



**Meeting Minutes of the APCO/NENA JOINT MEETING**  
**Thursday, December 3, 2020**  
**10:00 a.m.**  
**Virtual Meeting**

Meeting called to order by NENA President Stephanie Lehman at 10:04 a.m. Pledge of Allegiance video was played.

NENA President Stephanie Lehman entertained a motion to amend the agenda by moving NENA Old Business, By-Law Revision to before Committee Reports. *Motion made by Dave Rapacz and supported by Cherie Bartram; motion carried.*

**Introductions** were done via Survey Monkey, those in attendance include:

Douglas Sanford	Kecia S Williams	Kimberly Grafton	Lyndsay Stephens
Jim Hansen	Eric Mulvaine	Jeff Troyer	Melanie Leenhouts
Michael Armitage	Randy Miller	Corinne Perdue	Brent Williams
Eugenia Cook	Dave Rapacz	Sarah Reedy	Stephanie Lehman
Dave Aungst	Jim Valentine	Tim Jones	Tony Leese
Kim Ostin	Jon Whitford	Cynthia Fell	Megan Erickson
Jennifer Poole	Samantha Sturgis	Steven Arslanian	Tammy Smith
April Heinze	Elizabeth Bagos	Sandra Nielsen	Tim McGee
Leah Hornacek	Jack Boden	Marc Gramlich	Dominique Clemente
Dan Morden	Ray Hasil	Meg Fouss	Jeremy Ludwig
Michelle James	Rich Feole	Angela Elsey	Whitney Wisner
Kelley Cunningham	Meredith Morgan	Katlin Kellogg	Jen Robinson
Theresa Hart	Cherie Bartram	Phyllis Fuller	Scott Tallmadge
Patricia Coates	Keith Bradshaw	Rich Rybicki	Caitlin Sampsell

**New Member Report** presented by APCO 2<sup>nd</sup> Vice President Dave Rapacz: since November we have added 23 new members giving us a total of 642 members.

**APCO Minutes** presented by APCO Secretary Michelle James for the approval of the October 2020 minutes. *Motion to accept the minutes as presented made by Sandra Nielsen and supported by Marc Gramlich; motion carried.*

**APCO Treasurers Report** presented by APCO Treasurer, Phyllis Fuller: Chapter balances as of November 30, 2020 are as follows: Checking: \$32,089.47 and Schwab Account: \$82,870.30 with our Total Funds: \$114,959.77. For our Schwab account, we have recovered about 50% of

what we lost. At the worst part we lost about \$30,000.00. *Motion to accept the Treasurers report as presented made by Tim Jones and supported by Scott Tallmadge, motion carries.*

**APCO President Report** presented by APCO 1<sup>st</sup> Vice President, Kimberly Grafton. 2021 membership dues can be paid now and please review your APCO accounts and your group memberships to make sure that the emails on the rosters are correct.

**Rave 911 Suite and ALERT Presentation** presented by Kevin Hatline; “New features and updates for Michigan”. A couple things that will be included in Michigan for Smart911 is RAVE video sharing and RAVE Command View, starting the first of the year. Links from his presentation are below:

<https://www.ravemobilesafety.com/video-resources/rave-command-view-faster-911-response>

<https://www.ravemobilesafety.com/press-release/rave-mobile-safety-introduces-live-streaming-video>

<https://mail.google.com/mail/u/1?ui=2&ik=9841e35dd2&attid=0.1&permmsgid=msg-f:1685446026349023054&th=1763e83b28a08f4e&view=att&disp=inline>

<https://mail.google.com/mail/u/1?ui=2&ik=9841e35dd2&attid=0.2&permmsgid=msg-f:1685446026349023054&th=1763e83b28a08f4e&view=att&disp=safe>

## **APCO COMMITTEE REPORTS**

**CJIC Update** presented by Jeremy Ludwig. There are still some items surrounding SOS Gender Change and the impact on Law Enforcement and 911 systems. MSP meet with the Department of State to discuss letters that we had submitted. They are back to the question of “If this hasn’t been a problem for 40 years, why is it a problem now”. They want examples of when it’s been a problem. Lisa will be working with a few of the board members to provide some additional information to ensure they don’t lose site of the updates that will be required to accommodate. There hasn’t been any movement in house bill 4818 that adds a member to the CJIC board from the consumers’ data index industry. We question why that is needed. So far it seems this bill has stalled. There are a number of bills that are expected to pass that deals with the creation of confidential address for victims of domestic violence, stalking, etc. The CJIC admin rules are waiting a public hearing date. We were hoping that was going to be published on November 15<sup>th</sup>. I don’t know if that has been published yet or not. Lisa did forward an email to MCDA with a word document that went over something’s that are coming from the SOS.

