

MI-APCO Meeting Minutes  
January 26, 2006  
Birmingham, MI

Meeting Called to Order at 10:18 a.m.

President Chadwick introduced Birmingham Police Chief Patterson. Chief Patterson welcomed all in attendance and invited them to explore Birmingham.

**Motioned by John Bawol and supported by Carol Swainston to approve the agenda as presented. Motion approved.**

Introductions were made. Chris Schultz reported that there are six new members since November.

Carol Swainston provided the minutes of the October meeting. **Motioned by John Bawol and supported by Karen Chadwick to approve the minutes as presented. Motion approved.**

Carol Swainston provided the treasurer's report. **Motioned by Pat Coates with support by Karen Chadwick to accept the treasurer's report as presented. Motion approved.**

**Motioned by Chris Schultz to amend the October motion to combine the money in the interest bearing account and \$2,706.12 to make a total of \$10,000.00 to be put into a certificate of deposit. Support provided by Pete LeFavour. Discussion occurred. Motion approved.**

Karen Chadwick provided the President's Report. She addressed Lisa Hall's presentation that will be given regarding TERT. Additionally, Karen advised of the changes in the committees and their chairs. Telecommunications Operations & Procedures has been changed to Training Committee and chaired by Chris Schultz. Jeff Kludy will chair the Engineering/Technical Committee and Christina Russell will chair the Awards Committee and Harriet Miller-Brown will Chair the State 911 Administrator Committee.

Lisa Hall from Midland County provided the TERT presentation. There will be a more in-depth TERT presentation on February 9<sup>th</sup> in Kalamazoo. TERT stands for Telecommunicator Emergency Response Team. It is dispatchers helping dispatchers, since mutual aid is no longer just for police or EMS. TERT would be made up of the Michigan NENA Board of Officers, a Steering Committee which would be appointed by the MI-NENA President, the Michigan Office of Emergency Management and MI-APCO. Jim Fyvie from Clinton County has already started something along these lines for those working with the same type of CAD programs. Jim stated they have a local mutual aid agreement in place for incidents that are not state or nationally declared emergency. Jim will provide a copy of his Mutual Aide Agreement for inclusion in the next newsletter. Lisa challenged everyone to rise to the task and become involved. **Motioned by Kelly Rasmussen and supported by Jim Fyvie for the Michigan Chapter of APCO to become involved in TERT. Motion approved.** Anyone interested should let one of the board members know in order that arrangements can be made for that person to attend the meeting on the 9<sup>th</sup> of February.

Pete LeFavour introduced the committee reports.

1. Training: Chris Schultz advised that the goal was to be to provide everyone with training across the board. Documentation was provided on the training that is being offered across the state. If your agency is hosting any training let Chris know and she will make sure it gets on the list and the members will be updated.
2. Engineering/Technical: Jeff Kludy provided a white paper on 4.9 GHz. Jeff also reviewed the white paper provided by Motorola, Inc. The FCC delegated the authority for developing 4.9 GHz Regional Plans to the existing 700 MHz Regional Planning Committees. However, there is no requirement for the Regions to write and file a 4.9 GHz Regional Plan with the FCC. If a Region chooses to develop a 4.9 GHz Regional Plan, it must be filed with the FCC on May 12, 2005. If you don't have a plan filed by this date, you can still establish your local planning committee. Required elements of a 4.9 GHz Regional Plan can be found in Rule Section 90.1211.
3. Frequency Coordination/700 MHz: Keith Bradshaw advised Dave Held is unable to attend today. February 1, 2006 is the cutoff date for those of you that have licenses that have a construction deadline on it. A notice was sent out electronically to all MI-APCO members. If you have a construction date on your license you must notify the FCC of your status or file a waiver which you can obtain at [www.fcc.gov](http://www.fcc.gov). Keith discussed the 800 MHz and Nextel interference issue. Phase I of the rebanding has been implemented. Chicago is in Region 54 which encompasses part of Michigan. You can see the boundaries of Region 54 by going to [www.apco.org](http://www.apco.org). It looks like April-May will be when the freeze will be lifted. Region 21 falls under Phase IV.
4. MPSFAC/700 MHz: Pat Coates reiterated the importance of taking care of the construction dates on your licenses. The next MPSFAC meeting is next Thursday at 10:00 a.m. in Clinton County. The applications are posted on the website and a link to the MPSFAC website will soon be found on the [www.miapco.org](http://www.miapco.org) website. If you are interested on sitting on this committee as the fourth APCO member let Karen Chadwick know. Meetings are held at least quarterly. The 700 MHz meeting is March 7<sup>th</sup> in Lansing on Collins Road. They are still working on coordination with the adjacent region before moving forward on the plan. The plan will be posted on CAPRAD as a courtesy, which is a computer system for the coordination and processing of the 700 MHz. Pat encouraged everyone to participate in the 700 MHz committee and advised that it is not a Regional Committee and they are not dealing with licenses at this point. Many agencies are developing radios capable of operating in both the 700 MHz and 800 MHz frequencies.
5. Activities and Membership: Pete LeFavour advised the National Conference is scheduled to be in Orlando Florida and you have until the 30<sup>th</sup> to receive the discounts.
6. Commercial: Jeff Vezina defined his role as the liaison between the commercial members and the APCO. Jeff had the commercial members introduce themselves and tell a little about what they do. There are currently 45 members in the Michigan Chapter.
7. ETSC Representative: John Bawol advised the last meeting was held on December 13, 2005. Sheriff Gribbler and Bill Charon were unanimously re-elected to their positions. They discussed what to do with the CMRS funds, pre-paid wireless and the sunset clause. The Stable Funding Workgroup discussed funding strategies. The Certification Subcommittee advised all 82 counties and the 4 districts of Wayne County will be funded. The Michigan Guide for VoIP Deployment was discussed. If

