

**STATE 911 COMMITTEE**  
**Certification Subcommittee**  
November 5, 2020  
Meeting Minutes

<b>Voting Members Present</b>	<b>Representing</b>	<b>Attending Remotely</b>
Mr. Rich Feole	Calhoun County Consolidated Dispatch Authority	Marshall; Calhoun Co; MI
Ms. Phyllis Fuller	Peninsula Fiber Network	Barry County, MI
Mr. Ray Hasil	Mason Oceana 911	Pentwater, MI
Mr. Gary Johnson	Marquette County Central Dispatch	Marquette, MI
Mr. Jeremy Ludwig	Allegan County Central Dispatch	Moline; Allegan Co; MI
Mr. Scott Temple	INdigital	Ann Arbor, MI
Ms. Eugenia Cook	Detroit Police Department	Detroit, MI
Mr. Kyle Maury	Washtenaw County Sheriff's Office	Milan; Washtenaw Co; MI
<b>Non-Voting Members Present</b>	<b>Representing</b>	
Ms. Joni Harvey	State 911 Office	
Ms. Lyndsay Stephens	State 911 Office	
Ms. Stacie Hansel	State 911 Office	
<b>Voting Members Absent</b>	<b>Representing</b>	
Mr. Philip Bates	INdigital	
Mr. Robert Stewart	Frontier Communications	
Mr. Vance Stringham	Roscommon County Central Dispatch	
Ms. Cynthia Fell	Plymouth Township Police Department	
Mr. Tracy Peter	Hillsdale County Central Dispatch	

**A. Call to Order**

The meeting was called to order at 10:05 a.m.

**B. Roll Call**

Roll call was taken, and a quorum was present.

**C. Meeting Minutes Approval – August 20, 2020**

A **MOTION** was made by Mr. Ray Hasil, with support by Mr. Gary Johnson, to accept the meeting minutes of August 20, 2020, as presented. With no discussion, the **MOTION** carried.

**D. Old Business**

Presque Isle County

Presque Isle responded to the draft compliance review report to show they have either complied or are in the process of complying with recommendations listed. Staff lockers and the equipment room are in one space, so they put up a fence to secure their equipment, as well as purchasing a separate air conditioner for that room.

Ms. Stephens added that information as an amendment to the report.

A **MOTION** was made by Mr. Gary Johnson, with support by Mr. Jeremy Ludwig, to accept the amendments to the Presque Isle County compliance review report and present to the State 911 Committee (SNC). With no discussion, the **MOTION** carried.

#### Washtenaw County

The compliance review report contains a recommendation within the individual agency reports on the interest earned and the fact the local agencies are not currently tracking the interest earned. The only agency required to currently show the interest earned would be Washtenaw Metro Dispatch due to the amount of surcharge funds they receive. The county receives the funds then distributes it to the PSAPs. When making the 4<sup>th</sup> quarter payment, the interest accrued over the year is being added and sent out, but the funds Metro receives locally is not tracking interest.

A **MOTION** was made by Mr. Rich Feole, with support by Mr. Scott Temple, to accept the Washtenaw County compliance review report draft. With no discussion, the **MOTION** carried.

#### CCE

Ms. Stephens had the virtual meeting with CCE on Monday and is in the process of working on the report. When the draft is completed, she will forward to the review team.

#### Hillsdale County

Mr. Feole, Mr. Temple, and Ms. Fuller will participate in a virtual meeting on November 24 at 1 p.m.

#### Detroit

Ms. Stephens is currently waiting on training fund documentation. Detroit was not using the MiCJIN portal before, so all the training fund information will need to be manually entered into MiSNAP.

Ms. Cook stated Commander Gardner will be the new contact person to get information from.

In the past, during applications for training funds, fire dispatchers were not included in FTE count. This topic will be on the agenda for the next 911 Training Subcommittee meeting, getting clarification on whether fire dispatchers can be included in the FTE count. Ms. Stephens will contact Commander Gardner on the information still needed.

#### Conference of Western Wayne

An extension was requested and granted for the entire conference to submit documentation. The new deadline is November 15.

#### Ionia County

An extension was requested and granted for Ionia County to submit documentation. The new deadline is November 19.

### **E. New Business**

#### Updates and approval of the SNC 500 and 301 forms

The subcommittee reviewed proposed updates to the SNC 500 form. After reviewing the changes, the subcommittee approved the form for 2021. This form is not required to be submitted to the SNC for approval.

The subcommittee reviewed and discussed proposed updates to the SNC 301 form.

A **MOTION** was made by Mr. Rich Feole, with support by Ms. Eugenia Cook, to accept the SNC-301 form with the changes and submit to the SNC for approval. With no further discussion, the **MOTION** carried.

#### Question about LEIN and allowable expenses

The State 911 Office (SNO) has received questions whether LEIN is an allowable expense for a dispatch center. On the Allowable/Disallowable list for surcharge funds, under the disallowed items column it specifically says LEIN costs for non-911 functions, example records unit.

Entering LEIN information in an emergency situation, for example a missing person or a stolen vehicle, would be related to 911. The entry of a warrant, for example, is not related to 911 and would

therefore be a part of the “records unit”, which is on the disallowable list. The subcommittee needs to look into this and decide what are dispatch functions and what are record functions.

General discussion followed.

The subcommittee needs to state examples of what “records unit” entails for clarification before presenting to the SNC. Also, before taking a recommendation to the full SNC, a meeting will be scheduled with Mr. Feole, Mr. Troyer, Ms. Harvey, and Ms. Stephens for discussion.

Drawing next quarter counties for compliance reviews

There are six counties left to draw from for compliance review. After those are completed, moving forward, all counties that have had a review done in the last five years will be set aside and the remaining will be drawn at random. When the five years is up, they will be added to the draw.

Through a random draw the next counties for review are Alger, Arenac, and Midland counties. Ms. Stephens will let the three remaining counties know they will be up for review, giving them a deadline to submit documentation six weeks from the February 17, 2021, subcommittee meeting date as that is when the counties would technically be drawn.

**F. Public Comment**

None.

**G. Next Meeting**

February 17, 2021 @ 1 p.m.

**H. Adjourn**

The meeting adjourned at 11:29 a.m.