



**Meeting Minutes of the APCO/NENA JOINT MEETING**  
**Thursday, January 26, 2023**  
**10:00 a.m.**  
**Virtual Meeting**

**Meeting called to order** at 10:03 a.m. by Chris Collom

**Approval of Agenda** –Motion to approve the agenda made by Dave Rapacz, supported by Dave Plumb. Discussion: Kim Ostin would like to table the Bylaw Changes under Old Business until the April Meeting. Motion to approve the agenda as amended made by Stephanie Lehman, supported by Cherie Bartram. Agenda approved as amended.

**Survey Monkey Sign In:**

Eric Mulvaine	Robert R Stahelin II	Meredith Morgan	Marc Gramlich
Leah Hornacek	Bruce Gaukel	Cory Ellis	Jeff Kelley
Kim Ostin	Dominique Clemente	John Kalinowski	Kelley Cunningham
Joni Harvey	Reed Wakeman	Dave Plumb	Theresa Hart
Tim Jones	Eric Hutchinson	Cherie Bartram	Amy Marion
Michael Armitage	Tim McGee	Lisa Hall	Jennifer Curran
Katie Hall	Jen Robinson	Missy Harris	Cynthia Fell
Katie Coenen	Cindy Homant	David Rapacz	Todd Velderman
Caitlin Sampsell	Ray Hasil	Jason Torrey	Doug Fox
Tammy Smith	Sandra Nielsen	Corey Noble	Torie Rose
Jack Boden	Julie Keleher	Stephanie Lehman	Jennifer Robinson
Corey LeCureux	Sam Kalef	Chris Heckman	Marc Pieknik
Jerry Yntema	Jeremy Ludwig	Lyndsay Keith	Megan Erickson
Barb Davidson	Elizabeth Howland	Andy Goldberger	Francis D’Huyvetter
Michelle James	Samantha Sturgis	Christine Collom	Jim Hansen
Jason Jackson			

**Board Members Roll Call:**

**Michigan APCO Board**

P Chris Collom, President  
 P Dave Rapacz, 1<sup>st</sup> Vice President  
 P Dave Plumb, 2<sup>nd</sup> Vice President  
 P Michelle James, Secretary  
 P Kelley Cunningham, Sgt-at-Arms  
 P Kim Ostin, Executive Council  
 P Sandra Nielsen, Immediate Past President  
 A Phyllis Fuller, Treasurer  
 A Larry Stidman, Commercial Representative

**Michigan NENA Board**

P Stephanie Lehman, President  
 P Tammy Smith, 1<sup>st</sup> Vice President  
 P Samantha Sturgis, 2<sup>nd</sup> Vice President  
 P Tim Jones, Treasurer  
 P Caitlin Sampsell, Secretary  
 P Marc Gramlich, Immediate Past President  
 P Jim Hansen, Commercial Representative

(P= Present, A= Absent with Notice)

**APCO New Member Report** - Dave Rapacz reported; the chapter has 563 members with no new memberships as of now. We are still receiving membership renewals.

**APCO Minutes** – Michelle James reported; Motion to approve made by Stephanie Lehman, supported by Tim Jones. Motion carries.

**APCO Treasurer’s Report** – Dave Plumb reported for Phyllis Fuller;

Checking Account Income:	\$13,261.62
Expenses	\$13,295.15
Checking Account Balance as of 12/31/22	\$32,956.09
Schwab Account Balance as of 12/31/22	\$81,272.79
Total Balance	\$114,228.88

Motion to accept report made by Sandra Nielsen, supported by Tim Jones. Motion carries.

**APCO President Report** - Chris Collom reported; in October of 2022 the 2022-2023 Executive Board was sworn into office. Chris Collom – President, Dave Rapacz – 1<sup>st</sup> VP, Dave Plumb – 2<sup>nd</sup> VP, Kelley Cunningham- Sgt-At-Arms, Michelle James – Secretary, Phyllis Fuller – Treasurer, Kim Ostin – Executive Council, Sandra Nielsen – Immediate Past President, Larry Stidham – Commercial Representative, Lisa Hall – APCO SNC Representative. APCO National Conference will be held in Nashville, Tennessee in August.

**Committee Reports:**

**CJIC** – Lisa Hall reported; we met in October. The primary conversation was around the NICS notifications. There is a 3 day time frame that Law Enforcement has to investigate rather a person has background information for a pistol permit.