**Training/Membership Activities** presented by APCO Kim Ostin and NENA Leah Hornacek. Leah reported that most of us are trying to utilize as much online training that we can. A lot of agencies are not able to travel. Leah tries to push out available online training on social media as she gets them. Kim reported they are looking at the Spring Training and trying to determine

if it will be virtual or in-person. We are tending towards virtual but want to see what kind of penalties will be involved with that if any. If we can do it, we might schedule something in the fall and hopefully avoid any penalties for a spring cancellation. Kim asked Leah and Samantha to stay on the call after our meeting to talk with Dave about making some final decisions so we can move forward with advertising for training. On the APCO website under the Michigan Training tab, we do have some calendars that show training around the state. If you have any suggestions for virtual trainings you'd like to see, send it to Leah, Samantha, Dave or Kim and they will work on getting it out there.

**Professional Development** – presented by NENA President Stephanie Lehman. If anyone has their RPL or are in the process of earning their RPL and would like to be part of this committee with me, please get with the APCO board or get with me. I would like to start pushing out the information on RPL and the importance of it.

**Technical** – No report.

**Frequency Coordination/MPSFAC/700MHz** - presented by Pat Coates and Keith Bradshaw. Keith shared the link to the MPSFAC meeting. Link is below:

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_MTgwM2JlYWltOTdlMS00YjQ4LTgwNTEtYzZjM2VkMTFiMWJk%40thread.v2/0?context=%7b%22Tid%22%3a%22d5fb7087-3777-42ad-966a-892ef47225d1%22%2c%22Oid%22%3a%22e811a38a-81d8-4c62-8c0a-9272da787d56%22%7dhttps://meet.lync.com/oakgov-com/bradshawkm/7H3LV1N9](https://teams.microsoft.com/l/meetup-join/19%3ameeting_MTgwM2JlYWltOTdlMS00YjQ4LTgwNTEtYzZjM2VkMTFiMWJk%40thread.v2/0?context=%7b%22Tid%22%3a%22d5fb7087-3777-42ad-966a-892ef47225d1%22%2c%22Oid%22%3a%22e811a38a-81d8-4c62-8c0a-9272da787d56%22%7dhttps://meet.lync.com/oakgov-com/bradshawkm/7H3LV1N9)

Pat – The next MPSFAC meeting is going to be January 14, 2021. Right now we are hoping it will be remote assuming the Legislative continues to move forward with allowing remote meetings. We will post the link on both the Michigan APCO and MPSFAC websites. It is also posted on the FCC as a public notice. The reason we would like some participation in this is that for 700 MHz we will be hosting the public hearing that we have been talking about in the last couple APCO meetings for the changes to the 700 MHz plan. Basically, we want to designate certain interoperability channels for fixed repeaters and then protect the others for remote use. The language is now posted on the Michigan APCO website and MPSFAC.net so you all can take a look at the language and if you would like to participate in the public hearing on January 14<sup>th</sup> you are more than welcome to. If the Governor does not for some reason approve the extension of remote public meetings, we do have a in-person spot reserved in Pontiac. We are hoping this will be remote. Our 2021 meeting dates are also posted on both Michigan APCO and MPSFAC. Anyone who has applications needs to get them to Keith, myself or one of the members of the board two weeks in advance of the meeting so we can distribute it to everyone. Mark Jongekrijg has retired and Chris has appointed Doug Sanford as the new APCO rep. APCO reps on MPSFAC are Pat Coates, Doug Sanford, Ray Hasil and Keith Bradshaw and Brent Williams as frequency advisors. If you have any concerns, issues or questions, you can reach out to any of them. The FCC chairman has announced that he will be leaving with this

current federal administration. January 20, 2021 we will be getting a new FCC chairman. No idea yet what that will do towards any decisions that are pending or forthcoming.

Keith – You will notice in the plan that we eliminated some of the standard language that was first proposed in the planning documents for the regional planning process back in 1999. Many of those plans nationwide carry the stuff in it as technical information that nobody can do anything about anyways so we took that out. We have one new application pending for the 700 MHz meeting for Barry County. We have very little activity in the 800 MHz portion of the band but a lot of activity in the 700 MHz band. Some more activity will be picking up this next year as more systems come on line for the MPSCS and other systems add channels and etc.

