**MEETING MINUTES**

***July 21, 2016 10:00 am***

***Regional Law Enforcement Center – 714 Old US-27, Marshall***

Meeting called to order at 10:04 by Presidents Marc Gramlich and Sandra Nielsen. Pledge of Allegiance was recited.

Request for **Approval of Agenda** as prepared by NENA President Gramich. Motion to approve by Josh Mausolf and seconded by Dee Ann Summersett. MCU

**Introductions** started by NENA President Marc Gramlich, thank you to Rich Feole for hosting. Those in attendance include:

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| --- | --- | --- | --- |
| Phyllis Fuller | Michelle James | Christine Collom | Jeff Troyer |
| Sandra Nielsen | Stephanie Lehman | Donna Kuti | Ellen Luttig |
| Cyndie Miller | Dee Ann Summersett | Michelle Katt | Marc Gramlich |
| Chad Chewning | Tammy Smith | Tim Scott | Rich Rybicki |
| Don Glasgow | Mike Muskovin | Kevin Walk | Michael Gank |
| Brent Williams | Lisa Hall | Paul Rzeznik | Kelly Page |
| Kim Ostin | Rich Feole | David Rapacz | Michelle Nettle |
| Josh Mausolf | Scott Tallmadge | Haley Snyder | Kevin Adkins |
| Lisa Flask | Joe Cousineau | Mart Uldricks | Blake Govan |
| Brett Stillwagon | Jason Bernard | Dave Hayhurst | Staci Reynolds |
| Keith Bradshaw | Harriet Miller-Brown | Rhonda Siegel |  |

**APCO New Member Report** presented by APCO 2nd Vice President, Michelle James. The chapter has received 9 new members, bringing the total to 436. The new members are: Michael Albrecht-Birmingham Police Department; Michael Clayton-St. Joseph County 9-1-1;

Margaret Fouss-Bloomfield Township Police Department; Lisa Herkimer-Walters-Herkimer

Radio Service; John Hunt-Comtech Telecommunications Corporation; Amy Jensen-Monroe County Central Dispatch; Timothy Jones-Genessee County 9-1-1 Authority; Karen Porter-Kent County Sheriff’s Office; Kelsey Stone-Shiawassee County Central Dispatch.

**APCO/NENA Minutes** presented by Marc Gramlich. Motion to approve the minutes was made by Dave Rapacz and supported by Kelly Page. MCU

**APCO Treasurers Report** prepared by Treasurer, Phyllis Fuller. Chapter balances as of June 30, 2016 are as follows: Checking account balance: $13,507.82. Schwab account balance:

$81,498.88. Total balance of accounts: $95,006.70. Budget amendments were made to add joint conference and PayPal cost line items. Motion to accept the Treasurer’s report as presented made by Don Glasgow and supported by Kelly Page. MCU

**NENA Treasurers Report** prepared by Treasurer, Michelle Katt. Chapter balances as of July 20, 2016 are as follows: Checking: $667.05. Savings: $47,979.86. Total available funds: $48,646.91. TERT Savings: $11,277.27. Budget amendments were made to add joint conference and PayPal cost line items. Motion to accept the Treasurer’s report as presented made by April Heinze and supported by Dave Rapacz. MCU

President Gramlich announced the board is currently working towards obtaining a 501c3 for Michigan NENA. In order to meet the requirements for the tax exempt status, the board needs to invest some of the funds. The board will continue to work towards the goal and report to the membership at the next meeting.

**APCO President Sandra Nielsen** advised no President’s report for today, as the content will be covered under Committee Updates and New Business.

**NENA President Marc Gramlich** reported the NENA executive board has been meeting through conference calls, and will continue to do so during the months when there is no meeting. He is making changes to committees and boards and is recommending only one (1) chair for each committee for the ease of communication.

