



**Minutes APCO/NENA Meeting
Thursday, February 15, 2024**

Meeting called to order at 10:05 a.m. by Stephanie Lehman

Agenda was approved.

In Attendance:

Kristina Nevins	Amy Thomas	Alissa Hirkaway	Marc Gramlich
Caitlin Sampsell	Katie Coenen	Scott Temple	David Rapacz
Dominique Clemente	Robert Stahelin	Leah Edsell	Leah Hornacek
Lisa Flask	Rich Rybicki	Reed Wakeman	Larry Stidham
Kelley Cunningham	Bill Troskey	Regan Lucas	Stacey Bower
Michael Armitage	Kim Ostin	Jeff Troyer	Francis D'Huyvetter
Brian Jones	Steve Zitney	Jeff Kelley	Todd Veldesma
Stephanie Lehman	Samantha Sturgis	Tim Jones	Dave Plumb
Tammy Smith	Phyllis Fuller		

Board Members Roll Call:

Michigan APCO Board

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

Michigan NENA Board

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

(P= Present, A= Absent with Notice)

APCO New Member Report - Dave Rapacz reported; the chapter has 608 members and expects more as members renew in the coming months.

APCO Minutes: Cynthia Fell reported and the minutes were placed on the chapter website ; Motion to approve made by Fuller and seconded by Cunningham. Motion carried.

APCO Treasurer's Report – Phyllis Fuller reported the following:

Checking Account Income:	\$ 2441.70
Expenses	\$ 375.00
Checking Account Balance as of 12/31/22	\$40,812.24
Schwab Account Balance as of 12/31/22	\$86,385.00
Total Balance	\$127,187.24



Motion to accept report made by Troyer and seconded by Cunningham. Motion carried.

APCO President Report - Chris Collom submitted the following report:

- APCO INT. is currently offering several opportunities for volunteers to serve on an international committee. Please visit the APCO Intl. website, click on Committee Sign up to view the committees. If you are on an International Committee, don't forget that you must sign up annually to continue your participation on the committee. The deadline is **April 1**.
- This is also a great time to review your current information on APCO. Login- Mi-APCO, on the left side of the form, under My Account Links: click on "My Organization" to verify your group information.
- Reminder on April 4, 2024, is the 80th anniversary of becoming a chapter.
- I look forward to seeing you at the annual 911 conference. Thanks!

Committee Reports:

CJIC – Submitted by Lisa Hall and presented by Phyllis Fuller.

1. My report on ERPOs was - don't count on a form being in place. There in fact is no form. Make sure everyone saw the LEIN blast on these and how to handle them temporarily. My caution about emailing to LEIN Field Services to make sure your email format is in compliance with CJIS Policy - i.e. meets FIPS Encryption rules.

2. Recent question on authentication requirements. There was an update to multifactor authentication in the latest CJIS Policy that requires this for privileged and non-privileged accounts. Section 5.6 IA-2. So this includes dispatch workstations. You can achieve this at a workstation level instead of a program level by using either a hardware token or something like a DUO app on a wireless device. Section 5.5.5 allows for no session lock on dispatch stations so they would just have to have multi factor authentication once upon initial sign in. Administrative workstations - have to have session locks AND multi-factor authentication. Your LASOs also need to review section 5.6 IA-3 to ensure network access controls, switches, etc. are in compliance. (Really that whole section 5 needs reviewed if you haven't already.)

3. Radio Encryption for talk groups that you use to provide LEIN/CJI information on - as we have discussed in the past - fire departments are not allowed access to the talk groups. There is no change in this to date. At the last CJIS Board meeting, Kevin Collins did address the requirement in CJIS Security Policy that requires LMR to be encrypted if it has LEIN/CJI being broadcast on it. This is not a NEW requirement but is one that come up in an FBI audit with Michigan agencies and in a LEIN audit last year. The LEIN audit finding on this which was that the agency's 'LEIN' talk group was not encrypted has been placed on hold.



My talking points to the LEIN and the CJIS Board:

1. Not fair to start enforcing without some education and training. This has not been a point in TAC or LASO training nor in any past audits. That must change.
2. There is a state effort via the Interop board to create and implement an encryption plan to get ahold of all of the many different keys, requirements, challenges, equipment and agency needs. Efforts need to align with this group so that a solution is not put in place that will have to be changed after because of this larger effort or challenges that weren't thought of. The Interop group has been working on this for a bit now and have already concluded that implementation goals are 6+ years out.
3. This leads me to timeline - LEIN and the CJIS Board needs to have a realistic view and goal for compliance timeline. This is not an easy and sometimes not a cheap solution/move.
4. This leads me to cost - change means \$\$, possibly new equipment which means more \$\$, template changes, programming, etc.
5. All the different groups need to come together to come up with a well thought out plan, not just beginning with audit findings.

