

STATE 911 COMMITTEE
Certification Subcommittee
February 17, 2021
Meeting Minutes

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

A. Call to Order

The meeting was called to order at 1 p.m.

B. Roll Call

Roll call was taken, and a quorum was present.

C. Meeting Minutes Approval—November 5, 2020

A **MOTION** was made by Mr. Gary Johnson, with support by Mr. Philip Bates, to accept the meeting minutes of November 5, 2020, as presented. With no discussion, the **MOTION** carried.

D. Call for Additions to the Agenda

None.

E. Old Business

1. CCE Draft

Each county submits their funding to the authority separately, so the review team needed to make sure it was all documented. Ms. Stephens made all the changes requested by Ms. Pamela Woodbury, except for the date she requested an extension. Ms. Stephens confirmed that the date in the report was the date of the email requesting the extension.

Regarding the findings, CCE is not showing any interest documented on the authority side. Reporting interest at the county level is not needed as they receive payment, turn around, and

give a check to the authority; therefore, no interest is earned at the county level. It is noted as a requirement to document interest at the authority level.

Each of the counties submit payments differently, so there are no policies or agreements in place. This is reported as a recommendation.

A **MOTION** was made by Mr. Rich Feole, with support by Mr. Tracy Peter, to accept the CCE draft report. With no discussion, the **MOTION** carried.

This report will be submitted to the State 911 Committee (SNC) at their March meeting.

2. Hillsdale Draft

Hillsdale County does not track interest as they have an in-kind exchange of services. If the exchange ever changes, or if the county starts paying for the services, interest will need to be tracked at that point. This is noted in the report.

There were no findings for Hillsdale County.

A **MOTION** was made by Mr. Jeremy Ludwig, with support by Mr. Ray Hasil, to accept the Hillsdale County draft report. With no discussion, the **MOTION** carried.

This report will be submitted to the SNC at their March meeting.

3. Ionia Draft

Ionia County is mainly surcharge funded. In their document submissions, tracking the different suppliers was not shown; however, they do track it. They pay for things such as Active 911, and reimburse their departments. Fire departments pay for it initially and the dispatch center reimburses them for it.

The county is tracking interest.

There are no findings for Ionia County.

A **MOTION** was made by Mr. Tracy Peter, with support by Mr. Vance Stringham, to accept the Ionia County draft report. With no discussion, the **MOTION** carried.

This report will be submitted to the SNC at their March meeting.

4. Alger Draft

Initially, Alger County was going to opt for only the required portions of the compliance review; however, they sheriff thought it would be best for the agency to participate in the entire process.

The Sheriff's Office has control over the EMS department, road patrol, the jail, and dispatch. They are currently trying to make dispatch its own department.

Alger County does have training which needs to be caught up. The sheriff has senior staff taking the lead on training and submitting the training fund application. Those staff have been set up in MiSNAP to be able to do so. There is a plan in place to get the delinquent telecommunicators the training they need.

A requirement noted in the report is for the county to track interest. The sheriff is currently working with the treasurer to get a system in place. They will then submit a formal response to the subcommittee.

A **MOTION** was made by Mr. Gary Johnson, with support by Mr. Jeremy Ludwig, to accept the Alger County draft report. With no discussion, the **MOTION** carried.

This report will be submitted to the SNC at their March meeting.

5. Conference of Western Wayne

Ms. Stephens has completed a review of all training funds except for Dearborn Heights. Ms. Theresa Hart will review them next. Some of the financial portions have been completed. Ms. Stephens will begin scheduling virtual meetings in the next couple of weeks. No county has opted out of the optional portion of the compliance review.

6. Detroit Service District

Michigan State Police and Hamtramck have been completed since March. Several attempts have been made, including sending a certified letter, to Detroit. Detroit Service District was originally selected for a random review in November 2019, with a deadline of February 2020. Around mid-March, a notification was sent to Detroit stating additional documentation was needed. A new deadline of June 2020 was given. Several attempts were made to collect the documentation over the summer with no response. A letter was sent to the commander in December, giving a new deadline. Ms. Stephens received no response.

The main information needed is training information in order to have it entered into MiSNAP. For background, there was nothing entered in the old system for training. Each individual needed to be entered into MiSNAP, along with any training taken in 2020, in order for Ms. Cook to have them on the training fund application. The application was submitted; however, the receipts for all the training is one item Detroit still needs to submit.

Additional financial information, besides the training documentation, is still missing as well.

It was asked at what point funding is withheld. In order to withhold surcharge funding, the Certification Subcommittee would need to bring a recommendation to the SNC. At that point, the subcommittee would need to research and get clarification from the Attorney General's office on next steps as the funding all goes to Wayne County treasurer, who distributes it among the four service districts. Wayne County treasurer has submitted their documentation, it is within the Detroit Service District separately.

At this point, there is enough supporting documentation to move a recommendation forward to the SNC. Ms. Hart stated there is another option available. If Detroit submits no documentation of how they spent training funds, the 911 Training Subcommittee can invoice them for the entire amounts received in the last five years.

With no further discussion, the subcommittee decided to bring the non-compliance issue to the SNC at the March meeting.

7. Midland County

Midland County has submitted their documentation for the compliance review. They are only going to participate in the required portion. Ms. Stephens will review the documentation in the next couple of weeks and will look to schedule their virtual site visit in late March.

8. Arenac County

Arenac County did request an extension. Ms. Stephens will work with them on a new deadline and is looking to schedule their virtual meeting in early April.

9. Notices

The three remaining counties are those that would have been randomly selected during this meeting. Ms. Stephens sent the notifications out to Muskegon and Macomb Counties, and Downriver Mutual Aid. Ms. Stephens had a virtual meeting with Macomb County and Downriver Mutual Aid PSAP directors to let them know the portions they are responsible for within the compliance review.

Any funding received at Macomb County in 2020 will be distributed to agencies in payments this year. No surcharge funds at Downriver Mutual Aid go to the local agencies. The financial portion is only going to be reviewing the training funds.

Muskegon County requested an extension as they are in the middle of a couple capital projects. Normally, if an agency asks for an extension, they are given two weeks. If they request something longer, the request goes to Mr. Feole. Mr. Feole will review their request.

F. New Business

Surcharge Fund Questions

Radio infrastructure was paid for with surcharge funds, wanting to allow utilities to use tower without fee.

The above is on the agenda for informational purposes, to share with the full subcommittee, and to have entered in the minutes. It was a question and response given.

Mr. Ludwig stated he was contacted by MPSCS, and that for every tower site in Allegan County, they want to add equipment for Consumer's. He had questions such as energy usage at the site since the county is paying electrical through surcharge funds, agreements for liability, etc.

As MPSCS is going through the state more often, Ms. Harvey stated she will have more directors asking for guidance. She is asking for a best practice document for surcharge-funded counties to make sure all directors receive the same information and guidance.

Automation Project

Phase III of the automation project will be incorporating the annual reporting documents to the same portal currently being used for the training fund applications. This will not be completed in time for use this year, but will be ready for the 2022 annual report submissions.

G. Public Comment

None.

H. Next Meeting

May 19, 2021—1 p.m.

As of right now, March 31 is the deadline for open meetings to remain virtual. If this is not extended, an in-person meeting will be scheduled at a location other than Michigan State Police headquarters.

I. Adjourn

The meeting adjourned at 1:51 p.m.