

STATE 911 COMMITTEE
Certification Subcommittee
 April 18, 2023
 Meeting Minutes

Voting Members Present	Representing
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
Ms. Amy Thomas	Montcalm County Central Dispatch
Mr. Corey LeCureux	Grand Traverse County Central Dispatch
Ms. Jessie Lowell	Ogemaw County 911
Non-Voting Members Present	Representing
Ms. Joni Harvey	State 911 Office
Ms. Lyndsay Keith	State 911 Office
Ms. Theresa Hart	State 911 Office
Ms. Cindy Homant	State 911 Office
Ms. Stacie Hansel	State 911 Office
Voting Members Absent	Representing
Mr. Bryce Tracy	U.P. 911 Authority
Ms. Jessica Young	Genesee County 911 Central Dispatch
Mr. Jim Miller	Peninsula Fiber Network
Chief Dale Greenleaf	Blissfield Police Department
Mr. Kevin Wilkinson	Medstar, Inc.

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—March 6, 2023

A **MOTION** was made by STRINGHAM, with support by THOMAS, to approve the meeting minutes of March 6, 2023, as presented. With no discussion, the **MOTION** carried.

D. Call for Additions to the Agenda

There were no additions.

E. Old Business

Draft Reports

1. Lake County

The county does not collect a local surcharge, only state surcharge and millage funded. There are two different line items for accounting; one for E911 cellular and one for E911 training only. They are spending funds correctly; however, it just shows differently on the paperwork. This is an internal accounting process they will be correcting. Once training records were updated, all employees are in compliance with the training standards.

A requirement made is to update their 911 plan to show a complete listing of agencies they provide services for.

A **MOTION** was made by THOMAS, with support by FELL, to approve the draft Lake County report. With no discussion, the **MOTION** carried.

2. Manistee County

The county does not collect a local surcharge, only state surcharge and millage funded. As a separate authority, they do pay an administrative fee to the county for the payroll and HR portions. Once training records were updated, all employees are in compliance. There are no recommendations or requirements.

A **MOTION** was made by LUDWIG, with support by LOWELL, to approve the draft Manistee County compliance review report. With no discussion, the **MOTION** carried.

3. Clare County

The county collects a local surcharge as well as a millage. They made a designation within their general ledger for when they claim wages from training funds. They typically use surcharge funds for wages and benefits. There are many projects which will be implemented in the near future, so there are concerns on funding. They are not topped out on the local surcharge, but millage is up for renewal soon.

A **MOTION** was made by ROSE, with support by FELL, to approve the draft Clare County compliance review report.

The supervisor is currently entering MICRS data, which is not an allowable expense. However, even if they delete wages and benefits, there would still be enough allowable expenditures to stay in compliance. The county is looking to move that responsibility to another position.

With no further discussion, the **MOTION** carried.

County Updates

1. Wayne County

Ms. Keith and Ms. Harvey met with the AG's office and are waiting on more information. They will update the subcommittee when the information is available.

2. Kalkaska County

The virtual meeting will be held April 27 and the site visit on May 11. Ms. Fell and Ms. Rose are on the review team. Ms. Fuller, Mr. Stringham, and Mr. LeCureux are available for the site visit if more assistance is needed.

3. Saginaw County

Documentation has been received. Ms. Keith will set up meetings once it has been confirmed all documentation is complete.

4. Alpena, Chippewa, Mackinac, and Luce counties

All counties are in the documentation collection phase.

5. Clinton County

The county asked for, and approved for, an extension. The new deadline is July 21.

Allowable/Disallowable List

After the list was presented to the State 911 Committee (SNC) where edits were made, the list has been brought back to the subcommittee level for further revisions. Much discussion took place regarding the revisions, and Ms. Keith will send an updated copy to the subcommittee members for review once all updates have been made.

After the subcommittee members have reviewed the list, it will be emailed to SNC members to review, comment, edit, etc. before the June SNC meeting. This way any additional revisions can be made before being presented to the SNC at the June meeting. Approval from the SNC cannot come before 90 days after the list goes before legislation. Nothing will go into effect until at least September.

A **MOTION** was made by LUDWIG, with support by THOMAS, for changes to the allowable/disallowable usage of 911 surcharge funds. With no discussion, the **MOTION** carried.

Prepared Live

After previous discussions regarding Prepared Live, this topic was presented to the SNC where it was asked why this program is any different than other interface programs in which a center shares information with law enforcement personnel. (Ex: mobile CAD, which is an allowable expense.) It is being suggested Prepared Live be an allowable expense associated with PSAP operating costs including technical innovation that supports 911. The piece that would fall under allowable is the piece that gets law enforcement the live, real-time information.

There was a specific question from Lenawee County regarding this. The communication will now be updated based on the discussion. And in general, adding it to the allowable list.

A **MOTION** was made by THOMAS, with support by FELL, to resend a letter to Lenawee County regarding the allowable expenses for Prepared Live. A roll call vote was taken:

Member	Yes	No	Abstain
Ms. Phyllis Fuller	X		
Mr. Jeremy Ludwig	X		
Mr. Vance Stringham		X	
Ms. Cynthia Fell	X		
Ms. Torie Rose	X		
Ms. Amy Thomas	X		
Mr. Corey LeCureux		X	
Ms. Jessie Lowell	X		

The **MOTION** carried.

F. Standing Agenda Items

Surcharge Questions

There was nothing to discuss.

911/988 Collaboration

There is no update.

G. New Business

Local Surcharge Template

A template was created for collecting the local surcharge based on the state surcharge collection form suppliers currently submit. This form is optional. When payments are submitted on a local level, centers will now know how many lines, which quarter payment is being submitted for, and if there are any significant changes.

It was suggested to send this template to suppliers when the surcharge letters are sent out in June. This would help PSAPs as there are suppliers that centers may not even know about to know they should be submitting.

A **MOTION** was made by STRINGHAM, with support by FELL, to accept the service supplier local 911 charge template to be approved. With no discussion, the **MOTION** carried.

Policy Updates

Current policies posted on the website have not been reviewed in many years. One workgroup needs to be created to review and update policies A-F. Ms. Fuller, Ms. Lowell, and Mr. LeCureux will be on this workgroup.

A second workgroup is needed to review the policy on compliance reviews and update to include everything additional the subcommittee does. This second workgroup would act similar as the 911 Training Subcommittee's review team. When questions come in regarding allowable expenses, the workgroup would discuss, review, and answer any questions. If answers are not easily decided on, the issue would be brought to the full subcommittee. Ms. Fuller and Ms. Keith will go through the compliance review policy first, then members for this workgroup will be decided at a later date.

Random Draw

No additional counties were drawn for review.

H. Public Comment

There were no public comments.

I. Next Meeting

August 16, 2023, at 1 p.m.

Macomb County Sheriff's Office