**Training/Membership Activities** – Dave Rapacz reported; the training committee has been working hard. We are in the process of setting up a training for November 7<sup>th</sup> and 8<sup>th</sup>. We have ideas, we are just working on some logistics. We are looking for new topics to train on, new trainers, so if run across anybody, please let us know. If you are interested in joining the committee, please let anyone of us know.

**Professional Development** – Samantha Sturgis for ENP reported; we currently have 58 active ENPs and 2 retired ENPs. Since our last meeting in September, 3 new ENPs passed the exam in October. Michael Koetje – Ottawa County Central Dispatch, Valerie Smith – Roscommon County Central Dispatch and Tim McKee – Peninsula Fiber Network. Congratulations to them. We are past the deadline for the winter exam period. The exam dates are February 4<sup>th</sup> through the 18<sup>th</sup>. The Spring application deadline is March 10<sup>th</sup> with exam dates of April 8<sup>th</sup> through 22<sup>nd</sup>. The National NENA website has resources and materials including the Book of Knowledge and a handbook on how to fill out the application and what the fees are. Remember that NENA has scholarships available. It is a reimbursement type scholarship available after passing the exam. Also available is The Excellence in Dispatching Certificate and the CMCP Program.

Cynthia Fell for RPL reported; the next programs begin February 1<sup>st</sup> and March 1<sup>st</sup>. There are scholarships available. The CPE deadline is February 15<sup>th</sup>. The RPL deadline is March 1<sup>st</sup>. There is a

general scholarship deadline is April 1<sup>st</sup>. All of this information can be found on the APCO National Website.

**Technical** – Jeff Kelly reported; as we start working with Oakland County, Todd’s availability is going to become limited. That will be starting soon. Please be patient with Todd with your console change requests. This will probably be through most of the summer and fall this year. He’s got a lot of dispatch centers in Oakland County that he has to work with. We are currently working with the Sub Committee for encryption under the interoperability board to try to clean up the encryption CKRs and to come up with a “going forward” plan to try to make for better interoperability with encryption.

Michael Armitage asked in regards to Oakland County, do you anticipate any other ripple effects within the RPU units? Jeff replied, not to the extreme. They are going to have a radio manager, so we are basically supplying them with master archives and they are doing their radio templating from there so our radio programming won’t get shifted hard with their programming.

**Frequency Coordination/MPSFAC/700Mz** – Chris Collom reported for Pat Coates; MPSFAC met on January 12<sup>th</sup> in Pontiac. Elections were held, and officers remain Keith Bradshaw, Chair; Dale Berry, Vice Chair; and Patricia Coates, Secretary. The committee reviewed and approved one frequency application. The FCC has still not responded to the amended 700 MHz Region 21 Plan submitted to them last summer.

The next meeting will be March 16<sup>th</sup> at 10 a.m. at the MPSCS in Dimondale. Applications for consideration at that meeting must be submitted by close of business on March 2<sup>nd</sup>, two weeks prior to the meeting.

If you have any questions, please contact Pat or Keith. Also, you can get to all their information from our Michigan APCO website.

**Joint Michigan Conference** – Tammy Smith reported; Registration is open for attendees and vendors for the 2023 Conference. This year the Conference is one month earlier than normal. It is April 17<sup>th</sup> through 20<sup>th</sup>. This will be our last year in Kalamazoo at the Radisson. Same format at last year. The construction should be done. All our Keynotes are secured; Adam Timm, Officer Ann Carrizales, Annie Urasky, Dave Swanson, Matt Grogan, and Lindsay Tarpley. Stephanie is finalizing the schedule so we will be posting information as soon as we have that. We will be submitting everything for approval at the state and once we receive our SNC number(s) we will be posting it. Please make sure you are checking both websites and Facebook pages so you can find information on how to register. The hotel cut off date to have the secured rate of \$136 a night is March 26<sup>th</sup>. We will be using a conference app this year. The paper programs are not going to be there. The app will be very interactive and allow attendees to interact with pictures, social media and also any changes will be pushed out through the app right away.

Kelley Cunningham reported; Dave Rapacz is in charge of the volunteers so if you are interested in volunteering, please contact Dave. For our AV needs, I am going to create a link to sign up if you are able to provide some needed equipment that we need outside of what the hotel provides for us.

Stephanie Lehman reported; she hopes to get the presentations conformation emails sent out this weekend. She is currently waiting on one document. As soon as she has that she will be able to move forward.

