



GRETCHEN WHITMER
GOVERNOR

State of Michigan
STATE 911 COMMITTEE
LANSING

JEFF TROYER
CHAIR

State 911 Committee Meeting
September 21, 2022
Meeting Minutes

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

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

Ms. Sellek stated Mr. Troyer apologized for being unable to attend, and asked her to chair the meeting on his behalf. She 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 Mr. Ken Mitchell, with support by Mr. Tim McKee, to approve the June 8, 2022, State 911 Committee meeting minutes, as presented. With no discussion, the **MOTION** carried.

IV. Correspondence

There was no correspondence.

V. Chair / Vice-Chair Report

There was no report.

VI. Certification Subcommittee Report

A. Approval of Minutes

A **MOTION** was made by Mr. Dale Berry, with support by Mr. Bryce Tracy, to approve the May 17, 2022, meeting minutes, as presented. With no discussion, the **MOTION** carried.

B. Compliance Review Reports

Mason Oceana Counties

Mason Oceana has been collecting a millage since 2014 with a renewal in 2020 for six years. A local surcharge is also collected. There are no findings.

Lenawee County

The review team noted one recommendation which is to change the naming convention to avoid confusion in expenditure reports. Lenawee County has already taken steps to correct this. The county is completely surcharge funded.

A **MOTION** was made by Ms. Stephanie Lehman, with support by Mr. Tim McKee, to approve the compliance reviews for Mason Oceana and Lenawee counties, with the recommendation for Lenawee County. With no discussion, the **MOTION** carried.

C. Subcommittee Updates

There are several counties in various stages of review including Kent, Alcona, Negaunee, Manistee, Lake, and Clare. A meeting with Wayne County is scheduled for this week to review the way the county receives and distributes funds.

At the last meeting, updates to the 301 form were discussed. A workgroup was then created to review the edits.

The allowable/disallowable list will be reviewed for necessary updates.

VII. 911 Training Subcommittee Report

A. Approval of Minutes

A **MOTION** was made by Mr. Bryce Tracy, with support by Mr. Ken Mitchell, to approve the meeting minutes of May 17, 2022, as presented. With no discussion, the **MOTION** carried.

B. Second distribution of training funds

Milan Police Department's 911 center has closed and the FTE count has been updated to reflect the change. The change in the overall FTE count will decrease from 1,746 to 1,742.

A **MOTION** was made by Chief Adam Carroll, with support by Chief Dale Greenleaf, to approve the second distribution of training funds. With no discussion, the **MOTION** carried.

C. Subcommittee Updates

The Training Course Submission Policy was reviewed and updated to include producing electronic reports and scans to show attendance. Nothing was currently in the policy regarding this topic. The policy, with the update, was included in the meeting packet.

A **MOTION** was made by Chief Dale Greenleaf, with support by Chief Adam Carroll, to approve the change to include the verbiage. With no discussion, the **MOTION** carried.

The Telecommunicator Training Manual will be reviewed and updated.

This year to date, the review team has approved 175 requests for training course approval and/or renewal; 10 have been denied. A total of 323 instructors have been approved and 28 denied. The totals include instructors approved or denied with training courses, not just additional instructors added later.

VIII. Emerging Technology Subcommittee Report

A. Approval of Minutes

A **MOTION** was made by Mr. Ken Mitchell, with support by Ms. Stephanie Lehman, to approve the meeting minutes of May 2, 2022, as presented. With no discussion, the **MOTION** carried.

B. Subcommittee Updates

There were 189 attendees at the Emerging Technology Forum. Next year, the forum will be held on September 18-20 at the same location. On initial review of the survey results, things are looking positive.

The subcommittee discussed creating a vendor reference list to share equipment, experience, and ideas among PSAPs.

After deploying text to 911, everyone should report the deployment to the FCC for accurate documentation.

IX. Legislative Action Subcommittee Report

A. Subcommittee Updates

The budget has been the focus since the spring. There will most likely not be another subcommittee meeting until 2023 unless something significant comes up.

X. State 911 Administrator's Report

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

State 911 Fund

The Q2 revenue is \$10,951,358.37 which is up from last quarter.

Text-to-911

There are currently 82 counties and three service districts that have deployed text-to-911.