**COMMITTEE REPORTS**

**Training/Membership Activities** Kim Ostin reported there will be a training opportunity

November 3rd & 4th. Looking to hold the training in the Mt. Pleasant area and working with MACNLOW for first day and still looking for the second day. The committee is working on preparing the information for email and websites.

**Professional Development** Don Glasgow reported that there are currently 40 ENP’s in the state. The Mission Critical study group for the fall testing period starts Monday, July 25, 2016. NENA is presently offering two (2) scholarships and only one (1) has been granted. The deadline for the scholarship application is August 1st. If you know anyone who is interested in obtaining their ENP certification, and would like to participate in the study group, please have them contact Don Glasgow at glasgowd@barry911.org.

**Technical** Dave Hayhurst reported the 7.15 upgrade for MPSCS is complete. Mike McCarty is no longer with MPSCS and Jeff Kelley is the new console contact. The Southwest Michigan Phase 1 Lifecycle Remediation is complete, this will replace any old microwave lines. The Upper portion of the Lower Peninsula is starting DC hour replacement and will start replacing the microwaves in mid-August. Lists for all updates are available on the MPSCS website.

MPSCS is deploying the digital fire paging solution, please contact Al Mellon in the template design unit (TDU) if you are interested in the solution. The cost for the initialization of each digital pager is $250. Individual fire tones will require a unique talk-group per tone and will cost $1,500 for each one.

MSP Detroit is experiencing issues with wireless headsets. The issues are low volume and they are seeking input on which types of wireless headsets are being successfully used with the MCC7500’s.

**Frequency Coordination/MPSFAC/700MHz** Keith Bradshaw reported the last meeting was held in Gaylord on July 14, 2016. He announced the next meeting will be held in Tustin and invited everyone to attend. The State 800 MHz plan will be opened at the Tustin meeting and he encouraged everyone to get involved.

He mentioned there are new guidelines in reference to the Canadian zones and antenna heights. The information is available via the FCC website.

The 700 MHz plan will include air-to-ground channels and 30 additional state-wide channels.

**APCO National** Kim Ostin reported voting is open for the APCO 2016 Executive Committee. National is currently working with other public safety group seeking to change the dispatcher title to telecommunicator and changing the service category from Admin/Clerical to the

Protective Service classification. The 2016 APCO National Conference is August 14th-17th in Orlando, Florida. APCO currently has 24,663 memberships and 28 commercial group memberships. The group memberships have doubled since 2015.

Mike Muskovin added Project 43 to ID Broad bands for 911 call entry and public safety CPE. Mike is available to answer more questions.

**APCO Awards** Sandra Nielsen reported the MI APCO awards are currently open and will be open through September 1, 2016. The forms are available via email request to President Nielsen. The APCO website is still under construction, but the committee is working hard to get it up and running, and will notify the members when the forms may be accessed from the website. She reported at this time no nominations have been received for 2016.

**APCO Fall Conference Michelle** James reported the theme for this year’s fall conference is “Finding the Leader in You.” The conference is scheduled for September 21st-23rd in Tustin. The SNC paperwork has been submitted for review. There will be quality presentations beginning with our opening day speaker, Jim Marshall - “Finding the Leader in You”. The keynote speaker, Monica Corbin-Simon - “Lead Vertically with Your Eyes Wide Open”, follows on Thursday morning. All session slots have been filled and there will even be a couple time slots where a 4th session will be offered. APCO will be bringing back the Jam Session, Euchre Tournament, Lloyd’s Loud & Looney Auction & Giveaway, DJ Wednesday and Thursday nights, the Weary Travelers buffet, Fayling’s Feast and an assortment of other treats and refreshments all made possible with the help of sponsorship from our vendors. Scholarships are available and the forms can be found on the website. The deadline for submission is September 1st.