**APCO National** – Kim Ostin reported; plans are underway for the annual Conference & Expo in Nashville August 6-9<sup>th</sup>. The Call for Papers closed in mid-December and there were 474 submissions to be reviewed. Flash Day will be April 3<sup>rd</sup> as the 1<sup>st</sup> falls on a Saturday. Housing options will also open on that day as well as opportunities to volunteer. Keynotes and Wednesday evening entertainment have been secured and will be announced at this time as well.

APCO recently released a new cybersecurity course - Intermediate Cybersecurity Principles for the ECC - a two-day, in-person course that provides multiple tabletop exercises and demonstrations of infiltration techniques and provides an understanding of a hacker's perspectives, motives and weaknesses. The course will take place March 28-29 at APCO headquarters in Daytona Beach, Florida. Successful completion of the APCO foundation course Cybersecurity Fundamentals for the ECC is required to attend this course.

The Young Professionals Committee is inviting agencies to nominate a rising star at your ECC who is 35 years or younger to be highlighted in the APCO eNews. You are asked to complete the form found on the APCO website to submit a nominee for an interview.

APCO International is accepting award nominations for public safety communications personnel who have demonstrated the highest levels of personal and professional conduct and performance in the line of duty. ECC Award nominations are open for seven categories as well as for the Technology Leadership Awards. Nominees must be submitted by midnight, April 1, 2023, for consideration.

Applications are now being accepted for APCO Scholarships for the RPL, CPE programs and for General use. The deadline for the CPE scholarship is February 15<sup>th</sup>, for the RPL scholarship it is March 1<sup>st</sup>, and for the General scholarship it is April 1<sup>st</sup>. Specifics for application can be found on the website.

**APCO Awards** – Kelley Cunningham reported; our Annual Meeting and Awards Dinner will be held October 26, 2023, in Frankenmuth. Right now, we do have nominations that are being excepted through September 1<sup>st</sup>. If you are interested in being on the Michigan APCO Awards Committee, please contact Kelley.

**Historical** – Chris Collom reported for Rich Rybicki; please take note of the March/April issue of the PSC Magazine. There is an article on the advancement of technology creating the modern Dispatch center. The story of maintaining live broadcast equipment for Police communications in the 1920's to progressing to a career in telecommunications. The history of the technologies combining together to create the current Emergency Communications Center. Rich is proud to announce that he authored the article for the National Historical Committee, and we are pretty proud of him for being featured in the magazine.

**Legislative Report** – Lisa Hall reported; there hasn't been anything happening just yet. They are all getting into their places and getting their assignments. There won't be much to report on until next time.

**Young Hero** – Samantha Sturgis reported; we are excepting nominations until March 1<sup>st</sup>. The call had to have taken place between January 1<sup>st</sup> through December 31, 2022. The child caller needs to be 12yo or younger during the time of the call. Samantha will get with the committee as soon as the nominations close and start moving forward.

Stephanie Lehman reported; we try to keep it to a call that has a positive outcome. Try not to heavily redact your call. Please only redact the LEIN information. The committee needs to hear the child work through the call.

**Commercial** – Michelle James reported for Larry Stidham; The bi-annual National APCO Commercial Advisory Council (CAC) meeting at APCO Headquarters in Daytona Beach, Florida, was moved from February 7<sup>th</sup> to March 13<sup>th</sup>.

National APCO CAC CCAM Liaison Committee continues its work to support and encourage state APCO chapters by providing resources and suggestions on how to maximize your CCAM interaction and increase your commercial membership and improve communication with your Industry Partners.

Michigan APCO/NENA conference is coming together nicely!

Let Larry know if you have any questions.

Jim Hansen reported; you all have relationships with your vendors and if there are any particular ones that you want to make sure they register, have them reach out to Jim. He did send out the registration link for vendor sponsorships for the conference this week so hopefully we will see more of those coming in.

**State 9-1-1 Committee** – Lisa Hall reported; at the last meeting, the Chair and Vice Chair were taken care of:

SNC - Chair is Jeff Troyer and Vice Chair is Jordyn Sellek

Certification Sub Committee – Chair is Phyllis Fuller and Vice Chair is Bryce Tracy

ETS – Chair is Tim McKee and Vice Chair is Patricia Coates

NTS – Chair is Stephanie Lehman and Vice Chair is Chris Collom

LAS – Chair is Jordyn Sellek and Vice Chair is Lisa Hall

The Training Committee / Training Program Manual updates have been tabled. It needs to go back to MPSC and AP Office to make sure that the legal language and pieces to that are approved and in line with the current training standards.

