

STATE 911 COMMITTEE
Certification Subcommittee
May 14, 2020
Meeting Minutes

A. Call to Order / Roll Call

The meeting was conducted via conference call and called to order at 10 a.m. Roll call was taken, and a quorum was present.

Voting Members Present:

Mr. Rich Feole, Chair
Mr. Philip Bates
Ms. Phyllis Fuller
Mr. Ray Hasil
Mr. Gary Johnson
Mr. Jeremy Ludwig
Mr. Robert Stewart
Mr. Vance Stringham
Mr. Scott Temple
Ms. Eugenia Cook
Ms. Cynthia Fell
Mr. Kyle Maury
Mr. Tracy Peter

Representing:

SNC/Calhoun County Consolidated Dispatch Authority
INdigital Telecom
Peninsula Fiber Network
Mason Oceana 911
Marquette County Central Dispatch
Allegan County Central Dispatch
Frontier Communications
Roscommon County Central Dispatch
INdigital
Detroit Police Department
Plymouth Township Police Department
Washtenaw County Sheriff's Office
Hillsdale County Central Dispatch

Non-Voting Members Present:

Ms. Lyndsay Stephens
Ms. Joni Harvey
Ms. Stacie Hansel

Representing:

State 911 Office
State 911 Office
State 911 Office

B. Meeting Minutes Approval – February 13, 2020

A **MOTION** was made by Mr. Scott Temple, with support by Mr. Tracy Peter, to accept the meeting minutes of February 13, 2020. With no discussion, the **MOTION** carried.

C. Old Business

1. Presque Isle

The draft report for Presque Isle County compliance review was sent to the subcommittee members and discussed during this meeting. The review team reported three recommendations, as listed in the report.

A **MOTION** was made by Mr. Gary Johnson, with support by Mr. Philip Bates, to accept the draft report for Presque Isle County, as presented. With no discussion, the **MOTION** carried.

2. St. Clair

The draft report for St. Clair County compliance review was sent to the subcommittee members and discussed during this meeting. The review included both St. Clair County and Clay Township Police Department. The review team reported one recommendation, as listed in the report.

Mr. Stewart asked if there was a commitment for when fund distribution documents would be updated and approved by the board. Ms. Stephens stated what they are currently doing in the county is in compliance with their 911 plan. She is still going to follow up with them to ensure it will be done.

A **MOTION** was made by Ms. Phyllis Fuller, with support by Mr. Ray Hasil, to accept the draft report for St. Clair County, as presented. With no discussion, the **MOTION** carried.

3. St. Joseph

The draft report for St. Joseph County compliance review was sent to the subcommittee members and discussed during this meeting. There were no findings.

A **MOTION** was made by Mr. Tracy Peter, with support by Mr. Kyle Maury, to accept the draft report for St. Joseph County, as presented. With no discussion, the **MOTION** carried.

4. Detroit

The deadline to submit documentation was extended to June 1. With everything Detroit has going on right now during the pandemic, this is probably not at the top of their priority list. Mr. Feole stated if Ms. Stephens speaks with Detroit, and they express wanting another extension, he would be fine with granting that request. This review will be on hold for the time being.

5. Tuscola

The draft report for Tuscola County compliance review was sent to the subcommittee members and discussed during this meeting. This will be phase I of the review as the site visit will be postponed until a later date and added to the report as an addendum. Ms. Stephens completed the financial and the training fund portions for this phase. There were no findings.

A **MOTION** was made by Mr. Vance Stringham with support by Mr. Gary Johnson, to accept the draft report for Tuscola County phase I, as presented. With no discussion, the **MOTION** carried.

6. Ottawa

The draft report for Ottawa County compliance review was sent to the subcommittee members and discussed during this meeting. This will be phase I of the review as the site visit will be postponed until a later date and added to the report as an addendum. Ms. Stephens completed the financial and the training fund portions for this phase. There were no findings.

A **MOTION** was made by Mr. Tracy Peter, with support by Ms. Phyllis Fuller, to accept the draft report for Ottawa County phase I, as presented. With no discussion, the **MOTION** carried.

7. Menominee

Ms. Stephens has received some documentation from Menominee County. She has a request into them for additional information for both the financial and training fund portions. Ms. Stephens is anticipating having phase I of the draft report available by the next subcommittee meeting.

D. New Business

1. Quarterly Drawing for Compliance Review

Ms. Stephens entered the counties eligible for review into a random list organizer online. She is having the system randomly draw three separate times to choose the next counties for review. The first county is Washtenaw. The second county is Cheboygan. As Cheboygan will incorporate three separate counties (Cheboygan, Charlevoix, and Emmet), the subcommittee decided not to draw another county at this time.

2. Continuity of Operating Plan (COOP) for Compliance Reviews

This plan was originally approved in 2018 and is now being amended to add the review process during a state of emergency. There needs to be something in writing showing how the review process looks during a time when site visits are not being done. This is adding an all-encompassing state of emergency section, not mentioning a specific event, so the plan will not need to be updated with each separate state of emergency incident.

The draft plan was sent to the subcommittee members for review. Due to responses

Ms. Stephens has received, there are a couple edits needed. The first is just a number formatting error. The final change will be on page 5, under appeals item 1. The sentence should now read, "Appeals to financial findings must follow the procedure set forth in the SNC's policy."

A **MOTION** was made by Mr. Jeremy Ludwig, with support by Mr. Tracy Peter, to accept the Continuity of Operations Plan for compliance reviews, with the proposed changes. With no discussion, the **MOTION** carried.

3. State Ethics Act and Public Entities Act (Conflicts of Interest)

Each year, the State 911 Committee distributes the State Ethics Act and the Public Entities Act to all committee and subcommittee members. Every member is required to sign acknowledging receipt of these acts. The email reply or read receipt will serve as acknowledgement that everyone has read, and agree to, the policies.

Name	Acknowledgement
Mr. Rich Feole	X
Mr. Philip Bates	X
Ms. Phyllis Fuller	
Mr. Ray Hasil	X
Mr. Gary Johnson	X
Mr. Jeremy Ludwig	X
Mr. Robert Stewart	X
Mr. Vance Stringham	
Mr. Scott Temple	X
Ms. Eugenia Cook	X
Ms. Cynthia Fell	X
Mr. Kyle Maury	X
Mr. Tracy Peter	X

E. Public Comment
None

F. Next Meeting
Thursday, August 20, 2020, at 10 a.m. – MSP Headquarters (subject to change).

G. Adjourn
The meeting adjourned at 10:33 a.m.