

MICHIGAN APCO MEETING  
JANUARY 22, 2009  
ALMA, MICHIGAN

President, Chris Schultz called the meeting to order at 10:03 a.m. and welcomed the attendees. She thanked Gratiot County for hosting the meeting and training at the Elks Lodge.

*Pledge of Allegiance* was led by Chris Schultz.

Chris Schultz then presented the *Agenda* and requested approval of it. Motion to approve the agenda was made by John Bawol and seconded by Kevin Walk. Motion passed.

*Introductions* were begun by Sgt-At-Arms, Jeff Troyer.

Second Vice-President, Rich Feole gave the *New Member Report*. We received eleven new members in December. This brings the total chapter membership to 442.

Secretary, Kim Ostin provided copies of the *Minutes* and added that they were also on the chapter website. She pointed out that an addition to the minutes had been made by Jim Fyvie to improve the accuracy of a statement. A motion to approve the minutes was made by Carrie Perialas and seconded by Kevin Walk. Motion carried.

Treasurer, Carrie Perialas presented the *Treasurer's Report*. The checking account balance stands at \$62,373.16. The Ameriprise account balance stands at \$35,734.58 which is a loss of \$8,325.26 from the October balance. The CD balance is \$6,023.25 and matures on 5/18/2012. The chapter balance stands at \$104,130.98.

Carrie reported that the audit process had begun. She was advised that we will need a letter of determination prior to doing an audit to state what type of organization we are. We are currently going back through records to see if this was ever done. She added that the state of Michigan has the chapter listed as a non-profit organization but that the Internal Revenue Service does not. The chapter has an IRS tax certificate with a tax ID number from 1980, however the IRS states this number is not good. It is believed that the chapter has been listed under several variations of the official name, which may explain the difficulty in finding records of the filings. President, Chris Schultz continued by stating that initially it was felt that an audit would cost under \$3,000. This amount was approved at the July meeting. However, due to the new information, the costs may exceed this amount. She would like to see an additional \$1,000 be added to allow for the costs. At this time it is expected that a complete audit will cost \$2500. The auditor will fill out the necessary paperwork and make recommendations on policy and bylaws changes that need to be made. During the discussion Karen Chadwick asked if \$1000 will be enough to get the audit and supplemental work done and Chris stated that she believed it would be. The chapter plans to file as a 501 C3 or C6 organization, which would cost an additional \$700. A motion to allocate an additional \$1,000 for the chapter audit and supplemental paperwork was made by Karen Chadwick and seconded by April Heinze. John Bawol suggested giving the board the discretion to use up to an additional \$1000. Karen Chadwick agreed to amend her motion to allow this change and was supported by April Heinze. Motion carried.

A motion to approve the report was made by Jeff Troyer and seconded by Rich Feole. Motion carried.

Chris Schultz presented the *President's Report* and began by stating she was honored to be the 2009 Chapter President. Her goals include offering free trainings to the members, coordinating more with NENA and MCDA and making the chapter more appealing to telecommunications professionals. She urged everyone to check the new chapter website frequently for updates and new information. Chris welcomed several new members to the board, Engineering/Technical Committee and Training Committees. A committee has also been put together to go over the chapter bylaws and constitution. Reports from this committee will be made at future meetings. A new ad hoc committee, Professional Development, has been added. It will be chaired by Dreama Arnett and Dee Ann Summersett and will bring educational information to the chapter. Chris also stated that the committee chair emails will be added to the website. There will be a training session following lunch today by face reader, Lin Klaassen. She expects it to be a busy year, and looks forward to serving as the President for 2009. She welcomes any ideas or suggestions the members may have to improve the chapter.

### ***Committee Reports***

#### **Training**

The training being offered following the March meeting and concluding on Friday currently has 43 registered attendees. There is room for 50, so don't delay registering.

If you have ideas for future trainings send them to chair, Bonnie Morton. Check the chapter website for training opportunities and updates provided there on a monthly basis.

#### **Professional Development Workgroup**

Dreama Arnett reported that there had been an ENP work group before the chapter meeting today. Max Machuta from Radio North presented information on radio systems. There will be another work group in March which may deal with labor laws.

Dreama also provided information on Jacksonville State University in Alabama. They offer online degrees: bachelors and masters degrees in emergency management and a minor in public safety. There are scholarships available through APCO National that can be used toward JSU classes, the National or the Michigan conferences for up to \$500.

