

STATE 911 COMMITTEE
Certification Subcommittee
May 16, 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
Mr. Gary Johnson
Ms. Joni Harvey
Mr. Tim Smith
Mr. Jeremy Ludwig
Mr. Philip Bates
Mr. Robert Stewart
Mr. Vance Stringham

Representing:

SNC/Calhoun County Consolidated Dispatch Authority
AT&T
Marquette County Central Dispatch
Livingston County 911 Central Dispatch
Ottawa County 911
Allegan County Central Dispatch
INdigital Telecom
Frontier Communications
Roscommon County Central Dispatch

Voting Members Absent:

Mr. Greg Clark
Ms. Phyllis Fuller
Mr. Chris Izworski
Mr. Ray Hasil

Representing:

Public Member
Peninsula Fiber Network
Bay County Central Dispatch
Mason Oceana 911

Non-Voting Members Present:

Ms. Lyndsay Stephens
Ms. Kristine Bond

Representing:

State 911 Office
State 911 Office

B. Meeting Minutes Approval – February 14, 2019

A **MOTION** was made by Mr. Tim Smith, with support by Ms. Joni Harvey, to accept the meeting minutes of February 14, 2019. With no discussion, the **MOTION** carried.

C. Old Business

1. Oscoda County

The draft 911 Plan is scheduled for a hearing in June. Further updates will be provided as the 911 Plan progresses through the requirements. The review of training for dispatchers indicated that there is continued progress towards meeting the dispatcher training standards.

2. Shiawassee County Compliance Review

The Municipal Employees' Retirement System (MERS) issue at Shiawassee County has been undergoing an audit. The Shiawassee Board of Commission is expected to approve the final payment and completion of the audit. Through the audit, confirmation of corrections have been noted, including the unfunded liability which appears to require a substantial correction in favor of the dispatch center. As the audit is finalized, additional documentation will be provided to the subcommittee to confirm the final corrective details and action to reimburse the Shiawassee County 911 Center.

3. Kalamazoo County Compliance Review

The financial portion of the Kalamazoo County Compliance Review was recently completed. The training funds of the public safety answering points (PSAPs) were also reviewed. It was requested that the operational review of Kalamazoo County Consolidated Dispatch Authority (KCCDA) not be completed since it was recently opened and the staff was still new to the center. KCCDA was the result of the consolidation of five PSAPs in the county into a single new 911 center. It was also requested that the Certification

Subcommittee consider a policy of reviewing newly formed centers. Western Michigan University and Kalamazoo County Sheriff Department, who previously had PSAPs, had not responded to the draft of the compliance review. Therefore, the certification analyst of the State 911 Office requested approval of the draft as written if no revisions were requested by either named former PSAP office.

A **MOTION** was made by Mr. Tim Smith, with support by Mr. Vance Stringham, to accept the Kalamazoo County Compliance Review as presented as long as Western Michigan University and the Kalamazoo County Sheriff Department request no modifications to the report. With no further discussion, the **MOTION** carried.

4. Lapeer County Compliance Review

The compliance review for Lapeer County is completed, and there were no recommendations or required findings.

A **MOTION** was made by Mr. Philip Bates, with support by Mr. Gary Johnson, to accept the Lapeer County Compliance Review as presented. With no further discussion, the **MOTION** carried.

5. Delta County

The compliance review for Delta County was completed. The county PSAP is located within a city building and the local governments coordinate the financials well. There were two recommendations which included: the review of its policies and procedure manual and utilizing the State 911 Committee's Student Expense Sheet to better assist with tracking employee expenses with the required documentation for each training. Also, two delinquent telecommunicators were identified.

A **MOTION** was made by Mr. Gary Johnson, with support by Mr. Jeremy Ludwig, to accept the Delta County Compliance Review as presented. With no further discussion, the **MOTION** carried.

6. Cass County

The site visit for the Cass County Compliance Review is scheduled for May 17, 2019.

7. Wexford County

The site visit for the Wexford County Compliance Review is scheduled for June 6, 2019.

D. New Business

1. SNC 700 and 701 with Instructions Revisions

The forms were revised to match the public act to the form, and more details were added to assist those completing the forms.

A **MOTION** was made by Mr. Vance Stringham, with support by Mr. Philip Bates, to accept the revised SNC 700 and 701 as presented. With no further discussion, the **MOTION** carried. The updated forms will be provided to the State 911 Committee for informational purposes.

2. Quarterly Drawing for Compliance Review

Berrien County and Branch County were randomly drawn for a compliance review.

3. State Ethics Act and Public Entities Act (Conflicts of Interest)

The notification of the State Ethics Act and Public Entities Act were included in the meeting packet emailed to all members of the Certification Subcommittee and as required by the State 911 Committee Bylaws. There was a question which will be referred to the State 911 Administrator.

E. Next Meeting

Thursday, August 15, 2019, at 10:00 a.m. – MSP Headquarters, 1st Floor Centennial Room

F. Adjourn

The meeting was adjourned at 10:37 a.m.