**FirstNet Committee** presented by Brent Williams. FirstNet will be hosting a webinar featuring Emergency Communication Centers (ECC) connectivity and ECC capability using FirstNet. In particular what they are going to be talking about is remote call taking. If you have a remote center set up or you want the ability for your call takers, even from home to fully be able to securely and in a very safe way take calls at home and process those calls and send them back into your CAD. This is something that is being done in other parts of the country now. The webinar will be December 10, 2020 and all PSAPs are invited to participate. The Central part of the UP is looking at a major expansion next summer including several new towers that will fill in the gap there.

**Joint Michigan Conference** presented by Tammy Smith. We are going to be meeting with the hotel next week to see what type of fees or penalties we might face if we cannot hold the conference in May. We have heard that some of the counties/organizations have extended their travel band until at least mid March now. We are exploring the potential that there might have to be a virtual conference or some kind of virtual training in the spring. There will be more information to come. Stephanie Lehman added that she has had an uptick in interest to the “Call for Papers” and this is why we have not issued the “Call for Papers” yet. Some major decisions need to be made but we are still unfortunately in an unknown area or gray area like most so after we have the opportunity to meet with the hotel to figure out what our options are going to be, we hope to issue the white paper or make an announcement on what it is going to be. We have had a lot of interest from our commercial partners lately so continue to reach out to us. If you are not already a part of our distribution we are happy to add you to it. If you are interested in helping plan the conference or being on the conference committee, please either reach out to Chris Collom or Tammy Smith.

**APCO National** presented by APCO Executive Council Kim Ostin. Plans are moving forward for the 2021 Annual Conference & Expo. Staff and the Host Committee had their first onsite visit in November and were quite impressed with the Conference Center and surrounding area. Session submissions to present at the event being held in San Antonio, Texas, August 15 – 18, 2021 are currently being accepted. If you are interested in presenting, the deadline to submit is December 18<sup>th</sup>.

APCO kicked off the first virtual Emerging Technology Forum with a special message from actor and host of ABC's "Emergency Call" Luke Wilson recognizing the life-saving work performed by 9-1-1 call takers. This was followed by a keynote address from FCC Commissioner Jessica Rosenworcel who offered her perspective on how to advance public safety communications. The virtual event ends today and included 29 speakers from across the country representing emergency communications centers large and small, government agencies, representatives from manufacturers and service providers, and other stakeholders in public safety communications. In addition, attendees were able to visit 15 virtual exhibitors as well as meet up with other attendees in the networking lounges.

There is a call out through December 6<sup>th</sup> for participants to work in creating a standard for Career Progression within the ECC. This standard will provide guidance to emergency communication centers of all types and sizes about opportunities for employee advancement or promotional levels. It will recognize the changing roles within ECCs and emphasize the need to effectively manage resources, accounting for situational analysis and critical decision-making responsibilities. If you are interested, go to the APCO International website work group announcement and submit your application online.

There is a webinar scheduled December 9<sup>th</sup> that is free to members. This one deals with Ongoing Recognition Programs for Members 2020. Check the chapter website for information on this and future webinar offerings.

Remember to renew your membership, it expires December 31<sup>st</sup>.

**APCO Awards** – presented by APCO Past President Sandra Nielsen. The 2020 awards were announced at our last meeting and they were hand delivered. Thank you Kim Ostin and Chris Collom for getting the awards delivered. We are hoping to have a ceremony this next fall. Those that did receive an award will be invited to the 2021 annual dinner along with a guest. We will have some kind of presentation for the 2020 award winners at the 2021 dinner. After the first of the year, we will be getting the nomination forms updated and on the website so you can start submitting your entries at your convenience.

**APCO Historical** presented by Rich Rybicki. Rich read off 11 names of Michigan APCO Chapter members who are now Life Members. 6 of those members were APCO National Presidents. This information is posted along with their bios on the Michigan APCO page under the Awards tab, Life member's tab.

