

**STATE 911 COMMITTEE**  
**Certification Subcommittee**  
 May 17, 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
Ms. Amy Thomas	Montcalm County Central Dispatch
Chief Dale Greenleaf	Blissfield Police Department
Mr. Corey LeCureux	Grand Traverse County Central Dispatch
<b>Non-Voting Members Present</b>	<b>Representing</b>
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>
Mr. Kyle Maury	Washtenaw County Sheriff's Office
Ms. Victoria Rose	Kalamazoo County Consolidated Dispatch Authority
Mr. Chad Chewning	Xybix
Mr. Jim Miller	Peninsula Fiber Network

**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 23, 2022**

A **MOTION** was made by Ms. Cynthia Fell, with support by Mr. Jeremy Ludwig, to accept the meeting minutes of February 23, 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. Arenac County Compliance Review

Arenac County is supplemented by millage funding. The director does 50/50, administrative and working the floor. There were no findings with the financial portion of the review. There were no issues with the training fund portion and all employees are in compliance.

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

2. Downriver Mutual Aid Service District Compliance Review

This district is set up differently from the others in they do not send the surcharge monies to the PSAPs directly, instead they keep the state and local surcharge locally to be distributed to the PSAPs in the form of equipment (CAD, phone, radio, etc.). There were no findings with the financial portion of the review.

In each individual PSAP report within the service district, there are many delinquent or undesignated telecommunicators listed. Not all agencies apply for training funds. There were some PSAPs that did not reply to requests for a virtual appointment, and those are documented within the reports.

A **MOTION** was made by Ms. Cynthia Fell, with support by Mr. Vance Stringham, to approve the Downriver Mutual Aid service district compliance review. With no discussion, the **MOTION** carried.

There is no follow up from this subcommittee regarding telecommunicators marked as delinquent or undesignated. Including it in the report is the extent of the Certification Subcommittee's obligation.

3. Detroit Service District Compliance Review

This review was started in 2019. The funding goes from the Wayne County treasurer to the service district, then to the Detroit Police Department. It then goes to Hamtramck Police Department on a semi-annual basis.

No training information was entered in the old system, so it took some time to enter and track all employees in MISNAP. At this point, everything they submitted to the State 911 Office has been entered. They will need to submit a plan on getting everyone caught up to where they should be. The training fund portion in the report looks different than others due to the number of delinquent/undesignated telecommunicators; however, there is a separate spreadsheet that can be submitted with the report.

Hamtramck Police Department has some telecommunicators who are behind in training. Surcharge funding is used solely for employee wages, which does not cover all the wages and benefits costs.

The portion of the state surcharge that goes to Detroit Regional Communications Center (DRCC) and the other regional centers for the Michigan State Police is set aside for different projects, equipment upgrades, etc. The DRCC receives training funds, and the funds were reviewed in the same manner as any individual PSAP. The Lansing regional center is not a primary PSAP, so they do not receive training funds. However, if the other regional centers have extra training funds, they do allow the Lansing center to attend training, which is an allowable expenditure, to keep those employees up-to-date on training along with the other centers.

A **MOTION** was made by Mr. Vance Stringham, with support by Mr. Dale Berry, to approve the Detroit Service District compliance review. With no discussion, the **MOTION** carried.

4. Huron County Compliance Review

This review is the first one going back to an onsite visit. Huron County is supplemented with general funds; however, in August they are going to the voters for a millage to supplement surcharge funding to eliminate the general fund portion.

The draft is in a new format due to feedback from the subcommittee's educational training day to coincide more with the questionnaires sent to the PSAPs. For the expenditure sources, Ms. Stephens asked for feedback on the layout – line graph similar to the call volume, or pie chart similar to revenue sources. That section will be in a pie chart going forward.

A **MOTION** was made by Mr. Jeremy Ludwig, with support by Mr. Vance Stringham, to approve the Huron County compliance review with the amendment to include the pie chart for the expenditures. With no discussion, the **MOTION** carried.

