

**STATE 911 COMMITTEE**  
**Certification Subcommittee**  
 December 7, 2022  
 Meeting Minutes

<b>Voting Members Present</b>	<b>Representing</b>
Ms. Phyllis Fuller	Peninsula Fiber Network
Mr. Dale Berry	Michigan Association of Ambulance Services
Mr. Jeremy Ludwig	Allegan County Central Dispatch
Mr. Vance Stringham	Roscommon County Central Dispatch
Ms. Cynthia Fell	Plymouth Township Police Department
Ms. Jessica Young	Genesee County 911 Central Dispatch
Mr. Jim Miller	Peninsula Fiber Network
Ms. Amy Thomas	Montcalm 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
Ms. Cindy Homant	State 911 Office
<b>Voting Members Absent</b>	<b>Representing</b>
Mr. Kyle Maury	Washtenaw County Sheriff's Office
Ms. Victoria Rose	Kalamazoo County Consolidated Dispatch Authority
Mr. Chad Chewning	Xybix
Chief Dale Greenleaf	Blissfield Police Department
Mr. Corey LeCureux	Grand Traverse County Central Dispatch

**A. Call to Order**

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

**B. Roll Call**

Roll call was taken, and a quorum was present.

**C. Meeting Minutes Approval—August 17, 2022**

A **MOTION** was made by Mr. Vance Stringham, with support by Ms. Amy Thomas, to approve the meeting minutes of August 17, 2022, as presented. With no discussion, the **MOTION** carried.

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

There were no additional items.

**E. Old Business**

1. Kent County Compliance Review

A copy of the report was provided to the members in their meeting packet. There were no findings or recommendations for the three entities within Kent County.

A **MOTION** was made by Ms. Amy Thomas, with support by Mr. Jeremy Ludwig, to approve the Kent County compliance review. With no discussion, the **MOTION** carried.

The report will be presented to the State 911 Committee (SNC) at their December meeting.

2. Alcona County Compliance Review

A copy of the report was provided to the members in their meeting packet. There were no findings or recommendations

A **MOTION** was made by Mr. Vance Stringham, with support by Ms. Amy Thomas, to approve the Alcona County compliance review. With no discussion, the **MOTION** carried.

The report will be presented to the SNC at their December meeting.

3. NRCC Update

Ms. Harvey has conducted a site visit and Ms. Keith will schedule a visit in the spring when the new center is open. The documentation submitted by MSP and Keweenaw has not been reviewed. Information has been submitted by, and virtual meetings were held with, Gogebic and Ontonagon Counties. Additional questions were raised during the virtual meetings which will be followed up on.

A by-request review was submitted by Schoolcraft County; however, they are included in the NRCC review and are already going through the review process. No response to the request for documentation has been received from Schoolcraft, Houghton, or Baraga Counties. Ms. Keith will be contacting the treasurer and county administrators for follow up.

4. Manistee County Update

Documentation has been submitted and the information will be reviewed in the next couple of weeks.

5. Lake County Update

Documentation has been submitted and the information will be reviewed in the next couple of weeks.

6. Clare County Update

Documentation has been submitted and the information will be reviewed in the next couple of weeks.

7. Wayne County Surcharge Payments

The county wanted any questions in writing prior to the meeting originally scheduled in September. As that request was not made known, and not made available, the county representatives did not participate. The questions were sent and documentation was then submitted. Ms. Keith will be reviewing the information and doing a follow up.

Ms. Keith is also following up with the service districts coordinators, requesting documentation on when and how their payments from the county are received.

8. Annual Report Forms

The members reviewed the updates made to the annual report forms. Copies were included in the meeting packets. Additional copies of the 301 and 500 form MiSNAP instructions, and the cover letter and templates were emailed to the members and also reviewed during the meeting.

A suggested edit to the 301 form included the additional PSAP contact and title question in section six being moved to section three to keep PSAP information together.

A **MOTION** was made by Mr. Jeremy Ludwig, with support by Ms. Cynthia Fell, to approve the draft questionnaire with the recommended change. With no discussion, the **MOTION** carried.

The dates for a valid surcharge will be July 1, 2023, to June 30, 2024. This is the only change to the 500 form.

During the review, the following edits were suggested:

- On the 301 instructions, add a sentence reminding users there is no auto save and they should save their information often while filling out the form.

- The screenshot for the 301 instructions actually has the 500 form name highlighted. That screenshot will be changed to highlight the 301.

The forms will be sent out at the end of January. Ms. Keith will be scheduling virtual workshops for anyone who has questions, needs help navigating through MiSNAP, or would like assistance filling out the forms. It was also suggested she have a workshop during the APCO/NENA conference to offer assistance on a more one-on-one format.

## F. Standing Agenda Items

### Surcharge Questions

A county wanted to pay for a screen within the fire department to be able to see where the units are when on a call. This is not a screen in the dispatch center. The question was asked if surcharge funds are able to be used for this purchase. General discussion followed. During discussion, the majority of the members felt this is not an allowable expense. The request is denied.

### 911/988 Collaboration

The system works; however, it is limited. There is a workaround currently in place for routing issues.

## G. New Business

### Allowable/Disallowable List

At the last meeting, it was suggested this list be put on the agenda to review for updates. This item will be tabled for now. All members should review the list and bring feedback, edits, updates, etc. to the next subcommittee meeting.

This will be reviewed annually.

### SNC 740

The travel reimbursement form was updated to reflect changes to the reimbursement rates. This form will be reviewed annually.

Once Ms. Keith's name and email address have been changed, they will be updated on the form.

A **MOTON** was made by Mr. Vance Stringham, with support by Ms. Cynthia Fell, to approve the changes to the travel reimbursement policy for compliance review team use, with the change to Ms. Keith's last name and email. With no discussion, the **MOTION** carried.

The form will be presented to the SNC at their December meeting.

### 2023 Meeting Dates

The meeting dates for 2023 will be February 22, a date in April to coincide with the APCO/NENA conference, August 16, and November 8.

## H. Public Comment

This is Mr. Berry's last meeting. He has been a member of the SNC since early 2000 and the vice-chair of this subcommittee. He thanked everyone for their work, stating everyone in the 911 field has a very noble job, doing great things for their community. Ms. Fuller thanked him for everything and the perspective he brought to the subcommittee.

## I. Next Meeting

February 22, 2023, at 1 p.m.  
Michigan State Police HQ