you do not have a copy of it contact Harriet Miller-Brown's office. The Dispatchers Training Subcommittee advised that the packets must be in Lansing by next Friday. Do not wait until the last minute. The next ETSC meeting will be held March 13, 2006 in Lansing. Discussion occurred over IP based possibilities. **Motioned by Marcia Bianconi and supported by Pat Coates to direct a letter to the FCC for use of the remaining CMRS funds for investigating IP based solutions for 911. Motion approved.** Discussion occurred regarding the forms that were required to be completed for the training funds. Discussion occurred regarding John's film career in Frozen Stupid.

8. National: Lloyd Fayling was not able to attend. No Report.
9. Awards: Christina Russell reviewed the nomination form and stressed the importance of completing the forms legibly and completely. Christina advised there are only four categories and they are Director of the Year, Dispatcher of the Year, Line Supervisor of the Year and Technician of the Year. The date that the applications are due by April 1<sup>st</sup> which is the same date as National's deadline. **Motioned by Karen Chadwick to use the National Form and change the State's deadline to September 1<sup>st</sup>. Support was provided by Vic Martin. Discussion occurred. Motioned approved.**

Meeting adjourned at 11:55 a.m. for lunch.

Meeting called to order at 12:31 p.m.

10. Fall Conference: Kim Ostin advised that there is a meeting scheduled following today's meeting. February they will send out the official call for papers. Carrie Peralas advised if you are interested and have not received any information just contact her and she will provide you with the information you need.
11. Historical: Rich Rybicki was unable to attend but provided a written report.
12. Nominating Committee: Pat Coates stated that anyone interested in serving on the Board just let her know.
13. Newsletter & Website: Carol Swainston advised there is no report for the Newsletter. John Bawol advised that if you are changing your email you need to let him know.
14. State 911 Administrator: Harriet Miller-Brown discussed in further detail the actions of the ETSC. She advised that the Stable Funding Workgroup would be meeting weekly to address the issues such as the sunset clause, VoIP, pre-paid wireless and other vital issues that impact our operations. The current focus is on the Sunset Clause and how to adequately fund the 911 network from start to finish. Discussion occurred regarding the CMRS funds. The Training Subcommittee is looking at establishing minimum training requirements for dispatchers for the state of Michigan. Currently there are only 13 – 19 states that have minimum standards established for dispatchers. Discussion occurred regarding the training forms and the deadline for their filing. Kelly Rasmussen expressed to the group how much help Janet has been. The group concurred that she has been a great asset in the filing of the forms. An informal complaint has been filed against Dobson. Harriet advised that the FCC advised they have an open complaint against Dobson. If anyone has any questions about the adopted ETSC VoIP document give her office a call. 28 PSAP's in the state of Michigan has done successful testing with Vonage. Harriet is keeping a master list of VoIP ESN's for each PSAP. Discussion occurred regarding the unsuccessful Vonage testing. Harriet requested that if you do VoIP testing that you contact her via email and let her know how it went. Further discussion on VoIP. There are several PSAP's that are going to start completing electronically the training forms. Discussion occurred over MCOLES officers and the FTE count on the

Training Fund forms. While you cannot use certified officers in your FTE count you can now (after December 13, 2005) use the wireless training fund to send an MCOLES officer to wireless approved training. Contact Harriet for further clarification.

Old Business: NONE

A moment of silence was observed for Jerry McCaan of Motorola passed away last December.

New Business:

50/50 raffle was held. \$75 was won by Dreama Arnette. A Mist Lamp was won by Sgt. Willey. The throw was won by Marie from Rochester Hills Fire Department. The man's watch was won by April Heinze.

Dennis Stillwagon and Scott Pate with Positron provided a VoIP presentation.

Next Meeting is scheduled for March 23, 2006 at the Peppermill Grill, 390 S. Dexter (M66), Ionia at 10:00 a.m., directly across from the fairgrounds.

Motioned to adjourn by Pete LeFavour, support by Kevin Walk. Motion approved, meeting adjourned 1:45 p.m.