



## Meeting Minutes of the Michigan Chapter of APCO

January 16, 2020 – 10:00 a.m.

**Eaton County Central Dispatch – 911 Courthouse Dr. Charlotte, MI 48813**

Meeting called to order by NENA President Marc Gramlich. Pledge of Allegiance was recited.

Chris Collom requested the agenda be amended to include removal of second entry “Induction of APCO Secretary”, will sworn in by Rich Feole and change presenter for State 9-1-1 Administrator from Joni Harvey to Lyndsay Stephens. *Motion made by Stephanie Lehman and supported by Dave Rapacz to Amend the agenda with above changes and to Approve the Agenda as amended, motion carried.*

**Induction of MI APCO Secretary** Michelle James was sworn in by past MI APCO President Rich Feole.

**Introductions** started by MI APCO President Chris Collom, those in attendance include:

Michelle James	Kat Reynolds	Kim Grafton	Corey LeCureux
Don Glasgow	Scott Reynolds	Chad Chewning	Rich Rybicki
Stephanie Lehman	Larry Stidham	Melisa Gardner	Tammy Smith
Marc Gramlich	Karen Chadwick	Kate Jannereth	Brent Williams
David Rapacz	Samantha Sturgis	Amy Thomas	Jim Baker
Kim Ostin	Michael Gank	Caitlin Sampsell	Whitney Wisner
Lyndsay Stephens	Jim Hansen	Pam Matelski	April Heinze
Theresa Hart	Michael Armitage	Jon Whitford	Joni Harvey
Jim Valentine	Rich Feole	Jay Poupard	Dominique Clemente
Tracy Petor	Kate Chism	Tim McGee	Phyllis Fuller
Kecia Williams	Dreama Arnett	Tim Jones	Kelly Flynn

**New Member Report** presented by APCO 2<sup>nd</sup> Vice President Dave Rapacz: 15 new members with a total of 391 member. New members include:

Rebecca Hubers	Benzie County	Jennifer Garcia	Northville Twp. PD
Bethany Pipping	Grand Rapids PD	Carrie Hollingshed	Northville Twp. PD
Jeffrey Satkowski	Lapeer County	Elizabeth McCormick	Northville Twp. PD
Megan Erickson	Meceola Central	John McPherson	Northville Twp. PD
Jamie Russell	Michigan DNR	Steven Przybyla	Northville Twp. PD
Keith Bingham	Northville Twp. PD	Laura Samkowiak	Northville Twp. PD
Constance Burnett	Northville Twp. PD	Jacqueline Witthoff	Northville Twp. PD

Michael Galunas      Northville Twp. PD

**APCO Minutes** presented by APCO Secretary Michelle James for the approval of the December 2019 minutes. Motion to accept the minutes as presented made by Kim Ostin second by Chris Collom. Kim Ostin requesting clarification of minutes under the APCO/NENA Old Business on the wording as far as the dispersal of the TERT account funds. The amount for each chapter is \$5538.63. *Motion to accept the Amended December minutes made by Dave Rapacz and supported by Tammy Smith, motion carried.*

**APCO Treasurers Report** presented by MI APCO Treasurer, Phyllis Fuller. Chapter balances at the end of the year are as follows: Checking: \$29,491.38, Schwab Account: \$97,623.01, Total Funds: \$127,114.39. We had a great year with our Schwab account this past year. *Motion to accept the Treasurers report as presented made by Marc Gramlich and supported by Stephanie Lehman, motion carries.*

**APCO President Report** presented by Chris Collom. Thank you to Michael Armitage and Eaton County Central Dispatch for hosting with coffee, water and sweet treats. If you have not renewed your memberships, now is the time. Total membership to date, 391 members. We have about 15 people in the group memberships that does not have emails on them. If you are the person that does this for your center, please go in and update their emails. Go to your APCO National account and you can update your profile, add a picture, PS Connect and other great tools/resources are available. 911 Goes to Washington we did announce that we were sending Kelly Flynn and Joni Harvey. Joni has accepted a new position with the State 9-1-1 Administrator officer and she will attend on their behalf. A replacement has been selected. Karen Carpenter from Milan has accepted to attend on behalf of MI APCO.