The Training Sub Committee has also appointed a work group to review the training rules. Those have been needing a review for a long time since those were implemented back in 2012. There's not an intent to place any additional burdens on PSAPs. The intent is definitely to stay with the 40 Hour Basic, 40 Hour Advanced and 24 Hour Continuing ED every 2 years. Those do need a good review and probably some revisions. They hope to have that updated and in effect by December 2025. We do have a couple new reps on the committee for EMS and the Deputy Sheriffs Union.

**State 9-1-1 Administrator** – Cindy Homant, Theresa Hart, Lyndsay Keith, and Joni Harvey reported;

**Text-to-911:**

Currently 82 counties and three Wayne County Service Districts have deployed Text-to-911 coverage in Michigan:

Population coverage – Land coverage – 99.60%

The figures are based on the land area of the county accepting Text-to-911 and do not reflect carrier coverage.

**MiSNAP:**

The fixes to the continuing education issue were deployed and appear to be working well. Staff has been meeting with KL&A to review and discuss the first set of enhancements to MiSNAP.

**GIS Repository:**

Mr. Holmes and his team at Center for Shared Solutions and Ms. Keith have been working hard to get everyone setup in MiLogin and the Next Generation 911- GIS Data Repository.

As a reminder, this is the path Michigan will be using to route emergency 911 calls, and it has already begun with location-based routing. For those who do not participate, we will be forced to upload the public data which is likely not accurate, and this is what will be used to route your 911 calls. Please contact Ms. Harvey, Ms. Keith, or Mr. Holmes with questions about submitting your data or the MOU.

**Other Activity of the State 911 Office:**

- Reminder to all, our Michigan 988 contact is Ms. Amanda Girard, [AGirard@commongroundhelps.org](mailto:AGirard@commongroundhelps.org). She will work with 911 centers to develop a policy/procedure for coordinating with 988. We have been working on some marketing resources to educate the public on when to call 911 vs 988. We are hoping to be able to release that in Jan/Feb. The statewide 988 stakeholder group has started meeting again, and all Michigan 911/988 reps are invited to attend those meetings. The NENA standard draft policy for 988 is currently going through the review and approval process.
- Ms. Harvey and Ms. Homant continue to work with Treasury on the required pre-paid audit, meeting with them monthly.
- The State and Local Cybersecurity Grant Program (SLCGP) stakeholder workgroup has been meeting for the last several months to begin planning for the upcoming federal cybersecurity grant. Ms. Harvey is on several of these groups representing 911.
  - Michigan has been awarded \$4,775,415.00.
    - DTMB is administering the grant and EMHSD are the fiduciaries
    - As a condition of this award, Michigan is required to contribute a cost match in the amount of \$530,602.00 of non-Federal funds or 10% of the total approved project costs of \$5,306,017.00.
    - We do not have information yet on how that will be handled as far as subrecipients go.
  - Four grant cycles, one per year beginning FY22. Each are three-year performance periods.
  - Statewide cybersecurity plan is due by Sept 2023.
  - The SLCGP workgroup is developing a public webpage with additional information on the grant, the projects available (once these are determined)

and will also include guidance on applying. More to come now that we know we have been awarded funds.

- The deadline to submit 2023 applications for training funds is **tomorrow, January 27, 2023**, by 4pm. Once you have secured all three signatures in MiSNAP, PSAPs need to login, go to the applications page, and select the submit checkmark at the end of the 2023 application row. You will receive a confirmation popup once you have submitted. It is very important you get in there early to fill these forms out. If there are a multitude of PSAPs who have questions on the last day, Theresa is not able to get through everything before the deadline to help everyone so please get in there ASAP to complete your forms, thank you!
- If you are not aware, there is a tab on the SNC website that has Health and Mental Wellness resources for telecommunicators and our public safety partners. If you know of another wellness tool that would be beneficial to add, please contact Ms. Keith.
- The employment links that we were able to find have been updated on the SNC website, if you do not see one listed for your agency or it is the incorrect link, please contact Ms. Keith to have it updated.
- The Emerging Technology Forum Call for Papers will be going out next month. If you have anything you would like to present on or a topic/speaker you feel would be interesting to learn more about, please send it to Cindy Homant at [homantc@michigan.gov](mailto:homantc@michigan.gov) and it will be added to the list.
- Certification has openings and we will be sending out a notification later today requesting letters of interest so be looking for those.
- The annual report collection forms/info will be going out to the PSAPs at the beginning of next week so county coordinators and directors should be looking for that notification as well.

