

STATE 911 COMMITTEE
Emerging Technology Subcommittee
September 5, 2018
Meeting Minutes

A. Call to Order / Roll Call

The meeting was called to order at 10:00 a.m. Roll call was taken and a quorum was present.

<u>Voting Members Present:</u>	<u>Representing:</u>
Ms. April Heinze (Chair)	INDigital
Mr. Michael Armitage	Eaton County Central Dispatch
Mr. Mike Muskovin	Motorola Solutions
Mr. Carl Rodabaugh	Midland County Central Dispatch
Mr. Steven Berenbaum	AT&T
Mr. Mark Holmes	Michigan Department of Technology, Management and Budget
Mr. Jerry Nummer	Michigan's Public Safety Communications System
Mr. Matt Groesser	Kent County Sheriff's Office
Ms. Patricia Coates	Oakland County
Mr. Tim Smith	Ottawa County Central Dispatch
Mr. Tim McKee	Peninsula Fiber Network
Ms. Jaime Seling	Oakland County Sheriff's Office

<u>Non-Voting Members Present:</u>	<u>Representing:</u>
Ms. Cindy Homant	State 911 Office
Ms. Harriet Rennie-Brown	State 911 Office
Ms. Kristine Bond	State 911 Office

<u>Voting Members Absent:</u>	<u>Representing:</u>
Mr. Steven Stryd	Kalamazoo County Sheriff's Office Dispatch Center

B. Meeting Minutes Approval – August 1, 2018

A **MOTION** was made by Mr. Matt Groesser, with support by Ms. Patricia Coates, to accept the meeting minutes of August 1, 2018, as presented. With no discussion, the **MOTION** carried.

C. Old Business

IP Deployment Best Practice

Ms. Jaime Seling and Ms. Patricia Coates who had started the document, had questions for the subcommittee pertaining to the audience and depth of the contents. A checklist and a frequently asked question format were considered as the transition and growth of Next Generation 911 resources for PSAPs to consider continues to expand. Each PSAP requires different upgrades, so there is much to consider. The FCC's Task Force on Optimal Public Safety Answering Point (PSAP) Architecture (TFOPA) has a scorecard list to consider, and the National Association of State 911 Administrators (NASNA) will be contacted for similar resources. Mr. Tim McKee will share with the workgroup a PSAP readiness list and a checklist for the conversion process to provide additional guidance in the creation of the IP Deployment Best Practice document. Ms. Seling will provide the current draft to Ms. Rennie-Brown who will work with Mr. Michael Armitage and Mr. Mike Muskovin to continue the work on the document. An update will be provided at the next meeting.

D. New Business

1. 2019 Emerging Tech Forum Planning:

A survey will be sent to the subcommittee members to prioritize the sessions. The Automated Secure Alarm Protocol (ASAP) program will be added as a session to be considered for the forum. Subcommittee member, Mr. Michael Armitage, is presently reviewing the program and documenting the processes involved.

An estimated budget has been prepared and sponsorships will be sought for Monday evening Tech Talk dinner (approximately \$1,500) and the forum luncheons (approximately \$2,000 each). A list of possible sponsors will be gathered. A proposed letter to sponsors will be drafted for review.

2. 911 State Plan Update

The State 911 Plan, revised in 2017, requires updates. There is information within the plan to update as well as to add the 2018 legislation. The grant process will also require an updated copy of the plan within the next six months. The following workgroup will work on updating the State 911 Plan: Mr. Carl Rodabaugh, Ms. April Heinze, Ms. Jaime Seling, Ms. Patricia Coates and Harriet Rennie-Brown. Track changes will be used to follow the suggestions and the copy being sent to the workgroup will already include Ms. Rennie-Brown's suggested revisions. A doodle poll will be completed to establish a meeting for the workgroup at the end of September or early October. Suggested changes should be organized and sent prior to the meeting in order to efficiently address the plan.

3. 2019 Meeting Dates

The subcommittee established the following 2019 schedule. The meetings will begin at 1 p.m.:

January 7, 2019
February 4, 2019
March 4, 2019
April 8, 2019
May 6, 2019
June 3, 2019
No July for Meeting
August 5, 2019
September 9, 2019
October 7, 2019
November 4, 2019
December 2, 2019

E. Public Comment

None

F. Next Meeting

October 3, 2018, at 10:00 a.m. – Michigan State Police Headquarters, Centennial Room

G. Adjourn

The meeting was adjourned at 11:25 a.m.