

STATE 911 COMMITTEE
Certification Subcommittee
 August 17, 2022
 Meeting Minutes

Voting Members Present	Representing
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
Mr. Jim Miller	Peninsula Fiber Network
Ms. Amy Thomas	Montcalm County Central Dispatch
Mr. Corey LeCureux	Grand Traverse County Central Dispatch
Non-Voting Members Present	Representing
Ms. Joni Harvey	State 911 Office
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
Ms. Victoria Rose	Kalamazoo County Consolidated Dispatch Authority
Ms. Jessica Young	Genesee County 911 Central Dispatch
Mr. Chad Chewning	Xybix
Chief Dale Greenleaf	Blissfield Police Department

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 17, 2022

A **MOTION** was made by Mr. Dale Berry, with support by Mr. Vance Stringham, to accept the meeting minutes of May 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. Mason/Oceana Compliance Review

A couple updates to the report draft were made and the updates sent to the subcommittee members. There were no findings.

A **MOTION** was made by Mr. Jim Miller, with support by Mr. Jeremy Ludwig, to approve the Mason/Oceana County compliance review. With no discussion, the **MOTION** carried.

2. Lenawee County Compliance Review

During the financial review, a disallowable expenditure item from 2018 was discovered. After investigation, it was discovered the expense was entered in the dispatch center account in error; however, the error was quickly corrected.

With the dispatch center housed within the sheriff's department, there are times journal entries are logged under the sheriff's office, LCSO, or dispatch. It is recommended to keep a distinction for the dispatch center expenditures.

A **MOTION** was made by Ms. Amy Thomas, with support by Ms. Cynthia Fell, to approve the Lenawee County compliance review. With no discussion, the **MOTION** carried.

3. Kent County Update
The site visit is scheduled for August 25. Review team members include Ms. Rose, Ms. Thomas, and Ms. Homant. The report will be available for review in the next couple of weeks.
4. Alcona County Update
Ms. Stephens, Mr. LeCureux, and Mr. Miller completed the site visit on August 11. The report will be available for review in the next couple of weeks.
5. NRCC Update
Virtual meetings for the NRCC will be scheduled for September. Financial documentation has been received for two of the six counties. The site visit will be completed by Ms. Harvey who will be touring the NRCC next week, as well as Ms. Fuller and Mr. Miller the next time they are in the area.
6. Manistee County Update
The deadline to submit documentation was extended until September 30.
7. Lake County Update
Documentation has been submitted and Ms. Stephens will begin reviewing it shortly. The site visit will be delayed until late fall.
8. Clare County Update
The deadline to submit documentation was extended until August 19.
9. Wayne County Surcharge Payments
Wayne County has questions regarding the subcommittee's authority to ask about how funds are received and distributed. A response is being drafted to help assist them.
10. Surcharge Questions
Questions have come in recently regarding the allowable use of surcharge funds. One being purchasing items for employee recognition. Ms. Fuller stated employee recognition awards are an approved expense. The other expense is the purchase of key fobs for a center entrance. This is also an approved expense.

As the answers to these questions were found going back through old files, it was asked how the subcommittee would know if they do not have access to, or if the old files no longer exist. Subcommittee members should review the entire allowable/disallowable list for updates, including the ones mentioned above. It would then be presented as a recommendation from this subcommittee to the full State 911 Committee.
11. 911/988 Collaboration
988 is now active; however, there are still many issues to figure out. Information will be shared as it goes along.
12. Cybersecurity and Compliance Reviews
If the subcommittee wants to include cybersecurity standards as part of the compliance review, it will need to fall in line with LEIN requirements. New questions will be asked during the onsite visit: When is the last time you were audited by LEIN? Is your center LEIN-compliant? Do you

have an incident response policy? What cybersecurity measures have you taken in the last XX years?

13. Annual Reporting Feedback

All feedback that received regarding the annual report forms was listed and divided between what are issues with the wording of the question as opposed to an issue with the system. The list was provided to the subcommittee for review and discussion.

Once all the discussed changes are made to the forms, Ms. Thomas, Mr. Stringham, and Mr. Ludwig will participate in a workgroup to improve the forms.

F. New Business

Ms. Stephens entered counties into the random generator in order to pull counties for review. The counties selected were Kalkaska and Saginaw. Deadlines will be set for a date after Ms. Stephens is back from leave.

G. Public Comment

Lt. David Aungst thanked the review team for all their work during the Lenawee County compliance review.

Dispatch employees are potentially missing out on some great training since they cannot use training funds for conferences or training held out of state (except for bordering states). For example, the national APCO conference that was held in California would be a great conference to send telecommunicators, but as training funds cannot be used, centers are less likely to use their own funds to send employees. Currently, if a training course is held in a bordering state, training funds can be used to pay for the registration only. That same rule could apply for training in other states, using training funds to only pay for the registration costs. Mr. Ludwig will take this issue to the training subcommittee for discussion.

H. Next Meeting

November 16, 2022, at 1 p.m.
Michigan State Police HQ

I. Adjourn

The meeting adjourned at 3:15 p.m.