The Board Chair (MSP) understood the pain points and discussed creating a subcommittee within MSP folks to begin working on this. I encouraged them to include the Interop Board Chair, MPSCS, local LE reps and 911. He said he'd reach out to Bryce on the Interop side and would likely include the LE and 911 reps on the CJIS Board.

My advice is for the larger encryption requirements - start thinking about these requirements and what it will take to make changes to comply in your area. It wouldn't be a bad idea to put a loose plan and cost together so that as we move forward with discussion we can readily provide what that impact would be. That will also help us with the potential to get the state to grant funding to implement these solutions when it's time. You may want to take these requirements into consideration as you make new equipment purchases in the upcoming years.

Training/Membership Activities – Caitlin Sampsell reports that the committee will have a short meeting following this meeting. Working on coordinating the free trainings being offered from both chapters this year with our annually hosted training and other events occurring in the state. Watch for upcoming information.

Professional Development – Cynthia Fell advised MMRMA Members to remember to use the RAP grant to get reimbursed for dispatcher training classes.

MMRMA class “Public Safety Line Leader for Civilian Dispatch” is being offered for the first time in Michigan.

Space is available in the following RPL classes for 2024 :

March 2024

April 2024



May 2024

June 2024

Michigan APCO currently has 5 RPL's, please reach out to me if you obtain your certification.

Technical – Jeff Kelley/Todd Velderman presenting: Jeff's new position is Member Communication Outreach Manager, He will be reaching out to various agencies/PSAP's to arrange a time to visit in person to discuss any issues and explain anything new at MPSCS. His current position opening will be posted soon and until then he can still be reached regarding programming related needs. \

RPU added Jimmy Bott (MCA retired) as a contractor to assist with the backlog in programming.

Director Stoddard has been working through DTMB to secure funding for existing MPSCS infrastructure and tower sites through the governor's upcoming budget proposal. This will aid in the maintenance and replacement of (Lifecycle) critical items at existing sites.

MPSCS recently held a technology day in Lansing with the hopes of educating the House and Senate members about our mission, its purpose and value to their districts.

Frequency Coordination/MPSFAC/700Mz –Presented by Francis D'Huyvetter

MPSFAC met January 18, 2024, in Pontiac.

Officers were elected for 2024. Keith Bradshaw will remain as chairperson, Patricia Coates will remain as secretary, and Greg Farrer from MPSCS was elected vice-chairperson to replace Dale Berry, who has retired.

Mr. Bradshaw advised that the National Frequency Coordinators and National APCO are looking for volunteers for a workgroup on deployable systems, if any MIAPCO members are interested.

The committee received an update on the deployment of the Oakland County simulcast system. For interoperability purposes, all Oakland County PSAPs, law enforcement, and fire agencies are now on P25. This is a dual band (700/800) system with both TDMA and FDMA channels. Oakland had tried two-tone fire paging, but it did not work in an FDMA/TDMA environment. By switching to TDMA only the paging works.

The committee received a report from a recent workshop held by the Safer Building Coalition regarding BDAs and DAS (distributed antenna systems) for enhanced in-building coverage. They discussed the differences between passive BDAs and active BDAs, which are now recommended. The website saferbuilding.org has many resources on the topic, including a handbook that details active versus passive BDAs, dual band 700/800, Class A versus Class B BDAs, and the use of fiber for connectivity of BDAs to the radio network. The MPSCS requires the dual band, and the website Michigan.gov/signalboosters is suggested as an additional resource. The committee also discussed Class A versus Class B BDAs, and the difference in FCC rules – the FCC requires permission from the licensee to install a Class B, but they do not require it for Class A.



There is still no word from the FCC on whether the revised 700 MHz plan has been approved. The public comment period ended in September of 2023.

The next MPSFAC meeting is March 14, 2024, at 10 AM at MPSCS in Dimondale. Applications for consideration at that meeting are due by March 29. In addition to filing the application in CAPRAD, Keith Bradshaw would appreciate an email as well.

Joint Michigan Conference –Tammy Smith and Kelley Cunningham reporting

Registration is now open on both chapter websites with the conference being held in Muskegon May 20th-23rd.

Kim Turner, Halcyon Frank, Lt Colonel Bo McGowen, Tony Harrison, Doug Showalter, and Renee Thornton will be the daily keynote speakers. There will be a meet & greet and challenge coin giveaway with Lt. Colonel McGowen. All the keynotes have received sponsorships. There will be a Welcome Reception Monday evening. The Room block at the hotel is good thru 4/19. The Call for Papers closed Friday, Stephanie is working on the session schedule and then will submit it for SNC Approval. Call for volunteers will go out at the end of this week.