**\*\*Presentation on State Training Requirements presented by Theresa Hart\*\*** Handouts were available to attendees. Presentation started at 10:25 and resumed at 10:43.

### **APCO COMMITTEE REPORTS**

**CJIC Update** – No Report. Chris Collom did advise that Lisa Hall and Jeremy Ludwig have a meeting tomorrow, January 17, 2020. If you have been following the emails from Lisa Hall reference the SOS allowing individuals to change their gender to what they identify with and all the challenges we are being faced with because of it. SOS is now considering offering a third option for gender.

**Training/Membership Activities** presented by MI APCO 2<sup>nd</sup> Vice President, Dave Rapacz. MI APCO will be hosting their 2020 Winter Training March 18<sup>th</sup> & 19<sup>th</sup> at Great Wolf Lodge in Traverse City. “Everyone is a Leader” will be presented by Neal Rossow of The Rossow Group. Registration is open and the link can be found on MIAPCO website @MIAPCO.org. There are also other events found under the events link on the website.

**Technical** presented by Kate Jannereth with MPSCS. Remediation project for the network has been completed. The only thing that is left under that is the upgrade next year to the platform. We are testing and documenting now. MPSCS sent out a couple of communications yesterday. One was on building codes. The other was on encryptions. Comments are due back to the board by February 19<sup>th</sup>. There has been too many issues trying to patch talkgroups.

**Frequency Coordination/MPSFAC/700MHz** presented by Brent Williams. Region 21 combines some of the old APCO frequencies coordination's. All applications for 700MHz runs through the MPSCS. Ingham county frequencies are coming up next week. Ingham county will be joining MPSCS. Anything on VHF/UHF will run through Brent and you file them through APCO. Still seeing a lot of applications coming from other coordinators. Keep the money in house, you have to pay for frequency coordination's that is required by FCC. Tell your vendors you want to use APCO for frequency coordination. APCO has local advisors that you know and can talk to and can give you a more personal effort.

**Joint Michigan Conference** presented by Tammy Smith and Chris Collom. Conference will be held on May 18-21, 2020 in Kalamazoo. The keynote speakers have been selected.

Monday – Sam Glenn (check him out on YouTube) he paints a picture while he speaks

Tuesday – Joe McCarville with Thin Gold Line

Wednesday – Travis Mills (from Michigan and was in the Military) and Natl Reps

Thursday – Jim Marshall and Doug Showalter

Travis Mills will also go to the vendor hall after he speaks and pass out signed books and get a picture taken with him. Registration will hopefully open in the next week or so. We have some sponsorships signed up for already. Call for Papers have closed. Those of vendors that have submitted more than one session, we will only be excepting one submission per vendor. Vendor booth registration will also be opened soon. The entertainment committee is planning a casino night for the welcome reception on Monday night. Vendor reception Tuesday night will be a show game, stay tuned! Phyllis has a treasure request. When you register you have the option to choose to pay by check or credit card. Please stick to what pay option you chose. If you chose check and Phyllis sends you an invoice to pay by check and you instead pay by credit card/Pay Pal; APCO/NENA are charged more than the 3.5% additional as processing fees. Invoices are sent via Pay Pal and we cannot remove the pay by credit card option if you chose to pay by check. Also, on registration, there will be a link called "the landing page" which is the link to the hotel registration for your rooms with the conference rate. If you do not use the "landing page" link, you will pay more for your rooms. There will be a conference committee meeting following this meeting.

**APCO National** presented by MI APCO Executive Council Kim Ostin.

Nominations for the APCO Awards are now being accepted. Anyone can make a submission; it doesn't have to come from the Executive Board.

Scholarship applications are now being accepted. You can receive a scholarship to be used to participate in APCO Institute training, including the [Registered Public-Safety Leader \(RPL\)](#) and [Certified Public-Safety Executive \(CPE\)](#) programs. If you are interested in becoming a

CPE, but need financial support to do so, be sure to [complete your CPE scholarship application](#) by midnight (ET) February 15, 2020. The next CPE sessions begin July 1, 2020, and January 6, 2021. Applications for general scholarships are due by March 31.

