



**Meeting Minutes of the APCO Meeting  
Thursday, October 26, 2023  
2:01 pm  
Zehnders of Frankenmuth**

**Meeting called to order** at 2:01 p.m. by President Chris Collom

**Greetings/Pledge of Allegiance**

**Approval of Agenda** – President Collom advised that there is an amended agenda from what was sent to the membership. Executive Board Roll Call and President Report was added. Nominating Committee Report under Committee Reports was moved to the first report under due to a runoff election. President Collom requested a motion to approve agenda as amended. *Motion to approve the agenda as amended made by Phyllis Fuller and supported by David Rapacz. Motion carried.*

**In Attendance:**

Michelle James	Dave Plumb	Sandra Nielsen	David Rapacz
Christine Collom	Larry Stidham	Jim Hansen	Phyllis Fuller
Kelley Cunningham	Patricia Coates	Kim Ostin	Dreama Arnett
Kathleen Bell	Rich Rybicki	Keith Bradshaw	Kristina Nevins
Stephanie Lehman	Megan Green	Scott Temple	Bill Irwin
Jason Bernard	Jessica Long	Cynthia Fell	Michael Hostetler
Dominique Clemente	Missy Harris	Barb Davidson	Todd Velderman
Joe Bertram	Jeff Troyer	Torie Rose	Chris McComb
Danielle Mayo	Lisa Hall	Katie Hall	Bruce Gaukel
Sean McCarthy	Elizabeth Howland	Sam Kalef	Matthew Pillsbury
Jason Voss	Mark Goralczyk	Steven Rand	Jeremy Ludwig
Theresa Hart	Tammy Smith	Lyndsay Keith	

**Board Members Roll Call;** called by Kelley Cunningham

**Michigan APCO Board**

P Christine 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  
P Phyllis Fuller, Treasurer  
P Larry Stidman, Commercial Representative  
(P= Present, A= Absent with Notice)

**APCO Minutes** – Michelle James reported; the September 2023 chapter minutes were posted on the website and copies are up on the front table. *Motion to accept the September 2023 minutes made by David Rapacz and supported by Kelley Cunningham. Motion carried.*

**APCO Treasurer’s Report** - Phyllis Fuller reported:

Checking Account Income:	\$200.00
Expenses	\$4,167.97
Checking Account Balance as of 9/30/23	\$36,888.44
Schwab Account Balance as of 9/30/23	\$81,281.92
Total Balance	\$118,170.36

*Motion to accept report made by Kelley Cunningham and supported by Dave Plumb. Motion carries.*

**APCO New Member Report** – President Collom called “Point of Order” for missing the Annual New Member Report. Dave Rapacz reported; since September’s meeting we have had one new member, Dale Berry from HVA. The chapter has had 110 new members this year with a total membership of 721.

**APCO President Report** – Christine Collom reported; Thank you to Motorola. This is our 69<sup>th</sup> year of annual meetings in cooperation with Motorola. They have been fantastic partners. 69 years is amazing and we appreciate your partnership and we look forward to many more years to come. Today we will have an election and Sandy will explain that later.

**Quick Learn:** Motorola Presentation: School Safety Communications by Rich Uslan, Motorola and Eric Hutchenson, Kent County Sheriff Office.

Historical Presentation: Test your APCO Knowledge by Rich Rybicki. Pat Coates was the winner of the 1<sup>st</sup> Challenge Coin. Rich also presented Motorola Rich Uslan with a Historical Coffee Cup.