The APCO RPL program is a 12 month program that costs approximately \$1000. Information on this leadership program is also available on the National website. A question was asked about the possibility of combining the APCO RPL program with the NENA ENP program. There currently is no talk of doing this.

Check the National APCO website for webinars that are available for \$59 each.

#### **Engineering/Technical**

No report at this time

#### **Frequency Coordination**

No report

#### **MPSFAC/700MHz**

Dreama Arnett reported that Pat Coates was unable to attend the meeting, however, reported that the December meeting was cancelled due to the weather. Jim Fyvie advised that the meeting has been rescheduled for January 30<sup>th</sup> at 10:00 a.m. Pat will also be attending the APCO Winter Summit in Florida.

The 700MHz plan has been approved by the FCC and can be read on the chapter website.

Lloyd Fayling added that centers can apply for additional frequencies through the APCO frequency coordination in Florida. You are placed on a waiting list and will receive them as they are available in the order the request was received.

### **Activities and Membership**

First Vice President, Dreama Arnett is looking for ideas to increase chapter membership. She invites members to participate on the committee with her. Lloyd Fayling asked how many actual members are being reached through the email blasts that are sent out periodically. Kim Ostin advised that she works off the list that APCO International supplies and makes corrections as she finds them or they are submitted to her. She did note, however, that there are several errors and generic email addresses to agencies and not to specific members. Kevin Walk suggested that we work with APCO International's Member Services Committee and perhaps add this information request to the annual membership renewal form. It was also suggested to make a request for emails on the chapter website in an attempt to contact agencies with a generic email address. Kim also suggested sending out a postcard mailing to all the PSAP directors explaining the need and reasons for wanting to be in contact with our members via email, letting them know that as a member they have the ability to receive this information and be informed of the chapter's activities. Jim Fyvie added that there are agencies whose security systems will not allow messages to come into their centers and they need to adjust their settings. It would be helpful to call these agencies to let them know that this is occurring.

Dreama advised that there are copies of the membership application form on the back table along with information on the Video Relay System that was just enacted.

### **Commercial**

Jeff Vezina advised that he has started sending out a separate email to the commercial members asking them if they plan to attend the chapter meeting, and if not, do they have something they would like reported at the meeting. At this time there is nothing new to report.

Jeff further advised that he will begin planning for the Fall Conference in the near future and invites anyone interested in participating in this capacity to contact him.

There will be training opportunities on Next Gen 911 in the near future.

Introduction of Commercial members in attendance:

Jeff Vezina – DSS	Max Machuta – Radio North
John Bawol – Success Communications	Phil Bates – Verizon
Marc Semans – Alcatel-Lucent	Pat Anderson – A T & T
Dave Smith – A T & T	Dennis Stillwagon – Positron
Joe Cousineau – Advanced Wireless	Brant Williams – MDCH-EMS

### **State 911 Representative**

Chris Schultz advised that the last meeting had been held on December 9th. There was an election of officers with Sheriff Gribler voted in as chair and Jim Fyvie as the vice-chair.

Harriet Miller-Brown spoke on pending legislation that has since passed and been signed by the Governor. She also gave a report on the IP 911 feasibility study. Most centers should have been contacted by the company doing the study. The forms are due back to them by January 26, 2009.

Saginaw County had appealed an earlier decision by the State 9-1-1 officer regarding costs for a 3-1-1 service. The original decision was upheld that 3-1-1 was not an allowable 9-1-1 fund expense at this time.

Certification committee announced that it was completing their compliance review of Roscommon County and that Jackson County will be reviewed in 2009.

The office has a new employee, Mary Jo Hovey. Her main job will be assisting with the review committees and brings with her a lot of experience.

A reminder that the deadline for submitting the Training Funds forms is February 4, 2009. The signature page must be mailed and the electronic portions must be in the State Administrator's office by this date.

The Trac Phone lawsuit regarding payments they made prior to the new law changing was dismissed. The state will be keeping the funds they paid in, although they were not required to make the payments. Lloyd asked about Trac Phone in regards to receiving Phase I and Phase II. He asked if there were any negatives to this at this time. Jim Fyvie advised that Pat Coates had made changes to the form and sent it to Doug Vanessen. Additional changes were made and he recommends using this amended form, however, advised to check with your attorney before sending it in. He added that they have a Public Service Commission ruling that they are working with and feels they may be asked to intervene if the forms are not sent in.

