

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

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

The meeting was conducted via in person and conference call, called to order at 10:00 a.m. by Chairman Rich Feole. Roll call was taken and a quorum was present.

Voting Members Present:

Mr. Rich Feole, Chair  
Mr. Greg Clark  
Mr. Scott Temple  
Ms. Phyllis Fuller  
Mr. Chris Izvorski  
Mr. Tim Smith  
Mr. Jeremy Ludwig  
Mr. Philip Bates  
Mr. Robert Stewart  
Mr. Ray Hasil

Representing:

SNC/Calhoun County Consolidated Dispatch Authority  
Public Member  
AT&T  
Peninsula Fiber Network  
Bay County Central Dispatch  
Ottawa County 911  
Allegan County Central Dispatch  
INdigital Telecom  
Frontier Communications  
Mason Oceana 911

Voting Members Absent:

Mr. Gary Johnson  
Ms. Joni Harvey  
Mr. Vance Stringham

Representing:

Marquette County Central Dispatch  
Livingston County 911 Central Dispatch  
Roscommon County Central Dispatch

Non-Voting Members Present:

Ms. Lyndsay Stephens  
Ms. Kristine Bond

Representing:

State 911 Office  
State 911 Office

**B. Meeting Minutes Approval – December 4, 2018**

A **MOTION** was made by Mr. Rich Feole, with support by Mr. Philip Bates, to accept the meeting minutes of December 4, 2018. With no discussion, the **MOTION** carried.

**C. Old Business**

1. Oscoda County

A draft 911 Plan is going before the Oscoda County Board for review within the next month. Further updates will be provided as the 911 Plan progresses through the requirements, including a public hearing.

2. Shiawassee County Compliance Review

The issue remains with the payments and invoices for the Municipal Employees' Retirement System (MERS). At the end of January, a letter was sent to the Shiawassee County Administrator who is authorized on the MERS account. The letter requested the same information with confirmation that it would otherwise be referred to the Attorney General's Office after the deadline. The administrator did not provide a written response and information by the deadline. One day late, partial documentation was provided with a statement that additional materials should be available by the first week of March. It should also be noted that the 911 Board and the County Commission recently approved an independent MERS audit to cover 5 years. It also has been indicated that efforts to have MERS create separate divisions for the accounts to separate the staff accordingly are being made. A conference call to include the county administrator and MERS has been requested multiple times to expedite the review process. In the meantime, in order to remain funded, the dispatch center has had to put projects on hold, and the MERS unfunded portion of the invoice has not been charged to the dispatch center since September.

3. Gratiot County Compliance Review

As required by the compliance review, the disallowable e-tickets expenses were refunded to the 911 account from the county general funds. Gratiot County is also working to update the 911 Plan as required. Subcommittee members commented that the new director has reached out to the Michigan Communication Directors Association (MCDA) and has attended the recent MCDA training and meeting.

4. Meceola Consolidated Dispatch Compliance Review Draft

Mr. Philip Bates was on the review team and indicated the review went well. The director, who also recently announced her planned retirement date, is active in several 911 organizations. There were no requirements found. Recommendations for the center included fencing around the towers which are located behind the center and an update of the 911 policies and procedures to include the recent CAD changeover. The training database also needs information added to bring telecommunicators in compliance with the training requirements.

A **MOTION** was made by Mr. Philip Bates, with support by Mr. Jeremy Ludwig, to accept the Meceola Consolidated Dispatch Compliance Review as presented. With no further discussion, the **MOTION** carried.

5. Kalamazoo County

The deadline for paperwork is March 25, 2019. The subcommittee discussed availability of the members to establish a review team. Mr. Tim Smith also announced his retirement from Ottawa County Central Dispatch this July.

6. Lapeer County

Documents have been received from Lapeer County and financials and training fund information appear to be complete. The review team's site visit is scheduled for March 4, 2019.

7. Delta County

The subcommittee discussed the plans for a review team to complete the site visit in late March or early April.

**D. New Business**

1. Quarterly Drawing for Compliance Review

Cass County and Wexford County were randomly drawn for a compliance review.

**E. Next Meeting**

Thursday, May 16, 2019, at 10:00 a.m. – MSP Headquarters, 1<sup>st</sup> Floor Centennial Room

**F. Adjourn**

A **MOTION** was made by Mr. Philip Bates to adjourn, with support by Ms. Phyllis Fuller. The **MOTION** carried. The meeting was adjourned at 10:30 a.m.