**Committee Reports:**

**Nominating Committee** – Sandra Nielsen reported; this year we received 3 nominations for the open Secretary seat on the board. Nominees are Barb Davidson, Cynthia Fell and Jeremy Ludwig. All nominations were verified to meet the requirements as stated in our policy manual. The election was open on September 25<sup>th</sup> using the Simply Voting website and emails were sent out to all eligible members. The election closed at Noon today. Per our policy manual, incoming Executive Board officers shall be elected by a simple majority vote of the Chapters Members casting ballots. This means candidates must receive more than 50% of the votes cast. The votes were verified by me and the two previous past presidents, Rich Feole, and Jeff Troyer. No one candidate received more than 50% of the vote. We will be holding a runoff election. There were 92 votes cast in the ballots. Upon discovering this, we discovered that our policy manual does not have anything in it as to how to handle if someone does not receive more than 50% of the vote. We then referred to the APCO National Policy Manual. It states that “If more than two candidates are running for a position and no single candidate receives a simple majority of the votes cast, then the candidate receiving the least number of votes will be eliminated for further consideration.” All three candidates have been advised of this. The two candidates that will be in the runoff are Barb Davidson and Cynthia Fell. Currently the two candidates are going to have 3 minutes to address the members present. Afterwards, everyone who is a full member and receives a ballot, everyone will have 2 minutes to vote. We ask that you write down the candidate’s last name. Voting

closed at 2:50 and the nomination committee will now step out and validate the votes. We will announce the 2023/2024 Secretary by the end of the meeting.

**APCO National** – Kim Ostin reported:

- Call for Speakers for the 2024 Conference & Expo in Orlando, Florida is now open. The call will close on December 13, 2023. There is a wide variety of tracks and if you are interested in submitting a session, you can do so utilizing the APCO website. The conference will be held August 4-7, 2024.
- APCO is open to both APCO members and non-members and is now accepting RPL applications for programs offered through June 2024.
- We held two Occupational Analysis panels this past week to revise the CTO and Instructor standards. I would like to thank everyone who participated and the agencies who approved sending their employees. Both panels produced quality results that will be used by the working groups to update these industry standards. Soon APCO will put a call out for participants to work on the actual revision, so if you are interested in being a member of one of these groups, be sure to volunteer.
- October is Cybersecurity Awareness month and there are short videos available on the APCO website that include useful information and tips you can use in your centers.
- APCO will be holding a 9-1-1 Wellness Summit on February 6<sup>th</sup> in Atlanta, GA. Registration is currently open. The summit will provide insights into stress and trauma management including how factors impact your team. You will also acquire practical tools to maintain optimal well-being. Check out the APCO website for further details if you are interested in attending.
- You can obtain an APCO certification as a radio technician in the emergency communications field. Seats are available now for the October exam. The online exam covers the material that a two-way radio technician working in a communications center and the field should know. The exam costs \$79 for APCO members and \$99 for non-members.
- The National Institute of Standards and Technology has recently released information about a critical vulnerability related to the Cisco emergency responder data sheet. The Cisco emergency responder enhances existing 9-1-1 functionality offered by the Cisco Unified Communications Manager. The Cisco emergency responder data sheet assures that the Cisco Unified Communications Manager will send emergency calls to the appropriate emergency communications center (ECC) for the caller's location and enables the ECC to return the call if necessary.

This identified critical vulnerability could allow an unauthenticated, remote attacker to log in to an affected device using the root account, which has default, static credentials that cannot be changed or deleted. ECCs are encouraged to work with their vendors to ensure appropriate software has been updated. There are no current workarounds. More information about this critical vulnerability can be found online.

**Commercial** – Larry Stidman reported; I am the Michigan APCO Chapter Commercial Advisory Member (C-CAM). Our primary function is to be the liaison between the APCO Board and the Industry Partners. I also serve on the National APCOs Commercial Advisory Council that also works with C-CAM at the State level to provide direction and education. One of the things that we are working on is supporting the State C-CAMs with educational opportunities to help them maximize their interface with the board, and

how to bring value to the board and value to the membership. We are doing that through a series of webinars through 2024, training videos and documentation. Look for that, there will be more information coming on that. The big thing that we are working on is the 2024 Michigan Public Safety Telecommunications Annual Conference which is being held May 19-23, 2024, at the VanDyk Mortgage Convention Center in Muskegon. We are looking for additional Industry partners so if you have a partner that you work with at your 9-1-1 Center or talked to at another conference, and you would like to see them represented at our conference please let Larry know.