The next State 9-1-1 Committee meeting will be held on March 17, 2009.

### **National Report**

Lloyd Fayling stated that he had brought some materials available at the back of the room.

Preparations for the Winter Summit are being completed and the next Executive Council meeting will take place in February.

Lloyd reported that APCO International now owns two buildings with one being a new office building through the Public Safety Foundation in Washington D.C. Lease payments will now be made to the Public Safety Foundation. They also recently approved paying off the bonds on the Daytona Beach office building. This action was strongly urged by the attorneys and advisors. This was paid for with cash reserves, which stand at approximately 30% at the national level.

The Strategic Governance Issue (SGI) continues to play a major role at the national level. This recommendation was voted down at the last National Conference, and they have been working on making changes to the original proposal. The SGI includes a new design of the Executive Committee and a Board of Directors which would be comprised of two members from each region (our region covers 14 states). This board would be Executive Council members selected by the states in each region and would meet quarterly. The Executive Council would only meet annually. They are looking to save costs and streamline the organization to bring it more in line with other organizations and with the IRS. This proposed SGI will go before the general membership at the National Conference in Las Vegas in August. It is their hope that it will pass this time. Michigan supported the SGI last year and Lloyd hopes that this support continues. Complete information on the SGI can be found on the APCO International website.

Lloyd reminds everyone that the Las Vegas National Conference will be held August 16-20, 2009. The theme is, "A Bright Future, A Past of Distinguished Service". This is the diamond

anniversary of APCO International, and approximately 70% of the 620 vendor booths have been sold.

### **Awards Committee**

Christina Russell reported there was a very nice awards ceremony in Frankenmuth and acknowledged Director of the Year winner, Cherie Bartram. She stated that all nominees received a Certificate of Excellence. There are six categories, and nominations will be received through August 31, 2009. National Award guidelines are being followed so that we can forward our winning nominations to them for national consideration. Three have been sent to them and the remaining three will be sent after completion of the changed national forms. These updated forms will also be added to our chapter website for this years nominations.

Christina stated that she had taken over the role as committee chair to ensure that the chapter members were acknowledged properly for their hard work. She has worked on perfecting the process and would like to work with a chapter member to mentor them and have them actually take over as committee chair. Jeff Troyer stated that Cherie Bartram is a member of the National Awards Committee and Christina suggests that she be considered.

### **Fall Conference Committee**

The Kettunen Center has been confirmed as the conference site, which will be held September 30-October 2, 2009. The committee will be meeting in the near future to work on the conference. The Call for Papers will go out March 1, 2009. Carrie added that there are scholarships available to cover the conference costs. She urges centers to consider this if finances are the reason they cannot attend. Jeff Troyer will be chairing the conference this year.

### **Historical Committee**

Rich Rybicki was unable to attend due to a last minute commitment. No report at this time.

### **Nominating Committee**

Kevin Walk is looking for past presidents to serve on the committee. He added that any nomination suggestions be given to a past president.

### **Newsletter**

Dreama made the report for Sandy Neilsen. She stated that Sandy had received no articles or submissions. She suggests that committee heads send her an item about the work being done on their committee. Chris mentioned that commercial members would receive three months of free advertisement in the newsletter for submission of an article. She also stated that insufficient and inaccurate contact information needs to be looked at

### **Web Page**

Mike Muskovin reported that additions or recommendations on website changes be sent to Chris or himself. She mentioned that changes and additions are made quickly by Mike.

### **State 9-1-1 Administrator**

Harriet Miller-Brown was unable to attend the meeting however information can be viewed in the State 9-1-1 Representative's report. She also asked that the membership be reminded that the last election date for raising 9-1-1 surcharges above \$0.42 (other than those already approved by MPSC) is Tuesday, May 5, 2009. Counties will be receiving a letter from her with more details in the next few weeks on notifying the State 9-1-1 Committee. However, if they are going to seek a ballot in May of 2009, they will need to have ballot language in place by February 10, 2009.

