

**STATE 911 COMMITTEE**  
**Certification Subcommittee**  
 May 19, 2021  
 Meeting Minutes

<b>Voting Members Present</b>	<b>Representing</b>	<b>Attending Remotely</b>
Mr. Rich Feole	Calhoun County Consolidated Dispatch Authority	Marshall, Calhoun County
Ms. Phyllis Fuller	Peninsula Fiber Network	Detroit
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	Moline, Allegan County
Ms. Eugenia Cook	Detroit Police Department	Detroit
Mr. Kyle Maury	Washtenaw County Sheriff's Office	Milan, Washtenaw County
Mr. Tracy Peter	Hillsdale County Central Dispatch	Hillsdale, Hillsdale County
<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. Vance Stringham	Roscommon County Central Dispatch	
Ms. Cynthia Fell	Plymouth Township Police Dept.	

**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—February 17, 2021**

A **MOTION** was made by Mr. Gary Johnson, with support by Ms. Eugenia Cook, to accept the meeting minutes of February 17, 2021, as presented. With no discussion, the **MOTION** carried.

**D. Call for Additions to the Agenda**

Random draw of the next counties for compliance review was added as the last item under new business.

**E. Old Business**

1. Conference of Western Wayne

Ms. Stephens is finishing the draft report and will be scheduling a meeting with Ms. Jordyn Sellek, the coordinator for the district. The last piece of the report is to review the breakdown of the funding within the Conference to confirm it is following their administrative rules.

2. Detroit Service District

Virtual meetings with the three agencies within the district have already taken place. Ms. Stephens is looking for the document showing the funding breakdown within the district. Detroit Police Department has many new staff, so it may take some time finding the requested documents. A meeting is scheduled next week to follow up.

3. Midland County

Midland County opted to only participate in the required portion of the compliance review. Some of the documents provided to the review team were part of the optional portion of the review; however, Ms. Stephens confirmed with Midland County any documents provided could be included in the report.

The report for Midland County will be ready for approval at the next meeting.

4. Arenac County

Emails have been sent requesting the documentation.

5. Muskegon County

Muskegon County requested an extension due to capital projects they are working on. The new deadline is September 1.

6. Macomb County and Downriver Mutual Aid

Ms. Stephens has received documentation for all and will begin scheduling virtual meetings in a week or so.

With the Conference of Western Wayne, Ms. Stephens sent each agency report separately for review instead of the conference as a whole. She asked for feedback on continuing in the same way for counties with multiple PSAPs going forward. Everyone agreed it was easier, being able to concentrate and review one report at a time. Once all changes have been made, the separate sections will be compiled into one report for the county or district.

**F. New Business**

Compliance Review Process

The forms sent to PSAPs to complete for a compliance review have been updated. Ms. Stephens walked through the proposed changes to the forms with the subcommittee. The changes are to make it easier on the directors, removing information which is submitted in multiple ways.

A **MOTION** was made by Mr. Rich Feole, with support by Mr. Tracy Peter, to approve the updated compliance review documents, with the understanding that all changes and formatting issues are addressed. With a unanimous vote, the **MOTION** carried.

Bylaws, State Ethics Act, Public Entities Act Distribution

As stated in the bylaws, a copy of the bylaws, State Ethics Act, and the Public Entities Act will be distributed to all State 911 Committee (SNC) and subcommittee members each year. A copy of each was provided in the meeting packet.

Membership Vacancies

Mr. Bob Stewart, Mr. Scott Temple, and Mr. Phil Bates have all resigned from the subcommittee. Mr. Feole stated he would like to have individuals with similar backgrounds join as far as technical and financial experience.

Mr. Feole stated he has announced his retirement for September. He will remain as the APCO representative on the SNC through October, remaining with the subcommittee through that time.

Random Draw of Counties for Review

With a random draw, the next counties chosen for compliance review were Newaygo, Montmorency, and Kent counties.

Ms. Stephens will update and finalize the forms before sending notification to the counties.

**G. Public Comment**

None.

**H. Next Meeting**

August 18, 2021 at 1 p.m.  
Location TBD

**I. Adjourn**

The meeting adjourned at 1:47 p.m.