** carried.

IV. Correspondence

There was no correspondence.

V. Chair / Vice-Chair Report

A few years ago, there was a network event which had statewide implications. An SNC taskforce was created to review the outage with the provider. Mr. Troyer will be reaching out to committee members to reinstate the taskforce to review the most recent network event that occurred and look at solutions for the future.

VI. Certification Subcommittee Report

A. Approval of Minutes

A **MOTION** was made by Mr. Dale Berry, with support by Mr. Ken Mitchell, to approve the Certification Subcommittee meetings minutes for August 17, 2022. With no discussion, the **MOTION** carried.

B. Compliance Review Reports

Kent County

Kent County dispatches for three agencies. They receive surcharge funds and distribute them to the PSAPs. Virtual meetings were held with all three agencies to discuss the financial portion; site visits were held with the sheriff's office and Grand Rapids PD. There were no significant findings or recommendations.

Alcona County

Alcona County receives surcharge funds in the amount of \$3. They have applied for, and received, training funds during the last five years. They are fiscally compliant. There were no significant findings or recommendations.

A **MOTION** was made by Mr. Dale Berry, with support by Ms. Jordyn Sellek, to approve the compliance review reports for Kent and Alcona counties. With no discussion, the **MOTION** carried.

C. Approval of Annual Report Forms

The annual reporting forms, the SNC 500 and 301, were updated and included in the meeting packets. The SNC 500 was included only for informational purposes. The travel reimbursement form was also updated to reflect changes in the reimbursement rate.

A **MOTION** was made by Mr. Dale Berry, with support by Chief Dale Greenleaf, to approve SNC forms 301 and 740. With no discussion, the **MOTION** carried.

D. Subcommittee Updates

Six counties are currently in process of review, including Negaunee Regional, Manistee, Lake, Clare, Saginaw, and Kalkaska counties.

Ms. Keith plans to hold virtual workshops for those needing assistance completing the annual forms, as well as making herself available during the APCO/NENA conference.

Some questions have come before the subcommittee regarding the use of funds, which have been discussed on an individual basis. The subcommittee will be reviewing the allowable/disallowable list for any necessary updates.

VII. 911 Training Subcommittee Report

A. Approval of Minutes

A **MOTION** was made by Chief Dale Greenleaf, with support by Mr. Ken Mitchell, to approve the 911 Training Subcommittee meeting minutes for August 17, 2022. With no discussion, the **MOTION** carried.

B. Approval of Telecommunicator Manual

The subcommittee updated the manual and the draft was included in the meeting packet.

A **MOTION** was made by Sheriff Richard Behnke, with support by Sgt. Kelly Linebaugh, to approve the telecommunication training manual, as presented.

Some of the changes may need to be made under the rulemaking process and not the manual, to assure wording is consistent among both the administrative rules and the training manual. It was suggested the committee's legal counsel review the manual.

A **MOTION** was made by Mr. Dale Berry, with support by Mr. Tim McKee, to table the motion made by Sheriff Richard Behnke and seconded by Sgt. Kelly Linebaugh, to approve the telecommunicator training manual. With no discussion, the **MOTION** carried.

The manual will go back to the subcommittee and legal counsel for review.

C. Approval of 2023 Training Fund Application

Applications will be submitted through MiSNAP again. The only updates made to the application were to update the dates. The deadline to submit the application is January 27, 2023, by 4 p.m.

A **MOTION** was made by Ms. Jordyn Sellek, with support by Mr. Ken Mitchell, to approve the 2023 training fund application. With no discussion, the **MOTION** carried.

D. Subcommittee Updates

The subcommittee created a workgroup to review the training rules for additions or necessary updates. The training rules went into effect ten years ago and have not been reviewed since. The intent is to modify the standards to fit the training needs of telecommunications today. The goal is to keep the 40 hour basic, 40 hour advanced, and 24 hours continuing education requirements the same.

The review team denied an instructor and the appeal went before the full subcommittee. The denial was upheld based on the information provided; however, the instructor may resubmit if changes are made to the course requirement.