MiSNAP

There were fixes deployed a few weeks ago which caused additional issues with the continuing education counts. Directors were asked to manually check hours. Ms. Hart and Ms. Stephens did a lot of testing and passed them through yesterday. An email will be sent to all directors once the updates have been deployed in order to confirm training hours are correct.

Next Generation 911 Grant

The closeout has been completed. Continuing to work on the GIS Repository including training on the import process. Asking all PSAP administrators to submit the user request form if it has not already been done. Additional training for other user types will be coming in the near future.

Activity of the State 911 Office

Although there is no completion date for the 2020-2021 E911 audit, anticipating it will be ready to bring to the next SNC meeting.

The soft launch for 988 happened in July. Common Ground has been contracted to provide services and has hired Ms. Amanda Girard as the 911/988 coordinator. She will be working directly with the PSAP directors on individual county needs. The NENA best practices for 988 is in the final stages for the first draft.

Ms. Harvey and Ms. Homant continue to work with treasury on the prepaid audit. The reviews are expected to be completed by March 2023. The SNC, in conjunction with treasury, is required to submit a report to the legislature by June 30, 2023.

A job opportunities tab will be created on the SNC website. Inside the tab, a state map will be divided into regions and PSAPs in the specific region will have direct links to the job openings. A health and wellness tab will also be created to provide information to PSAPs and public safety partners regarding mental, wellness, and physical health.

The general retention schedule has been reviewed for any necessary updates. Ms. Harvey will be looking further into this as requested by DTMB's RMS department. Any changes will be brought to the SNC for approval.

Working with PSAPs to strengthen the relationship between emergency management and 911.

The state and local cybersecurity grant program was released last week and is for state, local, and territorial governments across the country. The grant application is only open for 60 days, but it is for new or existing cybersecurity systems. Mr. Mitchell opened discussion on the importance of cybersecurity at the county level. General discussion followed.

Ms. Harvey stated the State 911 Office is trying to visit different PSAPs to meet telecommunicators and members of management.

XI. Other Reports

A. Interoperability Board

Highlights from the last meeting include:

- An update to the Michigan Communications Unit Position Recognition Guidelines. The guidelines are in regard to communications support personnel and assets which can be called up in an emergency from a state, regional, or local level.
- The big initiative is updating the Statewide Communications Interoperability Plan (SCIP). This is a strategic document that looks at the scope of communications interoperability regardless of type or media. Working with CISA to see where communications interoperability stands currently through benchmarks, looking

ahead three to five years. The 911 community has been included in reviewing the plan. A workshop will be held November 2 to reframe and update the plan.

- A call for papers went out for the Interop Conference which will be held in March.
- The next meeting will be held in December. The Board would like to discuss coordinating the Interoperability Board meetings and the SNC meetings as members of both boards, or workgroups of both boards, have collaborative discussions and initiatives. Both groups have separate authorities and responsibilities, but need to collaborate and work together, so it would be beneficial having meeting dates coordinate.

B. Emergency Alerts/Warnings

The public alerting workgroup is a workgroup of the Interoperability Board. Some projects include:

- Ensuring all emergency management programs become iPAWS compliant. This allows alerting the public via TV, radio, and the wireless emergency alert system. In 2021, Emergency Management and Homeland Security procured a statewide license for CodeRed, which iPAWS messaging.
- This workgroup is also working on the SCIP.
- Working with the State Emergency Communications Committee and the Michigan Association of Broadcasters to update the Emergency Alert System (EAS) plan. The plan was submitted in July and the group is currently working on follow up questions.
- Sharing information with emergency managers on a regular basis.
- Two counties participated in a national test conducted on September 12. They had volunteers who signed up to receive the messages in order to test different carriers and different notifications to make sure messages were being received on cell phones.

XII. Old Business

There was no old business.

XIII. New Business

There was no new business.

XIV. Public Comment

Ms. Harvey thanked F/Lt. Poupard and Mr. Whitford for inviting her to a visit at the NRCC; she was also able to visit the Marquette County Central Dispatch Center. It was a great opportunity to spend time with their staff and learn more about their operations.

XV. Next Meeting

December 14, 2022, at 10 a.m.
Michigan State Police HQ

XVI. Adjourn

The meeting adjourned at 10:57 a.m.