The opening to volunteer to serve on an APCO committee will be in February, so watch PS Connect for the announcement.

In July, APCO provided an update on the 9-1-1 SAVES Act, which would reclassify public safety telecommunicators as Protective Service Occupations (as opposed to administrative/clerical). The provisions of 9-1-1 SAVES were included in the National Defense Authorization Act (NDAA), a separate bill that had passed the House of Representatives. The process forward for the NDAA was complex and required reconciliation of the differing House and Senate versions of the bill.

In December, Congress moved forward with a final version of the NDAA that did not include the reclassification provision. However, the standalone 9-1-1 SAVES Act remains alive. Bipartisan support continues to grow, with 114 U.S. Representatives and 26 U.S. Senators sponsoring the bills.

If you have not already, please use APCO's [advocacy portal](#) to ask your U.S. Senators and Representatives to support the 9-1-1 SAVES Act.

Registration is now open for NEXUS, which is APCO's new event being held in Washington D.C. May 21-22. NEXUS will help you prepare your emergency communications center (ECC) for the future. NEXUS will provide you with an interactive experience of diverse scenarios handled like they will be in the ECC of the future. Starting with the moment a 9-1-1 call comes in, you will be immersed in a comprehensive and educational 360-degree view of next generation emergency incident response. More information and registration can be found under the Event tab on the APCO, Intl. website or the MIAPCO website.

#### ADDITIONAL REQUEST

APCO Standards Development Committee is hosting an Occupational Analysis on Law Enforcement Dispatcher as part of the process of reviewing the standard for any changes or additions that may be needed.

It is going to be held at the Kalamazoo Consolidated Dispatch Authority on February 28<sup>th</sup> and we are looking for 8-10 participants from the area. Lunch is provided and mileage is covered. We are interested in "subject matter experts" who are involved in Law Enforcement Dispatch. If you would like to participate, please contact Kim asap at [markim42@hotmail.com](mailto:markim42@hotmail.com)

## Help is needed in developing a new standard on **Managing Operational Overload in the Emergency Communications Center**

This standard will provide communications center management with best practices for planning, mitigating and handling operational overload. Common situations include, but are not limited to, severe weather-related incidents (tornado, hurricane, flooding), natural or manmade disaster, and mutual aid incidents, as well as day-to-day overload incidents.

The working group will meet twice a month for 60-minutes with some light work in between meetings. New standards may take 18-24 months to complete. APCO is seeking a balanced group of users, producers and general interest subject matter experts. For more information go to the APCO website.

The next webinar will be held on Tuesday, January 22<sup>nd</sup> at 1:00 pm Eastern on APCO Standards in Action. If you are interested in learning more about why we have standards, how they are created, using the free standards that currently exist, and playing a part in the process, register for this free webinar.

A reminder to renew your membership if you haven't already done so.

**APCO Awards** presented by Chris Collom. Sandra Nielsen is accepting nominations. Our annual meeting this year is October 29, 2020 in Frankenmuth. The 2020 nomination forms will be updated on the MIAPCO website.

**APCO Historical** presented by Rich Rybicki. APCO online museum and the APCO library are open 24 hours a day, 7 days a week. Go to the APCO website and under about APCO, the drop down will have the links. Rich is also a member of the Eaton County Historical and their third book just came out in December, The Railroads of Eaton County. The books sell for \$15 at the old Eaton County Court House. The books are sold as fundraisers and to preserve the history of Eaton County. They also have books on "The One Room Schoolhouses of Eaton County" and "The Spirits of Eaton County". There is also a historical link on our MIAPCO website under the "more" link then click on the "links" option.

**Young Hero** presented by Chris Collom. March 15<sup>th</sup> is the deadline. Sandy Nielsen is accepting the nominations this year. Sandy and the committee will review all submissions. There is still time to submit your "Young Hero".

**APCO Commercial** presented by Larry Stidham. The vendor registration is will open soon. We have a number of sponsorships already, around \$15,000. If you receive any questions or concerns, do no hesitate to contact him.