Registration links for attendees and vendors is on the chapter website. [www.miapco.org](http://www.miapco.org)[.](http://www.micpaco.org/)

**APCO Historical** Rich Rybicki has been term limited off the National Historical Committee. During his tenure, the online museum was started and the website updated to a more modern version. Rich will now be focusing on Michigan APCO history. At this time, Rich is requesting pictures of the Michigan 9-1-1 Centers to be emailed to him at: richrybick@yahoo.com.

**NENA National** Bob Currier was not present. Marc Gramlich thanked the membership for selecting him to attend NENA National with Blake Govan. At National, Marc had the opportunity to work with Idaho and other states. Marc expressed how fortunate we are in Michigan to have regular meetings, conferences, open communication and networking. April Heinze reported that registration is now open for “Standards and Best Practices.” This year’s event will be held in Cleveland October 9th- 12th. The “Critical Issues” forum will immediately follow in Columbus OH. Various topics will be discussed via “TED” talks with industry experts. The intent is to identify more standards and best practices that need to be developed. NENA will send one (1) representative. If you are interested, email Marc by August 15th. An email will be sent out to the membership.

**NENA Michigan Conference** Marc Gramlich reports Bob Currier will no longer continue as the NENA conference chair. Chad Chewning is the 2017 conference chair. The 2017 conference will be held May 22nd -25th at the Crowne Plaza in Lansing. Lots of big things planned for the final NENA conference. Fire Chief Rick Laski from Texas (NENA national presenter) and Gordon Graham will be the speakers for the 2017 conference. Chad is currently working with vendors to sponsor the cost of the speakers. Chad been in communication with Bob Currier and they plan to meet next week for NENA computers and transitioning. Income from the 2016 conference totaled $73,178. A check for $10,919 was mailed to the chapter. Phyllis inquired about the separate conference account. The check has been deposited and the separate account has been closed. There was some discussion about how the conference account had a beginning balance of $5000, so the actual profit from the conference was $5,919. Bob Currier submitted a one-page breakdown for the 2016 conference expenditures. Marc and Chad met with the Crowne Plaza on July 18th to see where reallocations could be made for a larger profit margin. Andy Goldberger will not be returning for the 2017 conference. Jeff Troyer inquired about the chapter/board preparing some type of recognition for Bob Currier for his 30 years of service to NENA and the conference. If you are interested in serving on a committee for the 2017 NENA conference, please contact Chad at cchewning@livgov.com.

**NENA Public Education** Jill Kummer reports that she is currently looking at what types of programs other states have in place for public education. She would like to make changes to the Michigan program by having a standardization for agencies that don’t have resources available to assist them in public education.

**NENA Legislative** Josh Mauslof reports the MLTS legislation continues to move forward, originally set for 2017, the date has been pushed back to 2019. The stable funding workgroup has been created and each association will have a chair on that committee.

**NENA Young Hero** Chris reports there was atremendous amount of support from the vendors this year. Many thanks to them. She reminds everyone to keep their eyes and ears open for callers under the age of 12. This year’s winner, Seth Viel from Barry County, received an all-expense paid trip to LEGO Land and SEA LIFE Aquarium in Auburn Hills. Dee Ann did a marvelous job creating this year’s new medal and moving forward we will continue to have two posters, so the winner and the dispatch center can each have one. The dispatcher, Kristina

Beach from Barry County Central Dispatch, was also awarded a plaque and a $50 gift card.

**APCO Commercial** Jason Bernard advises no big commercial news to report. National APCO has a Commercial Advisory Committee. Sandra has put together a letter of recommendation for Jason for the committee. Jason thanked Sandra for the letter.