**Historical** – Rich Rybicki reported; at one time there was a gentleman, retired Lieutenant from Detroit Police, who became a Motorola representative by the name of Paul Mitchell. He came to Frankenmuth annually and he always started off with “Who’s here for the first time?” He played that game every year and he was always the last one standing. That is a story of longevity.

**Training/Membership Activities** – Dave Rapacz reported; the committee is co-hosting the 2023 Fall APCO/NENA Training. It will be held November 7<sup>th</sup> and 8<sup>th</sup> at Oakland Community College. Tony Harrison from the Public Safety Group will be the instructor. He will be doing two classes, one each day. Tuesday the 7<sup>th</sup> will be “Customer Service”. Wednesday the 8<sup>th</sup> will be “Lead, Follow or Get Out of the Way”. Both classes are SNC approved. The cost is \$250 for each class. If you would like to join our committee, please contact one of us. We will be working on more training for next year.

**APCO Awards** – Kelley Cunningham reported; social hour starts at 5pm, dinner will be served at 6pm and awards will follow dinner. Kelley recognized the Awards Committee Members who were in attendance. Save the Date for 2024 Annual Dinner/Awards will be October 24, 2024. The links for the nominations for 2024 awards are up. The 2024 Photo Contest link is also available.

**Professional Development** – Cynthia Fell reported; We have 4 RPLs in Michigan and 1 going through the program right now. Along with the scholarship proposal that we are going to discuss later today, I have applied with the MMRMA (Michigan Municipal Risk Management Authority) to see if they will accept the RPL Program under the RAP program. The cost for the RPL Program is \$1105. There is space in all the programs until November 2023. The class will be held January – June 2024. Cynthia stated that the Occupational Analysis is crucial that was participate at that level. It is a very valuable thing that they are doing for the standards.

**CJIC Update** – Lisa Hall reported; Extreme Risk Protection Order hasn’t had the 90-day clock start ticking on it yet. LEIN is working on the form. It should be similar to a PPO. There is a pilot program happening with automated fingerprint identification. They are piloting photo prints on mobile devices. They are working on that with the FBI to get that approved. They may roll that pilot testing out to other agencies because they need 10,000 submissions in order to make sure it is returning appropriate responses. It sounds like it is very positive and something that we will be seeing. Mitzi Goldstein announced her retirement which will be January 19, 2024.

**State 9-1-1 Committee** – Lisa Hall reported; we held a special meeting to discuss allowable and disallowable. There was a lot of discussion and changes. The changes really are clarifications. The add-in for clarification regarding cell phones for the Law Enforcement Agencies. Please pay attention to that if that is something that you purchase and deal with.

**Legislative Update** – Lisa Hall reported for Jordyn Sellek; House Bill 4688 which deals with minimum staffing does not seem to be moving. There is no movement on the panic alarms House Bill 4241. Jordyn believes that the Legislature will likely be done by November 9<sup>th</sup>.

**State 9-1-1 Administrator** – Joni Harvey reported; you have up until December 21<sup>st</sup> if you have not spent your 2021 funds down to request and invoice if you intend to apply for 2024 funds. Lyndsay Keith will be going on maternity leave sometime in December. We are working very hard in our office to have plans in place so we can maintain our operations going through the training application season. We are still waiting for the civil service to do what they need to do so we can post for the vacancy for the training spot. For the allowables/disallowables that Lisa Hall was talking about, once the SNC approved their recommended modifications to that list it had to go the House and Senate. They have 90 days to review that give any feedback. Their deadline is January 14, 2024. Come January 15, 2024, if everything is all good, I will make sure that that gets distributed out to the 9-1-1 Centers.

**Technical** – Todd Velderman reported; as of right now we're over 145,000 radios on the system and 2,225 agencies. Our microwave updates are finishing up on Zone 2 this week. Only 7 zones left. RPU; they are about 60-70 business days backlogged. 204 work orders and 1400 radios in que. We have 5 techs in RPU. We are in the process of approving several new radios. The new approved radio list has been updated on the website.

