

STATE 911 COMMITTEE
Certification Subcommittee
February 23, 2022
Meeting Minutes

Voting Members Present	Representing
Ms. Phyllis Fuller	Peninsula Fiber Network
Mr. Jeremy Ludwig	Allegan County Central Dispatch
Ms. Cynthia Fell	Plymouth Township Police Department
Ms. Victoria Rose	Kalamazoo County Consolidated Dispatch Authority
Ms. Jessica Young	Genesee County 911 Central Dispatch
Mr. Jim Miller	Peninsula Fiber Network
Voting Members Remote	Representing
Mr. Dale Berry	Michigan Association of Ambulance Services
Mr. Vance Stringham	Roscommon County Central Dispatch
Mr. Chad Chewning	Xybix
Non-Voting Members Present	Representing
Ms. Lyndsay Stephens	State 911 Office
Ms. Theresa Hart	State 911 Office
Ms. Stacie Hansel	State 911 Office
Voting Members Absent	Representing
Mr. Kyle Maury	Washtenaw County Sheriff's Office

A. Call to Order

The meeting was called to order at 1:02 p.m.

B. Roll Call

Roll call was taken, and a quorum was present.

C. Meeting Minutes Approval—August 18, 2021

A **MOTION** was made by Ms. Cynthia Fell, with support by Mr. Jeremy Ludwig, to accept the meeting minutes of August 18, 2021, as presented. With no discussion, the **MOTION** carried.

D. Call for Additions to the Agenda

A discussion on the penalty for non-compliance will be added to new business.

E. Old Business

1. Montmorency County Compliance Review

There was an issue with the draft report noted at the November meeting, so Ms. Stephens reached out to Ms. Donna Baranyai. The information gathered for the 2018 'total incidents dispatched' has been changed to be consistent with other totals entered.

There were no findings with the review.

A **MOTION** was made by Mr. Jeremy Ludwig, with support by Ms. Cynthia Fell, to approve the Montmorency County compliance review draft. With no discussion, the **MOTION** carried.

2. Newaygo County Compliance Review

In the training fund portion of the review, it was noted the county was not only claiming wages, but benefits as well which is not an allowable expense. There was documentation submitted for courses; however, the course was not entered on the 510. After adding these expenses, it

canceled out the extra amount claimed in wages. All the information has now been adjusted within MiSNAP and Newaygo was able to spend down their balance to qualify for funding this year.

There were no findings with the review.

A **MOTION** was made by Ms. Victoria Rose, with support by Mr. Jeremy Ludwig, to approve the Newaygo County compliance review draft. With no discussion, the **MOTION** carried.

3. Macomb County Compliance Review

There were several agencies needing to update training to get employees into compliance.

Funding received in one year is not disbursed to the local agencies until the following year. Due to this, no earned interest was shown. The treasurer is doing many activities, but not making in-kind payments, instead writing the earned interest off.

Each of the agencies more than spend the state and local surcharge funding received in wages alone.

Other than getting employees into compliance, there were no other findings.

A **MOTION** was made by Ms. Victoria Rose, with support by Ms. Cynthia Fell, to approve the Macomb County compliance review. With no discussion, the **MOTION** carried.

4. Iron County Compliance Review

The documentation was received in a timely manner with nothing outstanding.

There was a formatting error noted in the header to be fixed.

A **MOTION** was made by Mr. Jeremy Ludwig, with support by Ms. Victoria Rose, to approve the Iron County compliance review draft, with the correction made to the header. With no discussion, the **MOTION** carried.

5. Muskegon County Compliance Review

The county is mainly funded by surcharge funds, with other funding coming in from millage and contracting they do. They went through a couple of large projects including a remodel of the center and the implementation of a new radio system. During the time of the review, they increased their local surcharge to fund the projects.

There were no findings with the review.

A **MOTION** was made by Ms. Cynthia Fell, with support by Ms. Victoria Rose, to approve the Muskegon County compliance review draft. With no discussion, the **MOTION** carried.

6. Detroit Update

A meeting is scheduled on March 3 to follow up and get clarification on remaining items in order to finalize the review. Detroit had until December 31, 2021, to get the training records updated, and documentation is now being reviewed for the training fund portion of the review. The draft report should be ready by the next subcommittee meeting.

7. Downriver Mutual Aid Update

The virtual meetings have been completed. The training fund documentation is currently being reviewed. The draft report should be ready by the next subcommittee meeting.

