

**STATE 911 COMMITTEE**  
**Certification Subcommittee**  
November 8, 2023  
Meeting Minutes

<b>Voting Members Present</b>	<b>Representing</b>
Ms. Phyllis Fuller	Peninsula Fiber Network
Mr. Bryce Tracy	U.P. 911 Authority
Mr. Jeremy Ludwig	Allegan County Central Dispatch
Mr. Vance Stringham	Roscommon County Central Dispatch
Ms. Jessica Young	Genesee County 911 Central Dispatch
Ms. Amy Thomas	Montcalm County Central Dispatch
Chief Dale Greenleaf	Michigan Association of Chiefs of Police
Mr. Corey LeCureux	Grand Traverse County Central Dispatch
Mr. Chris Izworski	Saginaw County Central Dispatch
<b>Non-Voting Members Present</b>	<b>Representing</b>
Ms. Lyndsay Keith	State 911 Office
Ms. Cindy Homant	State 911 Office
Ms. Stacie Hansel	State 911 Office
<b>Voting Members Absent</b>	<b>Representing</b>
Ms. Cynthia Fell	Plymouth Township Police Department
Ms. Torie Rose	Kalamazoo County Consolidated Dispatch Authority
Mr. Jim Miller	Peninsula Fiber Network
Ms. Jessie Lowell	Ogemaw County 911
Mr. Kevin Wilkinson	Medstar, Inc.

**A. Call to Order**

The meeting was called to order at 1:07 p.m.

**B. Roll Call**

Roll call was taken, and a quorum was present. Ms. Lowell participated in the discussions remotely.

**C. Meeting Minutes Approval—May 23, 2023**

A **MOTION** was made by TRACY, with support by STRINGHAM, to approve the meeting minutes of May 23, 2023, as presented. With no discussion, the **MOTION** carried.

**D. Call for Additions to the Agenda**

“SharePoint” will be added to the agenda under new business.

Ms. Fuller welcomed Mr. Izworski as a new member on the subcommittee.

**E. Old Business**

County Updates

1. Kalkaska County

If staffing levels do not improve, Kalkaska County may begin reaching out to other agencies. They understand how it would affect the county if they were no longer able to provide 24 hour service required to be a primary PSAP. They are in the process of updating their 911 plan. There is a missing PFN date in the report, which Ms. Fuller will send to Ms. Keith.

A **MOTION** was made by THOMAS, with support by GREENLEAF, to approve the Kalkaska County report, with the addition of the date and signatures. With no discussion, the **MOTION** carried.

2. Saginaw County

During the training fund review there were expenses on the 510 which the county was not able to provide documentation. They requested those expenses be removed from the 510. That has been done and is documented in the report.

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

3. Wayne County

Two items have been submitted to the Attorney General's office regarding what type of plan meets the requirements of the law: 1) Wayne County having a plan talking about the service districts or 2) the service districts having their own plan. Another requirement is having a distribution method listed in the plan to be able to receive funds. To date, no method has been found.

4. Alpena County

The draft report was finished; however, the review team, in partnership with the director, is looking further into the cost allocation plan. Alpena County may be paying for items belonging to emergency management. The director is going directly with MGT, an independent agency, rather than the county at this point to get answers to some questions.

Three years is the time period of a compliance review. According to the current compliance review policy, if the review team wants to go back further, they need approval of the full subcommittee.

A **MOTION** was made by FULLER, with support by LUDWIG, to approve a total five year period review for Alpena County specific to the state and county cost allocation plan. With no discussion, the **MOTION** carried.

The policy is the next item for the committee to review and update.

5. Chippewa County

The financial review is complete. The site review is scheduled for November 30 with review team members Fuller, Stringham, LeCureux, and Izvorski.

6. Mackinac County

The draft report has been reviewed and is ready to submit to the county.

7. Luce County

There were several questionable expenditures found during the review. The director has since resigned so the review team is working with the 911 board chair, vice chair, and the deputy clerk to get answers on those expenditures.

8. Clinton County

The financial review is complete. During the course of the review, the county switched from a surcharge to a milage-based operation, and the surcharge was slated for a radio bond. With that project, equipment purchased included equipment for the jail and road commission. Once the project was done, they moved funding from the general fund to the 911 surcharge line item to cover the disallowable expenses. They are opting out of the operational portion of the review.

NRCC Appeals

Appeals were heard at the State 911 Committee (SNC). Both the Gogebic and Ontonagon county appeals were denied with a caveat they could seek reimbursement for the portion of the cell phone usage attributable to the delivery of 911. The SNC stated it is up to the county to provide the documented proof, and not responsibility of the committee. The FCC gave an opinion it is not an

allowable expenses unless a center can prove the usage, then that percentage, proven to be attributable to the delivery of 911, can be an allowable expense.

The counties found the usage was not worth seeking reimbursement.

#### Allowable/Disallowable List

The SNC approved the updated list and it has been submitted to the legislature. This will be reviewed by the subcommittee every year.

A county brought a question if 800 siren controls used for weather and fire department alerting fall under an allowable or disallowable expense. Members stated sirens themselves are an emergency management tool and the infrastructure to activate it is a dispatch tool. The controls are part of that infrastructure system of alerting, which is what dispatch is communicating to. Not paying for the physical siren, only the connection. This is an allowable expense at sites where direct notification of a public safety agency would occur.

### **F. Standing Agenda Items**

#### Surcharge Questions

A county submitted a question asking if paying for breakroom supplies for the center is allowable. Discussion items included if used for a public meeting, it should be allowed; however, if only specifically for dispatch employees, then it is not. If it is a consumable product, it is not allowed. Cleaning supplies are. Employee recognition was approved as an allowable expense; however, facility management would cover some of those items.

#### 911/988 Collaboration

The subcommittee is tasked with creating a best practice regarding 911/988 collaboration at the request of the 988 workgroup. The collaboration will come up as a best practice in future compliance reviews.

Currently waiting on the NENA standard to be completed first as the subcommittee would refer to that standard.

### **G. New Business**

#### Annual Report Forms

Annual reporting will be completed through MiSNAP again this year. Changes to the 500 form include asking for a copy of the most recent 911 plan and amendments, and a copy of the 911 fund budget for the calendar year. It is the responsibility of the county to keep a copy of the plan and make sure it is up to date. After discussion, the questions of fund balance and carryover will be removed (questions 12 and 13 on the draft) as well as removing the request to submit a copy of the fund budget from the instruction sheet.

Changes to the 301 form and instructions include updating dates, adding more to the radio question for more specific itemized topics, asking for outbound texts and wireless, asking for secondary PSAP information, and asking about ability to accept photos or videos. Most of the additional questions are information needed for annual federal reporting.

A **MOTION** was made by STRINGHAM, with support by LUDWIG, to approve the SNC 301 and 500 forms, as presented, with the removal of the questions and instructions regarding carryforward. With no discussion, the **MOTION** carried.

The forms will be submitted to the SNC at the December meeting for approval.

#### 2024 Meeting Schedule

Meetings dates will be February 7, May 21, August 21, and November 20. All meetings will be held at MSP headquarters with the exception of May which will be held in conjunction with the 911 conference.

Random Draw

Marquette and Dickinson counties were randomly chosen for compliance reviews. The last time both counties were reviewed was 2014. Notifications will be put on hold for now.

**H. Public Comment**

There was no public comment.

**I. Committee Member Comment**

There was no member comment.

**J. Next Meeting**

February 21, 2024, at 1 p.m.  
MSP HQ

**K. Adjourn**

The meeting adjourned at 3 p.m.