

**STATE 911 COMMITTEE**  
**Certification Subcommittee**  
 March 6, 2023  
 Meeting Minutes

<b>Voting Members Present</b>	<b>Representing</b>
Ms. Phyllis Fuller	Peninsula Fiber Network
Mr. Jeremy Ludwig	Allegan County Central Dispatch
Mr. Vance Stringham	Roscommon County Central Dispatch
Ms. Cynthia Fell	Plymouth Township Police Department
Ms. Torie Rose	Kalamazoo County Consolidated Dispatch Authority
Mr. Jim Miller	Peninsula Fiber Network
Ms. Amy Thomas	Montcalm County Central Dispatch
Chief Dale Greenleaf	Blissfield Police Department
Ms. Jessie Lowell	Ogemaw County 911
Mr. Kevin Wilkinson	Medstar, Inc.
Mr. Bryce Tracy	U.P. 911 Authority
<b>Non-Voting Members Present</b>	<b>Representing</b>
Ms. Lyndsay Stephens	State 911 Office
Ms. Theresa Hart	State 911 Office
<b>Voting Members Absent</b>	<b>Representing</b>
Ms. Jessica Young	Genesee County 911 Central Dispatch
Mr. Corey LeCureux	Grand Traverse 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. Member Corey LeCureux participated in the discussion remotely.

**C. Meeting Minutes Approval—December 7, 2022**

A **MOTION** was made by THOMAS, with support by GREENLEAF, to approve the meeting minutes of December 7, 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. NRCC Compliance Review

Some requirements and recommendations in the NRCC compliance report, as well as questions as to allowable or disallowable expenses, include:

- Baraga County – time and expense associated with installing address signs.
- Gogebic County – road work done to access tower sites, paying for law enforcement cell phones.
- Houghton County – paying for a percentage of the undersheriff’s wages and benefits.
- Keweenaw County – paying for two cell phones in patrol cars and radios purchased for the medical examiner. There is also a website design and development expense.
- Ontonagon County – paying for cell phones for law enforcement and deputies.
- Schoolcraft County – salaries for an MSAG admin, E911 administrator, and wages for part time and overtime. They also pay for the copier used by the jail and radios for road commission.

- Negaunee Regional receives a percentage of the state surcharge, which goes into their account. There is nothing the State 911 Office receives from Treasury stating how much goes to the MSP dispatch centers. Negaunee dispatches for 60+ fire departments, all of which want things done differently. They are asking for suggestions on dispatching for fire, streamlining across the board. A couple suggestions were to select a vendor and use their program or have the coordinators come together and select one way to use across the board.

The agenda items 'allowable disallowable list' and 'surcharge questions' will be discussed before a motion to approve the report is called.

2. Wayne County

After receiving the financials from the Wayne County treasurer, Ms. Keith reached out to each of the service district coordinators to verify they are receiving what the treasurer's office shows.

The state surcharge is sent to the service districts the following quarter. Ms. Keith found a resolution where the board of commission is requesting the state surcharge be sent directly to each service district.

For the local surcharge, it is recommended to have a process policy in place the treasurer's office and service districts agree on as some districts are receiving payments directly from suppliers. A policy would make tracking the payments consistent across each district. Since the compliance review, two service districts have created such a policy.

3. Lake County Update

The financial review has been completed and the site visit will take place next week.

4. Clare County Update

The financial meeting is scheduled for March 14 with the site visit April 11.

5. Manistee County Update

The site visit will take place next week.

6. Kalkaska County Update

Meetings are scheduled for the end of April.

7. Saginaw County Update

The deadline to submit documentation is set for the end of April.

Ms. Keith will send out a calendar showing all scheduled appointments and who volunteered to be on the review team. New members should choose a couple reviews to sit in on to become familiar with the process.

8. Allowable Disallowable List

An edited version was sent to members to review. Added to the allowable list were reasonable expenditures for employee recognition and third party notification systems if used as a primary notification method. After discussion, the wording for each added item will be:

- Reasonable expenditures for employee recognition consistent with state chart of accounts.
- Third party notification systems similar to eDispatches, IAMResponding, Active911, etc. when linked to a 911 CAD system for alerting and communications. It will be removed from the disallowable side altogether.

"QA software" was also added as an allowable expense under miscellaneous.

A **MOTION** was made by LUDWIG, with support by FELL, to accept the additions discussed to the allowable disallowable list. With no discussion, the **MOTION** carried.

Going back to the NRCC report. Ms. Keith will update the report to incorporate the added allowable or disallowable expenses that were being questioned, and update the requirements and recommendations.

A **MOTION** was made by MILLER, with support by THOMAS to accept the draft Negaunee Regional Communications Center report with the allowable surcharge clarifications added by Ms. Keith. With no discussion, the **MOTION** carried.

## F. Standing Agenda Items

### Surcharge Questions

The following items are in question for being paid with 911 funds:

- a. Paying wages, benefits, and mileage for the installation of address signs, assigning address numbers, and the mileage associated with both.

As address signs are a disallowable expense, the members agreed installing the signs or mileage to install the signs are also disallowable.

- b. Cell phones in patrol vehicles  
Members agreed this is a disallowable expense.

- c. Prepared Live  
Dispatching of 911 is a free service; however, if it goes to the field there is a charge. This is a disallowable expense. If it is decided at the local level to use this service, centers can still get it, just cannot use surcharge funds.

- d. Shared services on technical support  
If the hours spent directly related to 911 are tracked or a process is in place which allows for a set pay, this is an allowable expense.

On the allowable disallowable list, on the allowable side, third paragraph beginning "If 911 staff serves dual functions..." add "...IT technical support, other position..."

- e. Encryption for radios  
This is a major topic in law enforcement communications at the federal level for secure communications, and tied to cybersecurity issues. There are security issues with sending CJIS information as well. On the list, on the allowable side under hardware, radio system, adding "...encryption and security features" after 'field equipment'.

The two changes will be added to the allowable disallowable list.

LUDWIG amended the original **MOTION** to now include the two additional changes, supported by FELL. With no discussion, the **MOTION** carried.

### 911/988 Collaboration

The only way 988 operators have to route a call is by the area code. Best practices for 911 988 collaboration are still in development. An example of a negative interaction was given. Forward those types of interactions to Ms. Joni Harvey as she is on the collaboration workgroup.

## G. New Business

### Compliance Review Training

A question was brought if there are resources available to help prepare for a compliance review, especially if someone has never been through the process before. The financial spreadsheet and

questions to be asked are posted on the website and are available to be viewed ahead of time. The questions to be asked during the site visit are provided when the site visit is scheduled. Also on the website is a best practices for compliance reviews and reimbursement guidelines.

Next Review

Alpena, Clinton, and Chippewa (which includes Luce and Mackinac) counties were randomly drawn for the next counties for review.

New Member Status

As there are three new members, introductions were made by all. For new members, Ms. Keith offers training for travel, reimbursement guidelines, best practices review, and review of the financials and what the subcommittee look for, etc.

**H. Public Comment**

There were no public comments.

**I. Next Meeting**

April 18, 2023, at 1 p.m.  
Kalamazoo Radisson