**Legislative** presented by Jeff Troyer. LAS did meet earlier this week. The primary topic was Legislative Sunset as well as getting our hands around actual numbers for the IFund. There are a lot of PSAPs that have transitioned to IP 911 but don't have their cost studies done or their cost studies have been submitted but not approved yet for the Public Service Commission. There are billions of dollars that are out there and the timing as to when those dollars get billed on that fund will determine how much time we have before the fund runs short of money. We are taking a look at that and we did get a very good useful report. The Public Service

Commission was suppose to submit a report to the Governor's office and legislator's in December on cost analysis and the balance of funds on the process of NG9-1-1. That report was submitted and the link distributed out of the State 911 Office. The link is posted below:

[https://www.michigan.gov/documents/mpsc/PA\\_51\\_of\\_2018 - 911 MPSC Cost Report 12-1-2020\\_709016\\_7.pdf](https://www.michigan.gov/documents/mpsc/PA_51_of_2018_-_911_MPSC_Cost_Report_12-1-2020_709016_7.pdf)

Jordyn Sellek will be assigning a couple different work groups for out of LAS members to kind of break down different pieces of legislation that can be handled at this point and time, clean up, definitions, sections that might not be applicable anymore, things like that. Our hope is to start addressing the funding side of it towards the end of the first quarter of next year.

**APCO Commercial** – No Report.

**State 9-1-1 Committee** presented by Rich Feole. Certification has been busy and should be finishing up the first go around of compliance reviews for every county. Mid to late 2021 all counties will be put back into the mix for selecting again. If a county is selected that had been done in the last 5 years, it would be put aside and another county selected.

Current reviews – Menominee was approved at the September SNC meeting. Washtenaw review will go to SNC for approval at the December meeting. CCE and Hillsdale have been reviewed and will go to Certification for approval in February 2021. Ionia, Detroit, Western Wayne conference, Alger, Arenac and Midland are all in process of collection of documents. Muskegon, Macomb and Downriver are the last three and slated for mid-year to start their reviews.

Lyndsay Stephens is updating the notification letter and questionnaire to separate the required and optional portions of the review to help reduce confusion on what is required. Subcommittee has been getting a lot of questions about the allowable/disallowable expenditures.

Training Subcommittee – FTEs were approved at \$1,963 for the second distribution, same as the first distribution.

Emerging Tech Forum is scheduled for September 27th-29th, 2021. We filled a vacancy on the committee but still have a few more. If anyone is interested, check with chair Scott Temple.

LAS – approved a letter to be sent to SOS Benson in regards to adding a field stating a person's gender had been modified, as running a person with unknown gender creates a large return to read through and some technology that allows a license swipe to be done cannot be done with unknown gender.

Special SNC meeting was held October 30<sup>th</sup> extending training deadline through January 1, 2021.

**State 9-1-1 Administrator** presented by Theresa Hart and Lyndsay Stephens.

Theresa – State 911 Fund 3<sup>rd</sup> Quarter Summary:

State 911 Suppliers (Postpaid) Fees	\$ 6,678,626.45
State 911 Retailers (Prepaid) Fees	\$ <u>4,131,850.45</u>
Total:	\$10,759,059.49

3<sup>rd</sup> Quarter Total 911 Fund Revenue:

Increase of \$145,789.48 from last quarter

Decrease of \$21,030.70 from the same quarter in 2019

Automation Project:

Phase 2 was completed and deployed November 2, 2020. This encompassed automating the 911 surcharge payments to Treasury by retailers and suppliers into MiSNAP to allow for notifications of non-payment by a provider, entry of email addresses, ad-hoc reporting, automated mailings to providers, and more. Previously, this was all done manually.

For Phase 3, we are almost finished with the design and documentation collection portion. This will automate many forms that collect information from local agencies, PSAPs, courts, etc. that the State 911 Office needs to compile the Annual Report to the Legislature. It will also automate forms for PSAP outages. All these forms are currently manually completed and sent to our office. The projected go live date is July 2021, but we are hoping to complete it sooner.

Text-to-911:

Currently 77 counties and 1 Wayne County Service District have deployed Text-to-911 coverage in Michigan:

Population coverage – 76.46%

Land coverage – 94.52%

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

Other Activity on the State 911 Office (SNO):

The MPSC has enacted an emergency rule extending training certification deadlines through Jan 1, 2021. We are still in the process of our bi-annual audit with the Auditor General. This is still ongoing due to delays from Treasury as they are primarily only working on the CARES grants and other COVID-related issues. The Office of the State Employer has advised we will remain teleworking until at least March 1, 2021. Treasury will not be releasing the Fall Training Fund Distribution until early January. The NTS approved the application process for 2021 and it will go before the SNC next week. Please make sure the review training records of your employees in MiSNAP to make sure all information has been added so it will populate the 510 form that will now be done through MiSNAP.

