



RICK SNYDER
GOVERNOR

State of Michigan
STATE 9-1-1 COMMITTEE
LANSING

SHERIFF DALE GRIBLER
CHAIR

State 911 Committee Meeting
Tuesday, December 9, 2014
MSP - HQ
Meeting Minutes

Voting Members Present	Representing
Sheriff Dale Gribler, Chair	Michigan Sheriffs' Association
Mr. Rich Feole	Association of Public Safety Communication Officials
Ms. Yvette Collins	Commercial Mobile Radio Service
Mr. Shawn Sible	Michigan State Police
Mr. Jeff Troyer	House Appointee, Public Member
Mr. Dave Hiller	Fraternal Order of Police
Mr. Dale Berry	Michigan Association of Ambulance Services
Mr. Tim Smith	Michigan Communication Directors Association
Chief Paul Trinka	Michigan Association of Fire Chiefs
Ms. Dee Ann Summersett	National Emergency Number Association
Ms. Wendy Thelen	MPSC
Mr. Lloyd Fayling	Senate Appointee, Public Member
Ms. Jennifer Greenburg	Telecommunications Association of Michigan
Mr. Don Welch	Governor's Appointee, Public Member
Mr. Jon Campbell	Michigan Association of Counties
Mr. Adam Starkweather	Michigan State Police Troopers Association
Ms. Alesha Gensler	Department of Licensing & Regulatory Affairs
Non-Voting Members Present	Representing
Mr. Hal Martin	Office of the Attorney General
Ms. Harriet Miller-Brown	State 911 Administrator's Office
Ms. Theresa Hart	State 911 Administrator's Office
Ms. Amanda Kennedy	State 911 Administrator's Office
Mr. Michael Armitage	State 911 Administrator's Office
Ms. Stacie Hansel	State 911 Administrator's Office
Voting Members Absent	Representing
Mr. James Loeper	UP Emergency Medical Services Corporation
Lt. Frank Baker	Deputy Sheriff's Association
Mr. Mark Docherty	Michigan Professional Firefighters Union
Chief Kay Hoffman	Michigan Association of Chiefs of Police

Association of Public Safety Communications Officials • Commercial Mobile Radio Service • Department of Licensing and Regulatory Affairs
 Department of State Police • Deputy Sheriff's Association • Fraternal Order of Police • Michigan Association of Ambulance Services
 Michigan Association of Chiefs of Police • Michigan Association of Counties • Michigan Communications Directors Association
 Michigan Association of Fire Chiefs • Michigan Professional Firefighters Union • Michigan Public Service Commission • Michigan Sheriff's Association
 Michigan State Police Troopers Association • National Emergency Number Association • Telecommunications Association of Michigan • Upper Peninsula
 Emergency Medical Services • Members of the general public appointed by the Governor, Speaker of the House, and Majority Leader of the Senate

I. Call to Order/Roll Call

Sheriff Dale Gribler called the State 911 Committee (SNC) meeting to order and roll call was taken.

II. Approval of Minutes

A **MOTION** was made by Mr. Welch, with support from Mr. Sible, to approve the meeting minutes of October 7, 2014, as presented. With no discussion, the **MOTION** carried.

III. Correspondence

None.

IV. New Business

A. Election of Officers

Sheriff Gribler stated that this is his last meeting as chair. He thanked everyone for their support and the committee thanked him for his years of service. Sheriff Gribler nominated Mr. Smith for chair of the SNC, with the nomination supported by Mr. Berry.

A **MOTION** was made by Mr. Campbell, with support by Mr. Troyer, to close nominations and cast a unanimous ballot for Mr. Smith for Chair. With no discussion, the **MOTION** carried.

A **MOTION** was made by Mr. Troyer, with support by Mr. Sible, to nominate Mr. Campbell for Vice Chair. With no discussion, the **MOTION** carried.

B. Proposed Meeting Dates for 2015

After discussing possible meeting dates and times, it was decided to move the SNC meetings to Mondays at 2 p.m. The meeting dates for 2015 are:

March 9
June 8
September 28
December 14

V. Certification Subcommittee

A. Approved Minutes – September 22, 2014

A **MOTION** was made by Mr. Feole, with support from Mr. Smith, to approve the September 22, 2014, meeting minutes as presented. With no discussion, the **MOTION** carried.

B. Dickinson County Compliance Review Report

Mr. Feole stated the report for Dickinson County has been delayed due to some discrepancies with their training fund invoices and receipts. The report will be brought for approval at the March SNC meeting.

C. Recommended Best Practice Document

The subcommittee is finishing final edits on the Best Practices document and it will be brought for review before the SNC at the March meeting. This document will be a living document with the most current version posted on the Web site.

