

**STATE 911 COMMITTEE**  
**Certification Subcommittee**  
 August 18, 2021  
 Meeting Minutes

<b>Voting Members Present</b>	<b>Representing</b>
Mr. Rich Feole	Calhoun County Consolidated Dispatch Authority
Mr. Ray Hasil	Mason Oceana 911
Mr. Jeremy Ludwig	Allegan County Central Dispatch
Ms. Cynthia Fell	Plymouth Township Police Dept.
Mr. Tracy Peter	Hillsdale County Central Dispatch
<b>Non-Voting Members Present</b>	<b>Representing</b>
Ms. Joni Harvey	State 911 Office
Ms. Lyndsay Stephens	State 911 Office
Ms. Theresa Hart	State 911 Office
Ms. Stacie Hansel	State 911 Office
<b>Voting Members Absent</b>	<b>Representing</b>
Ms. Phyllis Fuller	Peninsula Fiber Network
Mr. Gary Johnson	Marquette County Central Dispatch
Mr. Kyle Maury	Washtenaw County Sheriff's Office
Mr. Vance Stringham	Roscommon County Central Dispatch

**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—May 19, 2021**

A **MOTION** was made by Mr. Ray Hasil, with support by Mr. Jeremy Ludwig, to accept the meeting minutes of May 19, 2021, as presented. With no discussion, the **MOTION** carried.

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

There were no additions to the agenda.

**E. Old Business**

1. Conference of Western Wayne Compliance Review

There is nothing concerning in the report, mostly making sure the agencies keep up with training to meet the standards and entering the training into MiSNAP.

A **MOTION** was made by Mr. Jeremy Ludwig, with support by Mr. Tracy Peter, to accept the compliance draft for the Conference of Western Wayne. With no discussion, the **MOTION** carried.

2. Detroit Service District Compliance Review

Ms. Stephens is receiving documentation from Detroit Emergency Communications Center and assisting in entering training into MiSNAP. The training fund review cannot be completed until everything is entered in MiSNAP for review.

Within the center, there are staff from both the police and fire departments along with the communications staff. They are individual departments, yet work together, so the review team is

figuring out the structure. More virtual meetings have been scheduled with the administrator. This review is ongoing.

3. Midland County Compliance Review

Midland opted to only take part in the required financial portion; however, Ms. Lisa Hall did submit additional documents, which she stated may be used in the report. There were no findings with the review, only a recommendation to keep up-to-date with records in MiSNAP.

A **MOTION** was made by Mr. Rich Feole, with support by Mr. Ray Hasil, to accept the Midland County compliance review draft. With no discussion, the **MOTION** carried.

4. Arenac County Compliance Review

This review will be scheduled within the next month or so.

5. Muskegon County Compliance Review

An extension was granted to submit documentation.

6. Macomb County Compliance Review

Meetings need to be scheduled with two more PSAPs. There is follow up needed in regard to the training fund portion with the agencies. The draft report may be ready for approval at the next subcommittee meeting.

7. Downriver Mutual Aid Compliance Review

The review team is halfway through with the virtual meetings. A meeting was conducted with the 911 district to cover the state and local surcharge funding portion of the compliance review. The draft report may be ready for approval at the next subcommittee meeting.

8. Newaygo County Compliance Review

This review will be scheduled within the next month or so.

9. Montmorency County Compliance Review

This review will be scheduled within the next month or so.

10. Kent County Compliance Review

An extension was granted to submit documentation.

11. Automation Project

All phases are now live. When a county coordinator logs in, they should see where they can begin entering the information previously contained within the SNC-500 form. Ms. Stephens will begin drafting the questions previously on the SNC-301 form, which will now be within MiSNAP. These questions will be brought to the subcommittee for review at the next meeting.

Local agencies will have the ability to download/export the training fund application within the reporting section of MiSNAP.

12. Membership Vacancies

Mr. Feole's retirement date is September 2, this will be his last subcommittee meeting, and the September meeting will be his last State 911 Committee (SNC) as the Certification Subcommittee Chair. He stated each subcommittee will be adding a vice-chair position, and either the chair or vice-chair will be required to be a member of the SNC.

The subcommittee reviewed and discussed the resumes submitted to fill the vacancies left by Mr. Phil Bates, Mr. Robert Stewart, Mr. Scott Temple, and Ms. Eugenia Cook. Mr. Feole took everyone's suggestions and will send a notification after it is determined how many vacancies need to be filled and the candidates who have been selected.

**F. New Business**

Compliance Review Process

This item will be tabled until the next scheduled meeting.

Phone CPR as a Best Practice

The 911 Training Subcommittee asked for this item from their meeting be brought before the subcommittee for their review.

At a previous 911 Training Subcommittee meeting, Ms. Cherie Bartram requested phone CPR be a part of the mandatory requirement for 911 centers. The subcommittee decided they were not going to make it a requirement, but asked that the topic be brought to the Certification Subcommittee to include as a best practice.

Ms. Bartram sent out an opportunity for free training on this topic. There is no negative side of offering the resource of free training as a best practice. Offering one training or one vendor over others would not be allowed. Currently in the best practices, EMD is listed. This could be amended to say 'EMD or at least provide phone CPR instruction; not that it is a best practice to provide training through SaveMIHeart, Red Cross, 911 associations, etc.' This would still give centers the information without pushing one vendor.

Shiawassee 911 Allowable Expenditure

The director at Shiawassee was locked out of the payroll system she previously had access to. Once she regained access, she noticed her agency was being charged for wages and benefits for the sheriff, undersheriff, and emergency manager. She reached out to Ms. Stephens for clarification if this was an allowable or disallowable expense. This is not an allowable expense and would give the subcommittee just cause to conduct a compliance review or schedule an educational meeting.

The director met with the sheriff and undersheriff, and in turn met with the county administrator to discuss the issue, and why these charges began. The sheriff and undersheriff were told if the charges are removed from 911 and put back into the sheriff department budget, they will need to determine where the cuts will happen in the general fund as there is nowhere else to pull it from.

The dispatch center is a center within the county which falls under the sheriff/undersheriff authority; however, they are in a separate building. The only services the sheriff/undersheriff provide is if there are personnel issues the director is not able to resolve at her level. The sheriff and undersheriff agreed the time spent handling personnel issues is not equal to 50% of their time, which is how much the 911 center is now being charged.

Ms. Stephens suggested creating a cost allocation plan. This would be a way for the sheriff department to be paid for the services they provide, but in a way that is allowable.

Shiawassee will receive an official notice from the subcommittee stating this is not an allowable expense, different options on fixing the issue, and a date it would need to be completed.

Open Meetings Act

All members must attend meetings in person in order to count as part of the quorum and vote on issues brought before the subcommittee.

The 911 Training and Certification Subcommittees will be having their meetings on the same day going forward at different centers around the state. Lieutenant David Aungst, from the Lenawee County Sheriff's Office, has volunteered to host the next meetings at his center. Reach out to Ms. Stephens if you would like to host a future meeting.

Random Draw

Ms. Stephens entered counties into the random generator in order to pull two more counties for review. The first six drawn were counties that have been reviewed in the previous five years, so she

will continue to have the generator pull counties until two eligible counties are selected. She will send an email to the subcommittee when those have been selected.

**G. Public Comment**

There was no public comment.

**H. Next Meeting**

November 17, 2021, at 1 p.m.  
Lenawee County Sheriff's Office Central Dispatch

**I. Adjourn**

The meeting adjourned at 1:56 p.m.