APCO National – Kim Ostin presented the following:

A reminder that your membership expired on December 31st and it is time to renew it.

The Committee Volunteer period opened February 1st and remains open until April 1st. A list of APCO committees can be found on the website as well as a description of what is involved in each of the committees' work. Even if you served on a committee last year, if you wish to remain on the committee you will have to send in your request. Michigan has had a lot of membership involvement in committee work, and it would be great if that continued. Serving on an APCO International committee can be an excellent opportunity for you to get involved, contribute, and make a meaningful impact on the public safety communications industry. Awards, Professional Development Events, Bylaws, Historical, Health & Wellness and Young Professionals are just a few of them.

There are several exempt committees and one of these is the Standards Development Committee. APCO is currently seeking volunteers for the Standards Development Operation Sub-Committee. They are looking for Users, Producers, and General Interest volunteers. If you are interested in governing and managing the standards the standards development process, you can find more information and the form to fill out on the website under the Service tab, Help with Standards Development, then Complete SDC Recruitment survey button

A reminder that the Annual Conference and Expo is being held in Orlando, Florida this year. The dates are August 4-7. Flash Day is fast approaching and will be on April 1st. Mark the day to save on your registration cost.



Today is the last day to apply for APCO's Certified Public-Safety Executive (CPE) Program, If you are looking for assistance in financial the program you need to do it.

APCO held their inaugural Wellness Summit on February 6th in Atlanta with close to 200 attendees from all over the U.S. and Canada in attendance. Wellness was discussed in many formats and was an opportunity for attendees to share experiences and take home the tools needed to create successful programs at their agencies.

APCO is accepting nominations for the public safety awards. Nominate your colleagues, your ECC or yourself for an Emergency Communications Center Award or Technology Leadership Award. The deadline to submit is **April 1**.

The new standard being created on Tactical Dispatching is still in need of one mor Occupational Analysis. We are having difficulty putting a panel together and Kim would like to know if there are agencies that have this position or team or something similar to a Special Events team. She is trying to determine whether Michigan could facilitate this OA. Please contact her if you can assist as she is looking for 6-10 panelists to participate.

APCO Awards – Kelley Cunningham advised that nominations are being accepted thru 9/1/2024 and the forms have been placed on the miapco.org website. If you are interested in being on the committee, contact her. There is also a photo contest/dispatch center. The winning photo will be placed on the homepage of website for the following year and nominations can be made on website.

Phyllis Fuller noted that there is a technology leadership for and small/large agencies category at the national level and she advised making a submission. Kelly has submitted our award winners from last year.

APCO Scholarship Program – Kim stated nothing further to report at this time but the policy will be added to the manual following it's approval.

Historical – Rich Rybicki presented an APCO presidential history quiz.

Legislative Report – HB4688 Jeff Troyer reported that the school alert bill is still out there, may gain some traction moving forward but there is no action at this time. Requested by Matt Sahr President of the Professional Firefighters Union.

Young Hero – The submission deadline is today at 4pm. Committee will get together next week for the next steps in the selection process.

Commercial – Larry Stidham/Jim Hansen – Larry reported that they are working on the state conference. There is still room available in the vendor hall and there are still some sponsorships available.

The bi-annual CAC meeting will be held next week in Florida. They are working on creating support material/webinars/trainings to help CCAMs



State 9-1-1 Committee – Jeff Troyer reported that the Kalkaska & Saginaw County compliance reviews were presented and approved. There were no significant findings.

The SNC 500 and 301 forms (Annual Certification Forms) were modified.

SNC approved modifications to the Training Provider Policy in reference to renewals.

Emerging Tech Forum was moved to the Crowne Plaza Hotel in Lansing. It will be held 9/20-1/2, 2024.

Jordyn Selleck and Jeff were re-elected as Chair and Vice-Chair for 2024.

Training Sub-Committee reported by Stephanie as follows: The annual application review day was February 7, 2024. There was an increase in denials. If you receive one, you need to send a request for info and file an appeal. The deadline for this is today. The hearings will be held at MSP Headquarters on Wednesday, February 21, 2024. She recommends staying on top of entering your trainings and don't wait until the last minute. She also mentions that the number of exemptions being asked for has greatly increased.