D. SNC-301 and -001 Forms

Ms. Miller-Brown stated the SNC forms were revised for 2015 to be simpler, more easily understood, and with more explanation. She presented at a session during the MCDA meeting on how to fill out the forms. The session was well attended and included many new directors.

A **MOTION** was made by Mr. Feole, with support by Mr. Campbell, to approve the revised SNC-301 and -001 forms as presented. With no discussion, the **MOTION** carried.

E. Subcommittee Updates

The subcommittee met their goal of reviewing and approving eight counties for the year, which included Bay, Houghton, Keweenaw, Baraga, Ontonagon, Lake, Schoolcraft, Negaunee Regional, and Marquette Counties. Sheriff Gribler thanked Mr. Feole and his subcommittee for all the work and Mr. Feole in turn thanked Ms. Kennedy and Ms. Hart. He stated the review team has been expanded in order to meet the year-end goal.

A site review was completed at Sanilac County. The report is being prepared and will be brought for approval at the March SNC meeting.

A site review was completed on November 3 at Roscommon County. The review team included Mr. Feole, Mr. Hasil, Mr. Stewart, Mr. Izworski, and Ms. Kennedy. The report is being prepared and will be brought for approval at the March SNC meeting.

At the last subcommittee meeting, Saginaw County was randomly selected for review. The review team and a site visit date have not yet been determined.

VI. **Dispatcher Training Subcommittee**

A. Subcommittee Updates

There were 108 qualifying PSAPs for the November distribution for training funds; the breakdown was \$567.50 per FTE.

Mr. Troyer stated the review team has approved 110 requests for training courses and denied eight.

Those employees who were grandfathered need to have their 24 hours of continuing education completed and entered in the database by December 13, 2014. Mr. Fayling asked if the database is what is used to verify spend down. Mr. Troyer stated the employee worksheet in the application packet is what is used for verification. The employee worksheet is not cross referenced with the database as this is the first year most employees have been entered into the database, but it may be a tool they can use, just as the subcommittee cross references with MCOLES' database when reviewing the applications. Ms. Hart stated that may be difficult as some employees work part time at two different PSAPs and they can only be entered in the database once.

Mr. Fayling asked how it is handled when a PSAP consolidates with another but they owe money. Mr. Troyer stated the PSAP that consolidated is allowed to transfer money to the parent organization if there is still allowable time to spend down the funds. He stated there is a consolidation form, which would make adjustments to the FTE count. For example, if Flint merges with Genesee County, if there are any funds left at Flint they can be transferred to Genesee County as long as there is still time to expend the funds. Mr. Fayling asked what happens if the funds are not there and they have not been spent down. Mr. Troyer stated Ms. Hart sends the PSAP a bill for the funds that must be returned.

Mr. Welch asked how many PSAPs did not apply for training funds last year. Mr. Troyer thought the amount was in the mid-20s that were denied, in most cases due to non-spend down. Mr. Welch asked about the mid-year application process from the previous year, which Mr. Troyer stated the SNC approved as a one-time only situation as that was the first year the training standards were in place.

B. Updates to DTS-34

- i. Request for Training Fund Approval: There were issues with providers not having their instructors approved to teach a course. A note was added to the DTS-34 (Request for Training Course Approval) stating, "Any added instructors must be reviewed and approved by the review team of the Dispatcher Training Subcommittee prior to teaching an SNC

approved course.” Also, a revision was made to the sign in sheet, which is required for each course that is taught. The previous version did not have a line to list the course instructor, and that has now been added.

A **MOTION** was made by Mr. Troyer, with support by Mr. Smith, to approve the revisions to the sign in sheet and the DTS-34 as presented. With no discussion, the **MOTION** carried.

- ii. Dispatcher Training Fund Application: Mr. Troyer stated the subcommittee went through the training fund application instructions and removed specific dates so as not to have to revise the instructions every year. The only items modified by the subcommittee on the application itself are the dates for the deadline of February 6, 2015.

A **MOTION** was made by Mr. Troyer, with support by Mr. Campbell, to approve the 2015 Training Fund application packet as presented. With no discussion, the **MOTION** carried.

VII. Emerging Technology Subcommittee

A. Approved Minutes – September 22, 2014

A **MOTION** was made by Mr. Smith, with support from Mr. Sible, to approve the September 22, 2014, meeting minutes as presented. With no discussion, the **MOTION** carried.

B. Smart911 FAQ Document

The FAQ document for Smart911 should be posted on the Web site within a week or so.