**State 9-1-1 Committee Rich** Feole congratulated April Heinze on her new position with IN Digital. The committee is currently working on a compliance review with Monroe County. Amanda Kennedy has moved on to a different position, so the committee is looking to fill her spot. Jeff Troyer reported an email was distributed to the PSAPS from Harriett’s office on the utilization of funds. The committee is working on training issues, more specifically, a need to develop separate training standards for online training versus classroom style training. In the past, software specific training has never been SNC approved. Small changes have been implemented for training in bordering states and a list of adjacent states is now available, this includes states that have water boundaries. The allowable/disallowable list has been updated online as well. April Heinze is working on an IP deployment document, she is hoping to have it to SNC for approval by December. The 2017 Emerging Technology Forum will be held at the Bavarian Inn in Frankenmuth, the 2-day forum will be at the end of April. Just as a reminder, this forum is not meant for line staff. It is meant for directors, supervisors, IT personnel, etc.

**State 9-1-1 Administrator** New website is up and running. Due to the high number of acronyms, “citizen’s corner” has been added to the website. This portion of the website utilizes plain language, so people outside of the 9-1-1 community can understand what’s going on at the State 9-1-1 office. SNC annual report will be posted on the deadline, August 1st. New tech fees were posted July 1, 2016. MLTS extension is now law, the deadline has been extended to December 31, 2019. The State 9-1-1 office supported the extension, but this will be the last extension they support. Harriett and Tim Smith will be speaking/working with Senator Hartell on the size parameters, as some feel the 7,000 sq. ft. parameter is too small and the 40,000 sq. ft. too large. The commercial industry is pushing to make the footprint larger, but the 9-1-1 community recommends 7,000 sq. ft. Harriett would also like to see this moved from admin rules to state statute.

Outage Protocol: Harriet announced the 9-1-1 Outage Protocol is now available on the SNC website. The protocol is voluntary due to the fact there is no way to enforce whether an agency reports when a 9-1-1 outage occurs. She did state that the telephone service providers are required to report to the FCC. The FCC web-link is available on the SNC website. In addition to the Outage Protocol, LEIN Field services has a group set-up that allows for instance notification of the 9-1-1 Centers when an outage is reported.

Harriett reported that for the first time in 12 years, all 83 counties submitted reports to the State and will be reported in the Annual Report to the legislators.

At the June SNC meeting, the SNC approved the Legislative Action Subcommittee’s recommendation for changes to the current law. The recommendations include a $.06 increase in the State All Device Fee. The additional fees will be allocated toward a new fund called the I Fund for IP deployments with some of the additional funds allocated to add staff and efficiency improvements in the SNC office. The counties will see a minimal increase with this recommendation, as the goal is to create a fund to help Michigan move towards implementing NG911 statewide.

The other recommendations included allowing counties to increase the surcharge rate from $.42 per device/per month to $.55 per device/per month without a voter approval and accountability provisions for local and State Governments. The next step is to have the changes introduced by a legislator.

Smart911: The funding for a state-wide Smart911 deployment has been approved. The State approved 2.2 million dollars for fiscal year 2017. Harriet is working on negotiating to extend the one-year commitment and to assist the agencies that have already deployed Smart911 with on-going fees.

**MCDA** No report received. August 5th meeting in Livingston County is being held at: Livingston County Public Safety Complex, 1911 Tooley Rd. Howell 48843. The meeting is not at Livingston County Central Dispatch as the agenda states.

**TERT** Lisa Hall advises she is starting to get a lot of inquiries. She is putting together an education piece due to the high number of new directors. Lisa is also attending a

training/exercise in Mt. Pleasant next week. There was not enough time to make it TERT/COML training. Chad Chewning asked about getting training together for the current team, Lisa would love to and asked for volunteers to help. There are some administrative things that need to be taken care of before training can take place. Lisa has a list of the current team and plans to reach out to see who is still interested in participating.

**MABAS** Chad Chewning reported Chief Nelson’s departure has created a new board, they have added the positon of Communications Chief. Hopes to help alleviate fire chiefs making random decisions without consulting with their dispatch centers. Have been battling with chiefs who are not communicating with their dispatch centers. Applications have been denied until that step has been completed. Working on changing the model on dispatch. Livingston County is the

Red Center for Michigan. Michigan Taskforce 1 is now a MABAS asset, dispatched through Livingston County. Title of “Red Center” technically doesn’t apply anymore, not a regional center, so title will change and looking into creating two (2) back up centers. One (1) center in the East, Huron Valley EMS, and One (1) center in the West, a location in Muskegon area.

