

**STATE 911 COMMITTEE**  
**Certification Subcommittee**  
November 14, 2019  
Meeting Minutes

**A. Call to Order / Roll Call**

The meeting was conducted via in person and conference call, called to order at 10:06 a.m. by Chairman Rich Feole. Roll call was taken, and a quorum was present.

Voting Members Present:

Mr. Rich Feole, Chair  
Mr. Scott Temple  
Ms. Joni Harvey  
Mr. Jeremy Ludwig  
Mr. Vance Stringham  
Ms. Phyllis Fuller  
Mr. Ray Hasil

Representing:

SNC/Calhoun County Consolidated Dispatch Authority  
INdigital  
Livingston County 911 Central Dispatch  
Allegan County Central Dispatch  
Roscommon County Central Dispatch  
Peninsula Fiber Network  
Mason Oceana 911

Voting Members Absent:

Mr. Greg Clark  
Mr. Gary Johnson  
Mr. Philip Bates  
Mr. Robert Stewart

Representing:

Public Member  
Marquette County Central Dispatch  
INdigital Telecom  
Frontier Communications

Non-Voting Members Present:

Ms. Lyndsay Stephens  
Ms. Kristine Bond

Representing:

State 911 Office  
State 911 Office

**B. Meeting Minutes Approval – August 15, 2019**

A **MOTION** was made by Ms. Joni Harvey, with support by Mr. Vance Stringham, to accept the meeting minutes of August 15, 2019. With no discussion, the **MOTION** carried.

**C. Old Business**

1. Branch County

The Branch County Compliance Review was completed with one required finding regarding the dispatcher training standards. There were recommendations as well that were outlined in the report and discussed by the subcommittee.

Subsequent to the site visit, Fire Chief, David Schmaltz, who is also on the 911 Board, emailed with questions regarding updating the 911 Plan. The 911 Board submitted an updated 911 Plan to the Board of Commission, the Board of Commission had their own revision to the 911 Plan. The 911 Board and Board of Commission have different views and understandings of the requirements. The 911 Plan is currently under revision and waiting on a hearing.

A **MOTION** was made by Ms. Phyllis Fuller, with support by Ms. Joni Harvey, to accept the Branch County Compliance Review as presented. With no further discussion, the **MOTION** carried.

2. Missaukee County

The Missaukee County Compliance Review was completed and has one recommendation. The subcommittee discussed the site visit, staffing and the finances of the PSAP.

A **MOTION** was made by Mr. Vance Stringham, with support by Ms. Phyllis Fuller, to accept the Missaukee County Compliance Review as presented. With no further discussion, the **MOTION** carried.

3. Presque Isle County  
Presque Isle County has almost completed its remodel. The documentation is past due, but there have been other extenuating circumstances. The documents are expected to be received and a site visit will likely be scheduled for January.
4. Conference of Eastern Wayne  
Site visits have been set for two of the public safety answering points (PSAP) in December and the remaining sites are in the process of being scheduled.
5. SNC 500 and SNC 301 approval  
The SNC 500 was provided for informational purposes as it has been updated for the upcoming year.

Significant changes have been made to the SNC 301 to make it more user friendly for counties with multiple PSAPs. The Michigan Public Service Commission (MPSC) requested data be collected on their behalf, outlined in section 12, for the upcoming statutory report that the MPSC has to submit as required by the statute. Ms. Wendy Thelen, of the MPSC, will be listed on the questionnaire for questions on that section. The information collected from this cycle will also be helpful to the Legislative Action Subcommittee in its planning and drafting for the upcoming legislation.

A **MOTION** was made by Mr. Rich Feole, with support by Ms. Phyllis Fuller, to accept the 301 with revisions as outlined above. With no further discussion, the **MOTION** carried. The 301 shall be submitted to the SNC for approval at the December meeting.

**D. New Business**

1. Member Interest  
Seven applications for membership to the Certification Subcommittee were reviewed and discussed. The Chair, Rich Feole, will discuss the suggestions with the State 911 Committee Chair, Mr. Jeff Troyer, for final approval.

The members as part of their employment may need to provide a letter of permission to participate on the subcommittee to acknowledge the time and travel commitments. The certification analyst will continue the practice to have new members shadow on site visits until the member is comfortable participating in the review. An education day will be planned for the Certification Subcommittee in the Spring.

2. Quarterly Drawing for Compliance Review  
St. Clair County, St. Joseph County, and Wayne – Detroit Service District were randomly drawn for a compliance review.

**E. Public Comment**

Public Comment – Joni Harvey asked about the surcharge funds being used to build/remodel for a primary PSAP versus backup PSAP as an addition to an existing municipal building. It was determined if the PSAP would be occupying that space primarily as the primary PSAP it is an allowable expense. If the space was a backup PSAP then it would need to be used primarily as a backup space. It would not be primarily used by the municipality for other things. If this was going to be done it was highly suggested to have something in writing with a time period that PSAP would be primarily occupying the space.

**F. Next Meeting**

Thursday, February 13, 2020, at 10:00 a.m. – MSP Headquarters, State 911 Office

**G. Adjourn**

The meeting was adjourned at 11:46 a.m.