## **NENA**

Karen Chadwick reports that she is the new NENA president, and that there are now two members at large. Mary Griffin and Jeff Vezina hold this position on the board. This position was adopted last year and is charged with helping the other officers with their duties. Christina Russell added that this was instituted to assist ENP's in renewing their certification by being on a chapter board and to encourage those interested in becoming an ENP. Lt. Wolf from the Michigan Operations Center will be the speaker at the next meeting in Clinton County hosted by Jim Fyvie on February 20, 2009

The State Conference will be held May 18-20 at the Lansing Sheraton. There will be a pre-conference course offered on Next Generation Employees for Next Generation PSAPs. Registration forms, the call for papers and heroes forms may be found on the website. The ENP dinner will be held again this year with NENA President, Ron Bonneau in attendance.

9-1-1 Goes to Washington will be March 23-25 and several board members will be attending this event as well as Harriet Miller-Brown.

National Conference will be held in Ft Worth, Texas from June 6-11, 2009..

April Heinze added that she will be attending the TDC/ODC (Technical Development and Operational Development Committee) Conference (2/18-21) in Orlando. She found this to be a beneficial conference last year and encourages agencies to consider sending someone to it. The APCO Winter Summit (2/26-18) is just previous to this. She also added that there was updated SYNC information sheet provided on the back table. This includes some changes to information given and the NENA/APCO training previously.

## **MCDA**

Jim Fyvie mentioned the return of unused training money to the state is unacceptable. He stated there will be minimal statewide training standards coming.

He mentioned Joe Oosterhouse was elected president of MCDA and Cherie Bartam was elected to the position of secretary.

There will be a symposium on February 5, 2009 dealing with the need for PSAPs in Michigan to look into consolidation. MCDA plans to take the lead on looking into different ways to consolidate and the pros and cons of this endeavor. The symposium is open to non-members of MCDA.

The next MCDA meeting will be held in Eaton County on February 6, 2009.

## **TERT**

Kim Ostin reported that she had been unable to attend the meeting in Midland County but will add minutes when the committee minutes are sent. She stressed the need for all the PSAPs in the state to fill out and turn in their PSAP Survey sheets. This should be done whether or not your agency plans to deploy any employees. Having this on file enables your agency to receive assistance if necessary.

**\*\*ADDITION\*\*** State agencies are now going to be encouraged to submit their membership participation forms to Lisa Hall.

A "to do" list was put together and the Steering Committee will be working through the items beginning with a financial plan.

The next meeting of the Steering Committee will be held on March 11, 2009 in Midland County.

### ***OLD BUSINESS***

Audit was discussed previously with the Treasurer's Report.

### ***NEW BUSINESS***

A question was raised by Carrie Perialas as to whether or not the chapter will vote to pay for the National Conference registration fees for members of the chapter Executive Board. Per the chapter policies the fees for the President, National Representative, Secretary and Treasurer are paid. A vote is needed to approve the payment of the registration fees for the remaining board members who wish to attend. A motion to approve sending the four Executive Board members to the conference and paying for the registration fee for any additional board members was made by Christina Russell and seconded by Mike Muskovin. Discussion began with Lloyd Fayling recommending that this expenditure not be made. Bonnie Morton advise caution in spending this money and Chris Schultz suggested an overview of the chapter Travel Policy regulations. Jamal Anderson suggesting having agencies do a match with APCO funds to send the board members. Christina Russell mentioned the time and work put into the chapter by the officers and that she didn't want to see employers having to do this. A recommendation to look at this as a budget item instead of a yearly approved item based on the Travel Policy was made. Jeff Troyer suggested tabling the vote until definite amounts spent can be obtained. John Bawol recommended no placing the Travel Policy in the bylaws. Mark Semans suggested making this a line item in the yearly budget. Jim Fyvie added that he had helped author the Travel Policy and that it is subject to change, it was approved by the membership to guide expenditures and can be amended. Christina Russell was asked if she wanted to withdraw her motion and she stated that she did not. A vote was taken with 3 yes votes. The motion failed. This item will be placed on the March agenda for further action.

A motion was made by Christina Russell to donate \$4000.00 to MCDA to match the donation made by NENA to assist in paying the fees to the lobbyists for the hours of work they have put in on the various items affecting all agencies at the state level. Lloyd Fayling added that the MCDA had spent out their funds. Motion carried.

Chris Schultz stated that the Bylaws Committee would be meeting during the lunch break.

Meeting adjourned at 11:51 a.m.