**MCDA** – Tim Jones reported for Angela Elsey;

- Last meeting was 12/3/22 in Port Huron immediately following PSAP Manager / Director school training the two days prior. PFN joined us remotely via a conference bridge to discuss the reason for outage from November 21<sup>st</sup> and 22<sup>nd</sup>.
- New Director School Training November 30<sup>th</sup> – December 1<sup>st</sup> was held in Port Huron at the Blue Water Convention center and was very successful. A big thank you to everyone who attended and helped instruct, we received a lot of positive feedback on the session content as well as the location. The MCDA training committee is still exploring training options for 2023, but we will not be repeating the PSAP manager / director school this year. The possibilities in discussion include a hosted one-day training prior to a scheduled meeting or a MCDA led workshop. More to come on this.

- Moving into 2023, our new officers will be Angela Eley as President; Tim Jones as Vice President; Tony Leese as Secretary; Vance Stringham as Treasurer; Jordyn Sellek as SNC rep; Bryce Tracy as immediate Past President; Lisa Hall and Andrew Primeaux as Trustees. Our next meeting is scheduled for Friday, February 3<sup>rd</sup> at 10:00am in Traverse City hosted by Grand Traverse County Central Dispatch. Our meeting location is at the Grand Traverse County Emergency Operations Center and an email with the address and parking instructions went out to the membership. There is not a room block reserved for lodging, but Park Place, Delamar, and Cherry Tree Inn are recommended options and not too far from the meeting location. A zoom link was also emailed to the membership as an option to join our meeting during PFN's discussion in listen only mode.
- Our calendar isn't quite finalized yet for 2023 meeting locations, but we hope to have this distributed to the membership at the February meeting. However, our April meeting will be hosted by Midland County on April 14<sup>th</sup>. A recent discussion of in person vs virtual meetings was had by the board and we understand the challenges many Directors have with time out of the center or financial restraints. We try to spread out the location of the meetings, so members have a better opportunity to attend at least one throughout the year however not all our host locations have the capability to offer a hybrid option. We are hoping to offer a bridge for a least a listen in only for all MCDA meetings moving forward. More to come on this as well. We do encourage everyone who cannot attend to reach out to a board member for a meeting recap if you'd like. Any one of us would be willing to spend some time on a call or zoom to review the highlights of the meeting. The calendar will be distributed as soon as it's finalized.

We hope to see everyone at the February meeting!

**Nominating Committee** – Sandra Nielsen reported; nothing to report.

**APCO/NENA OLD BUSINESS** - Stephanie Lehman reported: nothing to report.

**APCO/NENA NEW BUSINESS** - Stephanie Lehman reported; nothing to report.

**APCO OLD BUSINESS** – Chris Collom reported;

911 Goes to Washington; this year we have chosen Jeremy Ludwig from Allegan County to attend with Chris Collom and Phyllis Fuller. We did offer it to the 2022 choice first since we cancelled it last year, but she was unable to commit to it this year.

Employment Opportunities; Joni hit on this with the State website, they have done a phenomenal job of putting that together. It's by Region. They went through and found the different counties that were hiring. It links right into your employment website. So with that said, I know you get a lot of news blasts from us about agencies that are hiring, we are now going to direct you right to the States website so there is a centralized location so that everyone in the state can go to and click on. We have already added the link on our website. If you go to links, you can go right down to the States link. The site is very user friendly. Thank you to the State 911 Office for putting this all together. So, if you send me a request to post your open position, I will send you the link for the State's site. The ability to go to one site for everything is genius so who ever thought of the at your office Joni, thank you for that.



**APCO NEW BUSINESS** – Chris Collom reported:

Please watch our website, we will be posting Bylaw changes / draft changes that we will be requesting. We will also be reviewing our Policy and Procedures just to make sure they are consistent with what we are doing today and also make sure that we are progressing forward as technology changes.

*Motion to adjourn by Samantha Sturgis, supported by Kelley Cunningham. Meeting adjourned at 11:05 by Stephanie Lehman.*

Respectfully submitted,

*Michelle James*

Michelle James  
Secretary, Michigan APCO Chapter

**The next meeting will be  
APCO/NENA Joint Meeting  
Wednesday, April 19, 2023  
Michigan Public Safety Telecommunications Conference  
Radisson Plaza Hotel  
100 W Michigan Ave  
Kalamazoo, MI 49007**