**State 9-1-1 Committee** presented by Rich Feole. The 301 forms that you would normally get around this time of year, due in May, are being delayed. MPSC has been required by the legislature to do a report and they have asked us to include those questions for the PSAP on our

301 forms. Those questions will not be approved until the March SNC meeting. The 301 forms will not go out until after that March meeting. They will still be due the middle of May so it is going to be a quick turnaround. There are also some duplicate questions in the MPSC part of the form that you will already answer in the 301 form. Lyndsay Stephens is going to have the document auto fill those same answers in the MPSC part of the form so you don't get confused in why you are answering the same question twice. January 31<sup>st</sup> is the deadline for the Training Fund applications. There has not been an announcement on the new chair for the Dispatcher Training Subcommittee, which is now called the 9-1-1 Training Subcommittee. Jeff Troyer advised it would be announced today. Emerging Tech Subcommittee has a new chair, Scott Temple, INdigital. Jordyn Selleck has been named the Legislative Action Subcommittee chair. The Emerging Tech Forum will be held at the Great Wolf Lodge in Traverse City on Tuesday and Wednesday, April 21-22. They are looking for a new location for the 2021 Forum, if you have any suggestions on a location, contact Scott or any of the ETS members. If you have any encrypted radios, MPSCS is looking for any feedback on encryption codes. Certification Subcommittee is busy working on compliance reviews. We are currently working on Wayne, St Clair and St Joseph will be having reviews over the next couple of months as well as the City of Detroit in March or April. Joni Harvey has been named as the State 911 Administrator. Welcome Joni! The Automation Project is moving forward. The Training Fund will be the first phase that they will open up to the PSAPs. There will be testing in early February. Go live deployment is planned for April 2. Jeff Troyer and April Heinze has been named as the Chair and Vice Chair of the SNC.

**State 9-1-1 Administrator** presented by Lyndsay Stephens. We are finishing the 9<sup>th</sup> out of 10 sprints for the Telecommunicator Training portion of the project and are hoping to begin external user testing with our PSAP workgroup in early February. Theresa and I have been working on testing some scenarios or scripts and helping design the product to be very user friendly and have everything to workgroup identified as necessary and important. We are excited for everyone to see it and begin using it. Live deployment is planned for April 2. Technical Advisor Committee (TAC) has been working on the Next Gen 911 Grant. The next TAC meeting is February 5, 2020 and Lyndsay is hopeful to have all the documents approved through MSP at that time in order to be able to send the grant packages out for the 911 CPE portion of the grant. Joni will officially join them in a couple of weeks.

**MCDA** Chad Chewing advised the new board is: President, Chris Izworks from Bay County, Vice President is Matt Groesser from Kent County, Treasurer is Vance Stringham from Roscommon County, Secretary is Mike Armitage from Eaton County and Jordyn Selleck is still the SNC representative. The next meeting is February 7<sup>th</sup> in Sanilac County.

**TIM** presented by Dave Rapacz. Get your people signed up for TIM training is the big push out of the TIM committee for the state. Contact Dave and he will set up classes for you. There are no scheduled classes. Chris Collom asked if they have considered doing webinar trainings since they are only 4 hours. Dave advised they haven't but he take that back to the committee and ask. The committee is looking at putting more instructors on and is looking at putting another

instructor class sometime in the fall. He will hopefully have some information at the State 9-1-1 Conference.

**Nominating Committee** will be handled under new business.

**FirstNet Committee** presented by Pam Matelski. There is an FCC docket open, 12-69 titled Promoting Interoperability in the 700 MHz Commercial Spectrum. The State and the Interoperability Board has taken the position that they want to promote the Core to Core Interoperability. We are still waiting to see what FCC is going to do with it. FirstNet encourages any community, rather its county wide or in your local community, if your interested in participating in assisting them in collecting data coverage information on the network, please contact them. Brent Williams also reported. About a month ago they passed about a million subscriber units. There are over 10,000 different agencies that one way or the other are affiliated with FirstNet. FirstNet has a board of directors and is named by the Secretary of Congress. For the first time ever, the board includes a 9-1-1 professional, Karima Holmes who runs the Washington DC 9-1-1 Center. Michigan is one of the few states that kept up and funded an office and are staying involved after broadband funding ran out. Referring to the FCC docket 12-69, a dedicated core is the most secure way of keeping the network secure and safe from hacks. It keeps communications secure and it's never being intermingled with the general public. A lot more towers coming on this summer up in central UP. They even added a site in Copper Harbor. Pam can put people in touch with the technical side of FirstNet for questions is you want to reach out to her.