The second distribution of training funds was released on November 18, with an amount of \$687.17 per FTE.

Year-to-date, the review team has approved 240 requests for training course approval/renewal and denied 14. They have approved 359 instructors and denied 34.

Lt. David Aungst thanked Mr. Troyer and Ms. Heinze for appointing him to the chair of the subcommittee and for the support. It has been a fun experience and a great career. This is

his last meeting as he is retiring in January. Mr. Troyer congratulated him on his retirement and thanked Lieutenant Aungst for his outstanding leadership and service.

VIII. Emerging Technology Subcommittee Report

A. Approval of Minutes

A **MOTION** was made by Mr. Tim McKee, with support by Mr. Dale Berry, to approve the Emerging Technology Subcommittee meeting minutes for July 11, 2022. With no discussion, the **MOTION** carried.

B. Subcommittee Updates

The next tech forum will be held September 18-20 in Muskegon. Workgroups have been created to begin planning.

The members are working on a vendor reference list of what equipment PSAPs currently have. This will be a resource for those who may be looking to purchase new equipment. They could see who is using that equipment today and get further information and feedback about it.

During meetings, the subcommittee invites vendors to present on technology offered by their company. The subcommittee is discussing the best way to share the information with the PSAPs.

IX. Legislative Action Subcommittee Report

A. Subcommittee Updates

Committee chairs/vice chairs will be made, possibly in January, by the House and Senate leadership.

A few years ago, Communications and Technology was with the Energy Committee, and then it was separated. 911 stayed with Communications and Technology. There has been discussion those committees may be merged back together.

Next year, none of the House and Senate democrats have been the majority so there will be a learning curve. With money still to be spent, it could be a potential opportunity for public safety and 911.

X. State 911 Administrator's Report

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

- Michigan is almost fully deployed with text-to-911.
- The Michigan Public Safety Broadband workgroup has officially disbanded.
- The previous continuing education issue in MiSNAP was fixed and deployed; however, yesterday there was an issue with the grandfathered employees. As of this morning, that issue has been resolved.
- Meeting with KL&A in the near future to discuss the first set of enhancements.
- Waiting for a few counties to submit their user request form to the GIS repository. Training for data importers will be held this week.
- The 2020-2021 audit report was sent to all members. There was a repeat finding for the Department of Treasury to update their database. Ms. Homant and Ms. Harvey met with them to discuss business requirements.
- Final reminder the 3G decommissioning will be completed December 31.
- The 988 workgroup is working with 911 on marketing and education for the public. It is important to market when to call, but also how it is different than 911.
- The application has been submitted for the state and local cybersecurity grant program. Ms. Harvey is representing 911 on the planning committee and internal stakeholder group.

- To assist with 911 recruiting, Ms. Hart and Ms. Harvey are working with the Michigan Department of Education on programs for high school students to earn 911 certificates, specifically module 1 and 2 requirements, prior to graduation. Also discussing developing a degree program at the college level.
- Mental wellness and employment opportunities tabs have been added to the SNC website.

XI. Other Reports

Emergency Alerts/Warnings

The public alerting workgroup will be developing and implementing both experienced and beginner level Alert and Warning training workshops in early 2023. These workshops will cover best practices, plan guidance, and effective alert message writing. Information will be shared with local emergency managers as well as 911 directors once the workshops have been scheduled. Mr. Troyer suggested Ms. Hart work with Ms. Barcroft on applying for SNC approval for attendees to be able to use training funds.

An Alert and Warning presentation will be made to Region 1 Emergency Managers at the January 19 meeting.

At the 2023 Statewide Interoperable Communications Conference, a presentation will be made on Alert and Warning best practices to continue to build awareness, skillsets, and knowledge for those who are responsible for Alert and Warning within their community.

XII. Old Business

There was no old business.

XIII. New Business

Nomination and Election of Officers

The election of officers will be held for the chair and vice-chair of the SNC; appointments will begin in January 2023. Each nomination must be seconded by another member, and a majority vote must be taken to nominate an individual. Once nominations are complete, if multiple officers are nominated for a seat, a roll call vote will take place.

