

STATE 911 COMMITTEE
Certification Subcommittee
 August 21, 2024
 Meeting Minutes

Voting Members Present	Representing
Ms. Phyllis Fuller	Peninsula Fiber Network
Mr. Bryce Tracy	U.P. 911 Authority
Mr. Jeremy Ludwig	Allegan 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
Chief Dale Greenleaf	Michigan Association of Chiefs of Police
Mr. Corey LeCureux	Grand Traverse County Central Dispatch
Mr. Kevin Wilkinson	Medstar, Inc.
Mr. Chris Izworski	Saginaw County Central Dispatch
Non-Voting Members Present	Representing
Ms. Stacie Hansel	State 911 Office
Ms. Lyndsay Keith	State 911 Office
Ms. Cindy Homant	State 911 Office
Voting Members Absent	Representing
Ms. Jessica Young	Genesee County 911 Central Dispatch
Mr. Jim Miller	Peninsula Fiber Network
Ms. Jessie Lowell	Ogemaw County 911

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

A **MOTION** was made by WILKINSON, with support by GREENLEAF, to approve the meeting minutes of May 21, 2024, as presented. The **MOTION** carried.

D. Call for Additions to the Agenda

A random draw to pull the next county for a compliance review will be added under new business

A **MOTION** was made by WILKINSON, with support by LUDWIG, to approve the addition to the agenda. The **MOTION** carried.

E. Old Business

Amendments

Amendments were made to the Chippewa and Alpena counties and the Negaunee Regional compliance review reports.

1. Luce County (Chippewa)

All reimbursements listed in the initial compliance review report for Luce County have been paid. It was noted one of the reimbursements was overpaid by six cents. This was already brought to the attention of the county. Also, the practice of the director getting paid for addressing out of surcharge funds has stopped. An addendum has been added to the original report.

2. Alpena County

The amendment was a follow up regarding indirect costs being charged to the dispatch center. The county has since paid back the center over \$82,000. An addendum has been added to the original report.

3. Gogebic County

The county has reimbursed everything owed for cellular phone usage for officers. The Gogebic County section of the report is now complete; however, still working with Ontonagon County on their requirements before the Negaunee Regional report will be complete.

A **MOTION** was made by TRACY, with support by WILKINSON, to approve the amendments for Luce and Alpena counties, and acknowledging the amendment for Gogebic County to be placed on file with the Negaunee report at a later time. With no discussion, the **MOTION** carried.

Drafts

1. Marquette County

The biggest issue in the county is the radio infrastructure. The county is only collecting a surcharge of 42 cents, so a recommendation from the review team is to ask commissioners to put it up for a vote.

Another recommendation is to update the 911 plan to include all the service providers in the area. This will be amended to show as a requirement, not a recommendation. The director is already working on the update.

The generator is available for all to access, so the review team recommended an enclosure for security.

A **MOTION** was made by THOMAS, with support by ROSE, to approve the Marquette County compliance review report.

In the report, 2022 expenditures show very low compared to 2021 and 2023. In 2021, Marquette had some projects related to Negaunee Regional; they then moved locations and no longer share space with that center. Later, capital projects were in play for their new location.

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

2. Dickinson County

There are many changes with the lead dispatcher taking on new functions, and a new sheriff in place. The only requirement is to collect and correctly deposit interest.

A **MOTION** was made by WILKINSON, with support by THOMAS, to accept the Dickinson County compliance review report. With no discussion, the **MOTION** carried.

3. Leelanau County

The review team requested documentation in June during the virtual meeting and the site visit was scheduled in July. More detailed information was requested, which was still outstanding at the time of the site visit. The original documentation showed some large transfers going out. There seemed to be an issue of communication between the director and finance team within the county when trying to obtain the clarifying documentation. The explanation was what is spent on wages for staff far exceeds what is received in 911 revenue. This statement was confirmed when a breakdown of wages was provided.

The only requirement is to collect and correctly deposit interest.

Collecting and depositing interest seems to be a trend with compliance reports. There is a difference between tracking interest and it not going back to 911 due to the county absorbing the costs for services provided. Depending if the agency is surcharge funded or has other

revenue depends on whether this becomes a requirement. Also, if the agency is using a first-in, first-out with 911 revenue, the funds will not be in the account long enough to collect interest. Due to mixed funding, this is not a disallowable expense.

A **MOTION** was made by LECUREUX, with support by FELL, to approve the Leelanau County compliance review report. With no further discussion, the **MOTION** carried.

Each of these counties asked for an extension to submit their documentation. The timeline to submit documentation will be added to the next agenda for discussion.

County Updates

1. Wayne County

The report has been approved by the SNC; however, there were several requirements and recommendations. This is still in progress.

2. Otsego County

This review includes Crawford County, which will only include the financial piece as they have consolidated and are no longer a PSAP, and MSP-Gaylord Regional Communications Center who contracts for both Otsego and Crawford counties. Mr. Tracy, Ms. Rose, Mr. Ludwig, and Ms. Keith are scheduled for the site visit tomorrow at Gaylord.

During the Otsego financial portion, it was noticed the most recent 911 plan is from 1992 and there is no policy board. Additional information was requested.

3. Genessee County

This review will include Fenton PD. The documentation for Fenton PD has been received, waiting for Genessee as an extension was requested.

F. Standing Agenda Items

Allowable/Disallowable List

This list will be reviewed yearly by the subcommittee. For the November meeting, Ms. Fuller asked the subcommittee to come prepared to talk through the list rather than just have the bullet point on the agenda.

Questions on allowable expenses came in to the 911 Office regarding purchasing a building and another about purchasing a drone. These are both disallowable purchases. Drones are being utilized more often; however, they are not being used solely by 911 and cannot be paid for out of surcharge funds.

911/988 Collaboration

The NENA standard draft is in the process of another public comment period.

G. New Business

Annual Report Questions

The questions from last year's SNC-301 were in the packet for review. The subcommittee discussed changes needed on the forms for next year's reporting cycle. Changes include:

- Section 3:
 - Eliminate questions 4-8. Only reporting if there is a change. Ms. Keith will unmark as a required field.

- Section 7:
 - Questions 1-2 will be combined with the new Section 8 questions. Questions about specific platforms will remain.

- Questions 3-5 need to remain as they are reported in federal reports; however, the questions asking about vendor will be eliminated.
- Questions 6-7 need to remain as they are reported in federal reports.
- Section 8:
 - Eliminate questions 1-6 in Section 8
 - Question 7 needs to remain as that is reported in federal reports.
 - Section 8 will now be two questions: 1) Are there any changes to the current environment of (then list examples) and 2) Are there any new equipment/software applications that enhances NG911 interoperability.
- A question will be added stating 'Did the PSAP participate in a cybersecurity program?' This is needed for federal reporting.

The forms and instructions will be updated and brought back to the subcommittee at the November meeting.

Random Draw

The next county randomly drawn for review was Antrim. Their last review was completed in 2004. Ms. Keith will send the notification to let the county know the review will be scheduled for a date in the future.

There was discussion about the random draw and why the subcommittee is not focusing on those that have not had a review in over 10 years. The subcommittee would like to amend the draw period policy until all counties over 10 years have been completed. This will be an agenda item for the November meeting.

H. Public Comment

There was no public comment.

I. Committee Member Comment

There was no committee member comment.

J. Next Meeting

November 20, 2024, at 1 p.m.
MSP HQ

K. Adjourn

The meeting adjourned at 2:42 p.m.