**APCO/NENA Old Business** presented by Chris Collom. The 2020 meeting dates still need to be revised. There will be a joint meeting on March 26<sup>th</sup> at Livingston County's new 9-1-1 center at 10am. APCO annual meeting on October 29<sup>th</sup> will start at 2pm. That is the only meeting this year that will start at 2pm. December's meeting will be at 10am in Bay County and we are planning an afternoon training. MCDA will be on Friday so we will be backing up to them as we have in the past. We are going to continue with the quick learns at the meetings. Meeting dates will be updated on the websites.

**APCO/NENA New Business** presented by Chris Collom. The 2020 Michigan Public Safety Telecommunicator Conference has already been covered. Hearing no objections, we are going to move right into old business with APCO Bylaw's.

**APCO Old Business** Bylaws presented by Kim Ostin. The bylaw revision suggestions have been put together. They have been posted on the APCO website. Our Bylaws have been sent to the National level for review. So far, we have received positive feedback. Chris entertained a motion to approve the Bylaws as presented on the website. *Motion to approve the current Bylaws made by Dave Rapacz and supported by Kim Ostin. Discussion, Phyllis Fuller asked if we have received any feedback from the National level. Kim advised that National just tells you that it meets everything that they want. There is no need to wait for approval from the National level regarding our Bylaws. Motion carried.* Chris thanked Kim for all of her hard work and hours that she has put into the Bylaws.

2020 APCO Budget presented by Phyllis Fuller. There really hasn't been many changes to the proposed 2020 budget. Last year we didn't go with the zero-balance budget and she is going with that method again where our anticipated revenue is going to equal our anticipated expenses. The current year end report you will see that that's about where we ended up. We had expenses of a little over \$139,000 with a revenue of a little over \$138,000 so we do a pretty good job of spending what we are receiving. The 2020 draft budget revenue is set at \$176,600.00. The reason this is so much higher is that we are expecting the Kalamazoo location for this year's conference to increase our revenue as well as increase our expenses. Outside of the joint conference, there's really nothing that is changing with these line items in revenue and expenses. The other biggest income is when dues are paid, National makes a deposit into our account every month for about 20% of what ever was received that month. Last year we received \$9,222.00 from APCO membership dues. *Motion made to approve the current 2020 budget as presented made by Dave Rapacz and supported by Stephanie Lehman. No discussion. Motion carried.*

**APCO New Business** Chris Collom advised there is no new business since it was just handled under old business.

**Public Comment** Phyllis Fuller asked who is going to "9-1-1 Goes to Washington". Who else besides Kat Reynolds, Kelly Flynn and April Heinze? Joni has a running list that she is working on. Joni is working with Cindy from the State 9-1-1 office. They are still going to provide the talking points and schedules and still do all the things that were historically done by Harriett. Phyllis is just looking for the "9-1-1 Goes to Washington" professionals to take the newbies under their wings and mentor them. Email Joni if you are sending someone that she is not aware of. They need to schedule their own hill visit. Send to the general email: [mspetsc@michigan.gov](mailto:mspetsc@michigan.gov).

**Motion to adjourn** *motion made by Phyllis Fuller and supported by Dave Rapacz.*

Respectfully submitted,

Michelle James  
Secretary, Michigan Chapter of APCO

**The next meeting will be  
APCO/NENA joint meeting  
March 26, 2020 – 10:00 a.m.  
Livingston County Central Dispatch  
300 Highlander Way  
Howell, MI 48843  
Installation of 2020 NENA Officers**