Mr. Troyer opened the floor for nominations for chair and vice-chair.

A **MOTION** was made by Mr. Matthew Sahr, with support by Mr. Ken Mitchell, to nominate Mr. Bryce Tracy for vice-chair. With no discussion, the **MOTION** carried.

A **MOTION** was made by Mr. Tim McKee, with support by Chief Dale Greenleaf, to nominate Ms. Jordyn Sellek for vice-chair. With no discussion, the **MOTION** carried.

A **MOTION** was made by Mr. Dale Berry, with support by Mr. Tim McKee, to nominate Mr. Jeff Troyer for chair. With no discussion, the **MOTION** carried.

Nominations are now closed.

A **MOTION** was made by Chief Adam Carroll, with support by Chief Dale Greenleaf, to cast a unanimous ballot for Mr. Jeff Troyer as chair of the SNC for 2023. With no discussion, the **MOTION** carried.

A **MOTION** was made by Mr. Tim McKee, with support by Mr. Matthew Sahr, to vote for Mr. Bryce Tracy or Ms. Jordyn Sellek as vice-chair of the SNC. A roll call vote was taken.

Voting Members	Voting For
Mr. Jeff Troyer, Chair	SELLEK
Chief Adam Carroll	TRACY
Mr. Tim McKee	SELLEK
Sheriff Richard Behnke	SELLEK
Mr. Steven Berenbaum	SELLEK
Mr. Dale Berry	SELLEK
Mr. Matthew Sahr	TRACY
Ms. Jeanette Doll	SELLEK
Chief Dale Greenleaf	SELLEK
Mr. Ken Mitchell	SELLEK
Ms. Jordyn Sellek	SELLEK
Ms. Wendy Thelen	SELLEK
Sgt. Kelly Linebaugh	SELLEK

Ms. Jordyn Sellek will be the vice-chair of the SNC.

Proposed 2023 Meeting Dates

The proposed meeting dates on the agenda follow the same schedule from 2022. It was suggested moving the March 8 meeting date to March 15 as the Interop Conference is the week of March 6 and would conflict for those attending the conference. Discussion followed.

A **MOTION** was made by Ms. Jordyn Sellek, with support by Mr. Ken Mitchell, to approve the 2023 meeting dates of March 15, June 14, September 13, and December 13. With no discussion, the **MOTION** carried.

Special Recognitions

Chief Dale Greenleaf has submitted notice to the Michigan Association of Chiefs of Police requesting a new representative be appointed to the SNC. He has served on the committee since 2019.

Mr. Troyer thanked him for his service. Chief Greenleaf stated he is regrettably stepping away. Due to time constraints, short staffing, and other commitments, he is not able to give the SNC the attention it needs, but it has been fun and a huge learning experience.

Mr. Dale Berry has served on the SNC since 2001 and will be retiring. Mr. Troyer thanked him for his knowledge and experience he has brought to the committee, taskforces, and subcommittees over the years. Mr. Berry stated it has been a pleasure serving. He has made many friends over the years and has learned so much.

XIV. Comments

A. Public Comments

There was no public comment.

B. Member Comments

The chair and vice-chair of the SNC meet every year to review subcommittee membership, as well as chair and vice-chair appointments. It is required an SNC member be appointed either chair or vice-chair at the subcommittee level. Mr. Troyer and Ms. Sellek will be reaching out to committee members about serving on a subcommittee.

XV. Next Meeting

March 15, 2023, at 10 a.m.
Michigan State Police HQ

XVI. Closed Session

The committee was planning to go into closed session under the Open Meetings Act 15.268(h) to discuss materials exempt from public discussion by Federal or state statute. Unfortunately, a closed session requires two-thirds of the membership. With only 13 of the 21 members present, the committee cannot go into closed session. This agenda item will be tabled until the March meeting.

XVII. Adjourn

The meeting adjourned at 11:12 a.m.