5. Kent County Update  
The review team went to the Sheriff's Department last week. A virtual meeting was held last week for the financial portion of the Grand Rapids Police Department. The financial portion meeting will be held next week for the Kent County Dispatch Authority.
6. Mason/Oceana County Update  
The virtual meeting was held for the financial portion; the site visit is scheduled for the first of June. The review team is Mr. Berry and Mr. LeCureux.
7. Lenawee County Update  
The virtual meeting is scheduled for June; the site visit will be held in July.
8. NRCC Update  
The NRCC, and all counties they dispatch for, will be scheduled for some time in August. There will be six virtual meetings and one site visit.
9. Alcona County Update  
The review team is Mr. LeCureux, Mr. Miller, and Mr. Stringham with meetings to be scheduled in July and August.
10. Surcharge Questions  
In a previous review, there were questions regarding radio infrastructure. The allowable disallowable list can be vague in this area, so in previous subcommittee meetings, creating a list to help narrow down the gray area was discussed. Ms. Fuller discussed with the MCDA president, and they came to the conclusion that it is vague for a reason and could create bigger issues down the line if it is too narrow. This can be reviewed on a case-by-case basis. Radios for the purpose of 911 are allowable.  
  
General discussion followed but in the end, things will be left as is.
11. 911/988 Collaboration  
There is nothing to report. As it starts to move and get rolled out, the subcommittee may have a future interest if PSAPs use funds to accommodate 988.
12. Wayne County Surcharge Payments  
A separate report to review funds going to Wayne County treasurer for the state surcharge will be created. There is a portion of the payment that gets divided among the four service districts equally and a portion that gets divided by population. In doing the compliance reviews with the four service districts at different times, this was not discovered. There could potentially be a delay in the funds going from the treasurer to the service districts. The state surcharge is not sent from the treasurer until the following quarter, according to documentation received from the treasurer's office. Ms. Stephens could not figure out how the local surcharge comes in and goes out by looking at their documentation, so she will be creating a workgroup to do another virtual financial review to meet with treasurer's office.

## **F. New Business**

### Cybersecurity and Compliance Reviews

The Michigan Association of Chiefs of Police (MACP) came to the State 911 Committee (SNC) for assistance in developing standards for their anticipated accreditation of 911 centers to better align their accreditation program with the subcommittee best practices. The goal of the MACP is if a county goes through their accreditation program successfully, and the county then gets selected for a compliance review, the subcommittee would only need to complete the financial portion of the review. The SNC created a workgroup to work with MACP. They accredit police departments already and wanted to extend the process to 911 centers; this would be a completely separate communication center accreditation program.

Annual Reporting Feedback

The deadline was May 15. Ms. Stephens will be soliciting feedback from agencies and will bring to the August subcommittee meeting in order to update the forms for next year's reporting. It is important anyone who completed annual reporting through MISNAP give feedback. Any issues will be taken to the vendors to fix in July.

Conflicts of Interest

Each year, the State Ethics Act and Public Entities Act are distributed to all subcommittee members. A roll call was taken for the members to acknowledge receipt of these acts.

<b>Voting Members</b>	<b>Yes</b>	<b>No</b>
Ms. Phyllis Fuller	X	
Mr. Dale Berry	X	
Mr. Jeremy Ludwig	X	
Mr. Vance Stringham	X	
Ms. Cynthia Fell	X	
Ms. Jessica Young	X	
Ms. Amy Thomas	X	
Chief Dale Greenleaf	X	
Mr. Corey LeCureux	X	

The chair and vice-chair decided if a subcommittee member is involved, in any capacity, in a county selected for a compliance review, that member will not be take part in the review to avoid any appearance of conflict.

Random Draw

Ms. Stephens entered counties into the random generator in order to pull counties for review. The counties selected were Manistee, Lake, and Clare counties.

**G. Public Comment**

There was no public comment.

**H. Next Meeting**

August 17, 2022, at 1 p.m.  
Plymouth Township Police Department

**I. Adjourn**

The meeting adjourned at 1:56 p.m.