**Frequency Coordination/MPSFAC/700Mz** – Pat Coates reported; the MPSFAC Committee met this morning with excellent attendance. We did establish our meeting schedule for next year. Our next meeting will be January 18, 2024, in Pontiac. You will have two weeks before that to submit any applications that you want considered at that meeting. We learned today that today was the last meeting for Dale Berry. He is retiring from HVA. We don't know yet who will be representing the ambulance association. Dale is going to be a big loss.

Keith Bradshaw reported; so far this year we have done 7 applications. There will be more applications that will be presented to the committee next year. The 4<sup>th</sup> revision of the 700mhz client has been put out for public comment. I suspect that we will have the approval of the FCC of our 4<sup>th</sup> revision of that plan sometime this month, I hope. We are going to be taking applications via CAPRAD after the 5<sup>th</sup> revision of the final administrative update. We hope to have the next revision of the plan ready by the end of the first quarter next year. These meetings are open to anyone who wants to come.

**MCDA** – Lisa Hall reported for Angela Elsey; MCDA is excepting their nominations for SNC reps for President and Secretary through November 3<sup>rd</sup>. We have been asked by the General Retention Office if we want to form a committee to work on the 9-1-1 General Schedule. Tony Leese is chairing that. We will be putting information out to the full members for that sub-committee in the near future. Membership renewals are going out. Our next meeting is Genesee County on December 3<sup>rd</sup>. We are planning on having a training session either before or after the meeting. Details are still being worked out.

**Michigan NENA** – Stephanie Lehman reported; the next NENA meeting will be a joint meeting with APCO. It is scheduled for Thursday, December 14<sup>th</sup> at 10am. It is a virtual meeting. Our election nominations will open in January 2024.

**Joint Michigan Conference** – Kelley Cunningham reported; the joint conference is in Muskegon May 19-23, 2024. Call for Papers will go out in January 2024 and start looking for sponsors and open registration for vendors and attendees. We are currently working on keynote speakers and some other details.

**APCO OLD BUSINESS** – no report

**APCO NEW BUSINESS** –

***Scholarship Program for Professional Development*** – Sandra Nielsen, Kim Ostin and Cynthia Fell reported; we started to put together a policy to provide scholarships for the RPL and CPE programs in the state. We are calling it the Michigan APCO LEAD Scholarship (Leadership, Education and Development). The program recommends establishing a scholarship that will help supplement the fees accrued for the RPL and CPE programs. The scholarships will be in the amount of \$500. They will be awarded annually, and the recipients will be announced at the annual meeting each year. The scholarship must be applied for online. Applications must be completed and turned in by the deadline set. There will be no extensions or late submission of the applications. The monies will be awarded to the recipients following the successful completion of the program they registered for. The application process would be applying online with the information that is required within the document as well as an essay. A panel will review the applications and be sure all the standards and requirements set forth in the policy have been met. Those chosen will be announced via email. The course work must be completed within the established timeline within the policy. The scholarship committee will review all applications and score them based on the rubric that has been established. We are also planning on establishing a scholarship committee. Who should apply for the RPL? Line supervisors, managers, QA/QI people, Deputy Directors, CTOs, or anyone that would like to expand their knowledge base. The CPE program is directed more towards Line supervisors, managers, QA/QI people, Deputy Directors, Directors, and CTOs. The scholarship committee is comprised of the Chapter President, Second Vice President, Treasurer, two (2) members from the voting eligible classification appointed by the President and a minimum of one (1) appointment shall hold the RPL or CPE designation. There will be \$1000.00 made available within the annual budget yearly with the possibly of two (2) awards. Phyllis full raised the question “is there any wiggle room 13.6.1.3 which is part of the criteria for the submission process which is to be a full member?” Are we limiting our people from applying if they are in a group membership. Kim Ostin asked Dave Plumb if you must be a full member to apply for either program. Dave advised no you do not. It was determined to remove the word “Full” from 13.6.1.3. President Collom advised at the next meeting we will present the policy again with the amendment suggested and approval.