State 9-1-1 Administrator – Jeff Troyer reporting for Joni Harvey:

MiSNAP:

We are noticing that not all agencies have gone into the PSAP history tab to ensure the PSAP date of hire and separation are correct for employees. If you are a PSAP Director or Training Coordinator please login to view your employees to ensure the PSAP date of hire and PSAP date of separation are correct.

All employees now have a telecommunicator status and a PSAP status, this is to account for individuals who may transfer to a new PSAP. The feature allows an employee to be active at one PSAP and inactive at another PSAP, so please make sure you are entering the information in the proper section. If you have any questions, email MSP-SNC@michigan.gov for assistance.

It is imperative that you are looking at the training status of your employees throughout the year to ensure the training providers are adding training within their 30-day time period. Directors and coordinators should be entering the training and uploading training expense documentation within 30 days of completing training as well; this will keep agencies from scrambling at the end of the year.

Note: All grandfathered employees' training cycles end in December each year; please make sure grandfathered employees continuing ed training is up to date.

The State 911 Office will be putting on some training throughout 2024 to go over the MiSNAP enhancements implemented in December 2023. Microsoft Teams appointments will go out to all PSAP Director and Training Coordinators once meeting dates are set.

GIS Repository:



Several efforts have been made by the State 911 Office and the Center for Shared Solutions GIS team to get all counties to upload their data into the repository. Since new functionality has been added, the DTMB GIS team will be holding a training session for the GIS data importers on Wednesday, February 21st at 10am. Calendar invites have already been sent out to all the GIS data importers that have been designated by the PSAPs.

There is a link on the SNC website for the [Michigan Statewide NG911 GIS Repository](#). The Michigan Statewide NG911 GIS Repository is a great resource with previously recorded training that has been provided along with information about how to contact the NG911 Repository help desk.

Other Activity of the State 911 Office:

- Lyndsay Keith returned from maternity January 29, 2024.
- SLCGP grant:
 - FY22 funds:
 - Incident Response Planning & Training
 - Endpoint Detection & Response (EDR) Services
 - Cybersecurity Assessments
 - Website: [DTMB - State and Local Cybersecurity Grant Program \(SLCGP\) \(michigan.gov\)](#)
 - Michigan was awarded FY23 funds - \$9,609,530.00. As a condition of this award, you are required to contribute a cost match in the amount of \$2,402,383.00 of non-Federal funds or 20 percent of the total approved project costs of \$12,011,913.00. New projects that align with the grant objectives, address one of the 16 grant requirements, or are supported in the approved State of Michigan Cybersecurity Plan will be considered for FY23. More information to come from the SLCGP Planning Committee.
 - PSAPs/public safety agencies are **highly encouraged** to sign up to receive grant updates from the bottom of the page here: [SLCGP Email Updates](#). This will help to keep you informed in the future of upcoming grant funding opportunities and instructions on how to participate.
- Annual reports for PSAPs are **due no later than MAY 15**. Please start working on these ASAP. This deadline is a legislative requirement. If you have any questions on how to complete these reports in MiSNAP, email the SNO at MSP-SNC@michigan.gov
- The State 911 Office will begin preparing for their biennial audit with the Office of the Auditor General.

MCDA – New President is Tim Jones. He announced the meeting calendar with the April 5th meeting being held in Calhoun County, June 7th in Genesee County, August 9th in Escanaba. They are looking into hosting a New Directors School in September and the December meeting will be held in Kalamazoo.



Nominating Committee – Sandra Nielsen reported there was not a lot of activity. They have been working on updating the policy regarding nominations and elections which will be covered under old business.

APCO OLD BUSINESS –

Bylaws Update – Kim Ostin presented the proposed updates mainly dealing with changes in Executive Board duties and the inclusion of a new membership category at the national level for students and educators. They changes will be placed on the chapter website for review and will be voted on at the May meeting.

Policy Manual Update – Proposed changes were presented by Kim Ostin. The changes will be placed on the chapter website for review and will be voted on at the May meeting.

APCO NEW BUSINESS –

National Committee Volunteer Opportunities was previously discussed in the President's and National Committee reports

Free Training for 80th Celebration Dave Rapacz stated that this will be discussed with the committee following this meeting.

National Senior/Life Membership – Kim Ostin asked any member who feels they may qualify for either of these distinctions to contact her to get a submission put together for recognition.

Meeting Adjourned 1146 Motion made by Jones and seconded by Sampsell.

Respectfully submitted,

Kim Ostin, Michigan APCO Chapter

**The next APCO/NENA Joint meeting will be
Wednesday, May 22, 2024, in conjunction with the
Michigan Public Safety Telecommunications Conference
Vandyk Mortgage Convention Center - 460 W. Western Avenue - Muskegon, MI 49440**