Lyndsay – Next Generation 911 Grant

As a reminder, the award was approved for the following projects in the following amounts:

CPE equipment sub grants to local PSAPs as approved by TAC	\$2,852,250
Upgrade Repository Code	\$ 487,000
GIS address point gap fill	\$ 577,741
Administrative (travel for TAC)	\$ 22,679
Total	\$3,939,670

The Technical Advisory Committee (TAC) closed the final round of the 911 CPE grants October 31, 2020. At the November 5<sup>th</sup> TAC meeting, the TAC agreed to moving \$9,094.81 from the administrative line budget to the 911 CPE line budget and reducing the local match for all local agencies from 5% to 3%. The remaining funds in the administrative portion of the grant will stay in that line item to ensure they will not be needed for future travel of the TAC. Currently, all tours for the final 911 CPE payments are being completed virtually through Microsoft Teams. Utica Police Department, Isabella County Central Dispatch, Ingham County Central Dispatch and Lake County Central Dispatch have all completed the virtual tours with the completion of their installation project.

Ms. Diane Perry, Project Manager with DTMB, sends a weekly update on the GIS repository upgrade. 1Spatial completed training for the 1Date Gateway, which is where contributors would be able to upload and download data if they have access to the repository.

Ms. Diane Perry, Mr. Mark Holmes and the GIS subcommittee are moving forward with the Request for Qualification process to get vendors approved for the address point gap fill portion of the project. Once the follow up from the survey is complete, the TAC will determine which areas will receive the address point gap fill and utilize the approved vendors to complete the address fill portion of the project.

If you would like more details on the projects of the NG911 Grant or the TAC, please let me know.

**MCDA** presented by Michael Armitage. Our meeting is tomorrow, December 4, 2020 will be held virtually. We are planning on holding our meetings virtually probably through at least August of 2021. We had our elections so our new board will take office starting in January. I will be President; Chris Collom will be Immediate Past President; Bryce Tracy will be Vice President and Angela will be our Secretary. Our focus over 2021 will be the Legislative Sunset and helping with the efforts for legislation for 911 and trying to determine exactly what our needs are so we know what we need to ask in the coming year.

**Nominating Committee** presented by Phyllis Fuller and Sandra Nielsen. NENA nominations will be open in January. There are 5 positions. Currently Stephanie Lehman is President, Tammy Smith is 1st Vice President, Leah Hornacek is 2<sup>nd</sup> Vice President, Samantha Sturgis is Secretary, and Tim Jones is Treasurer. If any of you want to continue in the position, please let me know. If anyone else is interested in running for a position, please consider joining the January



meeting to express that interest. Once we have the results, the board will be sworn in at the March meeting. Phyllis asked that the Nominating Committee and her email address be added under the committees on the Michigan NENA website in case anyone has any questions.

Sandy – APCO just had our swearing in ceremony at our October virtual meeting. The slate of officers pretty much stayed the same with the only change of 1<sup>st</sup> Vice President in which Kim Grafton is now holding. APCO nominations will not be open again until August 2021. If anyone is interested in a position on the board for next year or have any questions about a position, please reach out to me.

### **APCO/NENA Old Business**

APCO/NENA 2021 meeting dates presented by Stephanie Lehman

January 14, 2021	Virtual Meeting	APCO/NENA
March 17, 2021	Virtual Meeting	APCO/NENA
May 17, 2021	Michigan Public Safety Telecommunicator Conference Radisson Plaza Hotel in Kalamazoo 100 W. Michigan Ave Kalamazoo, MI 49007 (No formal meeting)	
July 15, 2021	Virtual Meeting	APCO/NENA
September 9, 2021	Virtual Meeting	APCO/NENA
October 21, 2021	Zehnder's 730 S. Main St Frankenmuth, MI 48734	APCO Only Annual Awards Dinner
December 2, 2021	Virtual Meeting	APCO/NENA

**\*All meetings will be held virtually until it is permitted to migrate back to the live environment. At that time, meeting locations will be announced\***

*Motion to accept the 2021 APCO/NENA Meeting Dates as presented made by Rich Feole and supported by Michelle James; motion carried.*

**APCO/NENA New Business** – No new business

**APCO Old Business** – No old business

**APCO New Business** - MPSFAC Appointment: Mark Jongekrijg has retired from Ottawa. Mark represented APCO for many years and will be greatly missed. Doug Sanford from Hillsdale will no be serving in this position.

**Motion to adjourn** *motion made by Scott Tallmadge and supported by Dave Rapacz. Meeting adjourned at 11:29 a.m.*

Respectfully submitted,

Michelle James  
Secretary, Michigan Chapter of APCO

**The next meeting will be  
APCO/NENA JOINT MEETING  
Thursday, January 14, 2021  
10:00 a.m.  
Virtual Meeting**

DRAFT