8. Kent County Update
A virtual meeting is scheduled for April 19 with the Kent County Sheriff's Office. Ms. Stephens is working to schedule one with Grand Rapids.
9. Huron County Update
A virtual meeting is scheduled for March 16.
10. Mason/Oceana County Update
Mason/Oceana has started submitting documentation. Once Ms. Stephens verifies everything has been submitted, she will schedule a virtual meeting. This will include two counties and one 911 center.
11. Lenawee County Update
An extension was requested and granted due to staffing issues both in the center and the administrator's office. The new deadline to submit documentation is March 31.

Ms. Stephens will forward all the meeting dates to the subcommittee for participation.

F. New Business

Resignations

There have been two resignations from the subcommittee. Mr. Gary Johnson is retiring March 31, and Mr. Ray Hasil, due to new responsibilities, felt he could no longer dedicate enough time to the subcommittee.

Surcharge Questions

Over the last few years, there have been questions regarding the allowable/disallowable expenditures when it comes to radios and infrastructure. In previous meetings, creating a best practices guideline was discussed, providing assistance to an agency inputting a new radio system. Ms. Stephens brought it before the subcommittee as a follow up, raising the question if it is something the subcommittee should create or if it should go before MCDA. After discussion, it was decided Ms. Fuller will submit a request to Mr. Bryce Tracy asking it to be added to their agenda.

Since the subcommittee reviews how agencies are spending surcharge funds, and this document would give guidance on how to spend those funds, the document should then come back to the subcommittee to be formalized as a policy.

911/988 Collaboration

988 will be doing a soft launch in July. This item could potentially come up during compliance reviews in the future, ensuring funding is not mixed. For now, this item is only for informational purposes.

Wayne County Surcharge Payments

A suggestion was raised to pull Wayne County as a whole for random reviews and not the individual service districts in order to review the entire county's time period at the same time. For example, Ms. Stephens is currently working to ensure when the Wayne County treasurer receives the funds, they are being sent out to the service districts in a timely manner, all funding coming in is going out, and it is being done at the correct percentage based on the 911 plan.

The actual report could still be broken down into service districts.

Compliance Review Documents

Changes were made to the SNC-700 pre-review form, showing what portions of the review is required and what is optional.

The SNC-701 includes step-by-step instructions and the financial spreadsheet.

The SNC-710 and -711 have been separated into two forms, eliminating duplicate questions. One is for the virtual meetings and the other is the on-site questionnaire. These forms are for the review team to make sure the same questions are being asked and the same documentation is being received each time the team does a compliance review.

There are a few formatting and heading errors noted to edit. Ms. Stephens will send clean copies of the forms to the subcommittee members.

Letters of Interest

Resumes and letters of interest from those submitted were discussed. Ms. Fuller and Mr. Berry will take their final recommendations to the chair and vice-chair of the SNC.

Random Draw

Ms. Stephens entered counties into the random generator in order to pull counties for review. The counties selected were Houghton and Schoolcraft (last reviewed in 2013), and Alcona (last reviewed in 2015).

Penalty for Non-Compliance

Mr. Bob Heck from Downriver Mutual Aid sent an email requesting a list of the questions a PSAP audit contains and what the penalty is for non-compliance. They are doing a feasibility study on consolidation. Ms. Stephens wanted to get input from the review team members prior to responding.

Ms. Stephens stated the penalty could potentially be withholding the state and local surcharge funding; however, this has not happened in the past five years. The review team has always had agencies submit the documentation requested.

On the review forms, there are required and optional portions. The required portions are ways for the review team to verify compliance with the statute.

The training funds are PSAP-specific, so the penalty for non-compliance of the training fund portion could mean an invoice being created for funds they do not provide documentation for, along with denial of funds in the future. Recommendations are made from the 911 Training Subcommittee, but the penalty comes from the State 911 Committee

If the subcommittee includes a statement describing the penalty on the review forms, there should be a document ready to follow that up. The subcommittee's job is to certify the PSAPs, and if they are not certified, they risk losing surcharge funds and jeopardizing future training funds. Before anything gets adopted, legal support should review the statement.

Further questions will be asked of Mr. Heck, clarifying what he is looking for. He will be provided with the policy for both training fund reviews and compliance reviews.

G. Public Comment

Ms. Fuller thanked everyone for allowing her to chair the subcommittee, and Mr. Berry for being the vice-chair. She thanked everyone for their guidance and patience as everyone grows together, moving the subcommittee forward.

She also reminded everyone in-person attendance is a requirement and if anyone feels they will not be able to dedicate the time needed to serve, let her know.

H. Next Meeting

May 17, 2022, at 1 p.m.
Radisson of Kalamazoo; Meadows Room

I. Adjourn

The meeting adjourned at 2:45 p.m.