In a subcommittee meeting in October, Mr. Brad Stoddard was brought in as a speaker to discuss the potential of a CAD2CAD support through the MPSCS system. The subcommittee will focus on this issue as members continue to look into this further. Mr. Berry asked if it would be possible to incorporate secondary PSAP integration as well; Mr. Smith that it was possible.

C. Annual Technology Forum

The training academy is unavailable during March and April, so the 2015 Technology Forum will be at the Secondary Complex on March 18. Information will be coming out soon.

VIII. Legislative Action Subcommittee

A. Approved Minutes – February 3, 2014

A **MOTION** was made by Mr. Sible, with support by Mr. Smith, to approve the meeting minutes of February 3, 2014. With no discussion, the **MOTION** carried.

B. SB1089/HB5110

The bill requires wireless carriers to provide call locations in emergencies upon request of law enforcement. The SNC has discussed the bill in the past and there was general consensus of support.

A **MOTION** was made by Mr. Sible, with support from Mr. Campbell, for a representative from the SNC to support the bill, on behalf of the committee, if it moves. With no discussion, the **MOTION** carried.

C. HB4237

Mr. Sible presented copies of the amended HB4237, and went through discussing the changes. This bill would only affect towers the state owns under the MPSCS and not sub-stations; there was a question about other towers the system used. Ms. Miller-Brown stated each contract would be different depending on the transfer of title and who holds the title. For example, in Allegan County a tower may be owned by the county, but the property it sits on is leased property. The contract that applies to the tower may vary by each location and terms. Mr. Sible

stated the easiest way to understand it is if the state owns the tower then this bill applies. General discussion followed.

D. SB613

Mr. Sible summarized the bill explaining if someone wants to take road kill, they are now required to call 911; however, it does not require the PSAP to do anything with the information given on the call. This bill became law in September.

Mr. Berry asked that since the SNC approves minutes from the subcommittees, is the SNC adopting their actions. He asked if the SNC should be approving minutes or receiving minutes, and if approving, does that mean the SNC agrees and adopts as policy? Mr. Troyer stated any changes in policy by the subcommittees are to come before the SNC as separate motions for approval. Mr. Berry asked if Mr. Martin could research the issue and report back.

IX. Policy Subcommittee

Nothing to report.

X. State 911 Administrator

A. Smart911

The fund transfer is complete. A meeting is scheduled with Mr. Eisenman to begin discussing the implementation process. At the last SNC meeting, edits to language in the FAQ document were discussed. Ms. Miller-Brown encouraged everyone to review the revised document, which will be posted on the Web site shortly. Smart911 Basic will be available to all PSAPs late December. Informational webinars will be scheduled for PSAPs with questions on the deployment process, payment, etc.

B. State 911 Fund

Mr. Armitage has been tracking pre-paid retailers and who are submitting to Treasury. The current amount is approximately \$400,000. Ms. Greenburg asked if any contact has been made with the Retailers Association as it may be a good resource and an opportunity to present at one of their meetings or conference.

C. CLEAR NG911 Recommendations

Nothing new to report.

D. SLIGP

A survey was sent to PSAPs asking about their current inventory and what will be needed for NextGen as well as what FirstNet is requiring the State do in preparation. More steps are being taken to reach out to present to the Fire and EMS communities regarding FirstNet.

E. Outage Workgroup

A draft document is being created within the workgroup outlining a system to have in place for notifying PSAPs when there is an outage. Even though local phone service has been deregulated by the MPSC, no longer having to report outages, Ms. Miller-Brown believes the FCC is going to have requirements.

F. Other Activity

The SNC-500 has been revised for 2015. Discussions were held at the last SNC meeting regarding due dates for any ballot language and proposals to be valid. The revised form simplifies and explains in detail the surcharge requirements for the counties.

A **MOTION** was made by Mr. Campbell, with support by Mr. Sible, to approve the SNC-500 form as presented. With no discussion, the **MOTION** carried.

XI. Public Comment

Mr. Smith stated it was ten years ago today Sheriff Gribler was elected chair of the SNC. Ms. Miller-Brown thanked Sheriff Gribler for getting the SNC through wireless implementation, the Efficiencies Subcommittee study, and the platform for NG911. Mr. Smith presented Sheriff Gribler with a plaque and thanked him for all his years of service to the State of Michigan and the State 911 Committee.

Sheriff Gribler stated the biggest project was getting the training standards going, but it was well worth it. He was proud of the committee's work in having dispatchers recognized as first responders.

XII. Next Meeting

Monday, March 9, 2015
2 p.m.
MSP Headquarters

XIII. Adjourn

The meeting adjourned at 11:22 a.m.