***80<sup>th</sup> Year Celebration*** – Christine Collom reported; we are excited and have already been making some plans for the 80<sup>th</sup> year. We have purchased challenge coins, we will be doing raffles for those at our meetings, we are also planning on offering free training for our membership to give back to you as our members. We have some social media fun stuff planned so watch our social media, web page and Facebook page. It will also be our 70<sup>th</sup> anniversary with Motorola. This next year we are really looking forward to

***Announcement of 2023-2024 Secretary*** – Sandra Nielsen reported; for our runoff election today, we had 44 voting members. It was verified using a spread sheet of all the APCO Full Members by Rich Feole and Jeff Troyer. We verified that we had 44 ballots to the 44 names we marked off the spread sheet. The

majority vote, your newly elected Secretary is Cynthia Fell. Congratulations to Cynthia and congratulations to the other two candidates. Thank you for running. President Collom did the drawing for the second challenge coin. The winner of the drawing was Jeff Troyer.

**Business meeting recessed at 3:30**

**Reconvened Business meeting at 7:47**

**Presentation of Special Awards:**

**2023 Registered Public-Safety Leaders (RPL)**

Cynthia Fell – Plymouth Twp  
David Rapacz – Gratiot County  
**Presented by Christine Collom**

**2023 Special Recognition**

Theresa Hart – Eaton County  
**Presented by Jeff Troyer**

**2023 President's Award**

Michelle James – Barry County  
**Presented by Christine Collom**

**Presentation of the 2023 Chapter Awards:**

**2023 Information Technologist of the Year**

Ryan Culver – Ottawa County  
**Presented by Peter McWatters**

**2023 Team of the Year**

Ingham County  
Team Members: Bryce Alford, Aimee Barajas, Bobbie Booker, Jim Clickner, Rick Cole, Barb Davidson, Taylor Devlin, Kristen Fell, Cassie Gaskill, Bruce Gaukel, Danielle Harris, Haven Hiatt, Hayley Hilburn, Marissa Hoag, Savannah Kelly, Julie Livernois, Emma Lockhart, Cody Page, Cheryl Parody, Craig Payment, Marc Pieknik, Skye Rankens, Derek Selden, Reyn Semmler, David Sheridan, Chris Thompson, Brittnei Torgerson, Brianna Triplett, Leah Valentine, Kendra Wojnaroski  
**Presented by Barb Davidson**

**2023 Supervisor of the Year**

Libby Howland – Eaton County  
**Presented by Kelley Cunningham**

**2023 Trainer of the Year**

Sandra Yarger – Eaton County  
**Presented by Jes Nunham**

**2023 Director of the Year**

Barb Davidson – Ingham County

**Presented by Missy Harris**

**2023 Telecommunicator of the Year**

Megan Green – Barry County

**Presented by Stephanie Lehman**

**2023-2024 Chapter Officers Presented/Chapter Oath of Office Administered:**

**Induction of 2023-2024 Officers**

Christine Collom, President

Dave Rapacz, 1<sup>st</sup> Vice President

Dave Plumb, 2<sup>nd</sup> Vice President

Kelley Cunningham, Sergeant at Arms

Cynthia Fell, Secretary

Phyllis Fuller, Treasurer

Sandra Nielsen, Immediate Past President

Kim Ostin, Executive Council

**Presented by Sandra Nielsen**

**2023 Chapter President Address** - Presented by Christine Collom:

I am looking forward to this next year as we celebrate our 80<sup>th</sup> Anniversary. We have some great plans in place. I do want to thank Motorola one more time. This would not be possible without them. Motorola, thank you for everything. Everybody have a safe drive home tonight. Congratulations to all our winners. It is a true testament to our industry and how dedicated and loyal you all are. This is a great, great profession to be part of. Thank you!

*Meeting adjourned at 8:40 p.m.*

Respectfully submitted,

Michelle James

Secretary, Michigan APCO Chapter

**The next meeting  
APCO/NENA JOINT MEETING  
Thursday, December 14, 2024  
Virtual Meeting  
10:00 am**

**Virtual Meeting Information: Dates & Agenda ([miapco.org](http://miapco.org))**