**TIM** Karen Chadwick is no longer interested in serving in this position. At this time, Sandra has not received any response for the position.

# Nominating Committee

Phyllis Fuller - Nothing to report for NENA at this time

Jeff Troyer – APCO will open nominations for the 2017 Executive Board soon. The deadline for submissions will be at the meeting held in Tustin in September.

**Joint Conference Committee** This will be the last report from the group. Marc Gramlich thanked the committee for their time and efforts. Dee Ann Summersett reported that they have selected a location and she thanked both boards for allowing her to serve on the committee. Jeff Troyer and Phyllis Fuller acknowledged Dee Ann, Che’rie White, Rich Feole, Cherie Bartrum, and Jason Bernard for all their time and contributions to the committee.

**APCO Old Business** No old business

# APCO New Business Sandra Nielsen

2018 Joint Conference, both boards have unanimously decided on Mission Point Resort on Mackinac Island as the site. The joint conference will be held the week of May 20, 2018. We need to select a committee and sub-committee chair. These positions will be selected by both boards. Sandra will accept letters of interest, please submit to her no later than September 1, 2016. The letters will be shared with both boards. Must be an active member of Michigan APCO or Michigan NENA. There will be progressive movement, so the co-chair will be the chair for the 2019 conference. The treasurers will alternate years. Deb from Mission Point is willing to show the conference space to those who are vacationing in Mackinac prior to the 2018 conference. If you are interested, please make arrangements with her at ddenyer@missionpoint.com.

**Stable Funding Group:** President Nielsen stated that the Stable Funding Group has started meeting to discuss the future funding of Michigan 9-1-1. One of the many concerns is the U14000 fund that was established for telephone carriers to recoup their costs associated with the delivery of 9-1-1 calls. Due to the recent upgrades and projected agencies upgrading to IP systems, current projections indicate the fund will be depleted in 2018. The Legislative Action Sub-committee proposed the $.06 increase as a short-term solution to provide the additional funds for the deployments, otherwise, local governments will become financially responsible for the delivery of the 9-1-1 call regardless of the infrastructure used by the agencies.

Questions arose as to the accuracy of the U14000 fund. Harriet Miller-Brown explained the timeline and the number of agencies that have entered into contracts to go to an IP network.

At this time, the recommendations have not been sponsored by a legislator.

**NENA Old Business** No old business

# NENA New Business Marc Gramlich

If you are interested in serving on a committee, please reach out to its respective chair. Marc announced Michelle Katt has replaced Christine Collom as the NENA Training co-chair.

Public education funding, NENA would like to establish funding for public education. This would create resources for centers that have limited or no resources for public education. This is not about promoting NENA, but about promoting 9-1-1. Phyllis Fuller, Donna Kuti, Kelly Page, Dave Rapacz all discussed various options such as; creating a repository or education center for shared resources. Dee Ann Summersett made a motion to approve $1500 to the public education budget, supported by Dave Rapacz. MCU. Jill Kummer will bring all plans/requests for funding to the board. Chad requests that Jill put a plan together and submit it to the board for review.

The 3rd annual Success Communication 911 for 911 conference will be September 29th-30th in Chicago.

Trying to coordinate APCO/NENA meetings on Thursdays and MCDA on Fridays.

Marc thanked April for her service to NENA and Eaton County.

**Motion to adjourn** the meeting was made by Dee Ann Summersett and supported by Scott Tallmadge. Meeting adjourned at 12:43

***The next meeting will be***

***NENA Chapter Meeting: September 15th, in West Branch Michigan at 10:00 a.m.***

***APCO Chapter Meeting will be: September 23rd in Tustin Michigan at 1:00 p.m.***