

**MEETING MINUTES**  
**APCO/NENA JOINT MEETING**  
**Thursday, September 10, 2020, 10:00 a.m.**  
**Virtual Meeting**

**Greetings extended to those in attendance by the Chapter Presidents, Christine Collom and Stephanie Lehman, who then led the Pledge of Allegiance.**

**President, Christine Collom requested approval of the Agenda.** Motion to approve by Tim Jones and seconded by Dave Rapacz. Chris requested to add First Net following Frequency Coordination. Motion carried following an explanation on voting procedures we will be using.

**Roll Call of the Executive Board Members present as follows:**

**In Attendance :** President, Christine Collom; 2<sup>nd</sup> Vice President, Dave Rapacz; Sgt-at-Arms, Kelley Cunningham; Secretary, Michelle James; Executive Council Representative, Kim Ostin; Commercial Representative, Larry Stidham; Immediate Past President, Sandra Nielsen

**APCO New Member Report 2<sup>nd</sup> Vice Pres.** Dave Rapacz reported since January we have gained 39 new members giving the Michigan Chapter a total of 542 members.

**APCO Minutes** from the January meeting were posted on the Chapter website. A motion to approve the minutes was made by Sandra Nielsen and seconded by Tammy Smith. Motion carried.

**APCO Treasurer's Report was provided by Phyllis Fuller.** The current checking account balance as of 5/31/20 stands at \$55,359.91. The Schwab account balance is \$80,229.77 with a total of \$135,589.68. Kim reported that she and Phyllis had been in contact with our financial representative about the Schwab account. It was expected that the balance would fall due to COVID-19, however, we wanted to ensure that our financial future was being protected as much as possible. We feel confident that all is being done that is possible to protect our monies. A motion to accept the financial report was made by Pat Coates and supported by Whitney Wizner. Motion carried.

**APCO President, Christine Collom** welcomed everyone to this virtual meeting and discussed the decision that the Executive Board had made regarding the cancellation of the Annual Dinner & Banquet in Frankenmuth for the first time in 65 years. The decision was made after considering possible repercussions of a COVID outbreak stemming from attendance at the meeting. She has reserved a date for 2021 and thanked Motorola for their continued support of Michigan APCO.

**Presentation on CyberCrime Victim Support Program was presented by Kristin Judge.**

## **COMMITTEE REPORTS**

**CJIC Update** – Lisa Hall reported that the administrative rules revision had been approved. The gender change by Secretary of State last summer resulted in a letter being sent to the colonel outlining concerns about this change. MCDA also sent a letter to him as well as to the Secretary of State that was more in depth about concerns in being efficient and the added burden of running people as unknown.

**Training/Membership Activities** – Kim Ostin reported that APCO representatives had met with the NENA representatives on a conference call to discuss training opportunities including the Spring Training at the Great Wolf Lodge in Traverse City in April of 2021, the virtual training by Datamark in August with the follow up in September, and other possible offerings. The GWL training will be presented by the Denise Amber Lee organization with sessions on Peer Support and Human Trafficking. Plans continue to progress in this joint venture and will be announced to the membership as they are set. If anyone has any suggestions for a training, we welcome the information. Reminder that you can check the chapter website for trainings around the state both in-person and virtually. Dave Rapacz is also working on TIM Training as a virtual training course.

**Technical** – No report at this time.

**Frequency Coordination/MPSFAC/700MHz** - Pat Coates reported that MPSFAC and 700 MHz have continued to meet throughout the pandemic virtually. Still processing and reviewing applications and Keith is working on frequency coordination. They have been working on amending the 700 MHz plan to protect the interop 700 channels for use as you travel and for fixed repeaters using those channels. Next meeting is September 24<sup>th</sup>. Applications are due two weeks prior to a meeting. The next meeting will be October 29<sup>th</sup> will be the last meeting of the year. The 2021 schedule has not be set, however, meetings usually begin in January. If able to agree on amendment language previously mentioned, the plan to have the FCC required public hearing at the October meeting.

Brent Williams reported that the FCC has just opened a proceeding that would allow commercial use of the 4.9 GHz band, this would no longer be an exclusive public safety band. A second issue is regarding the 6 GHz band. This is the primary band that connects all the MPSCS tower sites together. This means no interference and the sites work well. They have adopted a rule that allows unlicensed use of frequencies in that band. They feel it will not bother public safety. Private routers would be using the same frequencies. APCO is asking for an emergency stay of this order.

**First Net** – Brent Williams reported that First Net growth continues with about 1 ½ million users. Fires out west have caused a tremendous use of equipment. In the Louisiana, they are using a tethered blimp that rises to 15000 feet high and frees up the mobile units for connectivity in disaster areas.

**Joint Michigan Conference** - Christine Collom reported that she and Tammy Smith have been in contact with the Radisson in Kalamazoo as well as with the daily keynote and super session presenters. They have all been confirmed for the next conference which will be held May 17-20 2021. The Call for Papers will be

going out shortly and the Conference Committee will be meeting virtually as well. Let Chris or Tammy know if you are interested in serving on a committee.

**APCO National** - The annual Executive Council meeting was held virtually and the new Executive Committee was sworn in virtually as well. Margie Moulin is serving as APCO President. Angie Bowen was elected as 2<sup>nd</sup> Vice President and Jason Kern was re-elected as 1<sup>st</sup> Vice President. Updates to this action will be reported as they are received. The Standards Development Committee is continually seeking volunteers to serve on the sub-committees, working groups and encourages members to look over the standards as they come under review. Membership renewal will begin within the next month. Plans are underway for the 2021 Annual Conference & Expo in San Antonio, Texas. A Call for Papers will go out next month. If you are interested in presenting at the conference, please submit your proposal. A Health and Wellness committee has been formed and there are plans to create a taskforce to work with military veterans in conjunction with placement in emergency communication centers. Information on the Emerging Technology Forum that will be held in October can be found on the APCO National and Chapter websites.

**APCO Awards** - Sandra Nielsen reported that the committee received submissions in four categories and the recipients had been determined. Nominations closed on September 1<sup>st</sup>. Scoring has been completed and plans are being discussed for acknowledging the winners.

**APCO Historical - No report at this time.**

**Commercial** - Larry Stidham reported that with the conference being cancelled there was not a lot of action to report on. If there are other vendors that can be brought in for a meeting that he could help facilitate, please let him know.

**State 9-1-1 Committee** – Jeff Troyer reported that we are going through the bi-annual audit of the Emergency 9-1-1 fund. LAS is actively investigating this. Extension of the sunset until normalcy returns may be an option if funding is sufficient. If it is not, we may be looking at a re-write, which would be challenging. It is mostly information gathering at this time. The pre-paid projected revenues, when the legislation was rewritten, are coming in much less than what the actual revenues are. It is being evaluated to determine when the fund will start to run down. The Emerging Technology sub-committee is starting to evaluate ways they can offer their expertise to ECCs in Michigan. They may be forming smaller work groups to facilitate this. There have been legislative changes made to the hazard pay and Public Safety Payroll Reimbursement Cares program so that separate authorities would be included. Hazard pay plans for disbursement should be out for first round applicants in the near future. Payroll portion had problems since many requests didn't fit the definition of first responder. There have been more requests than funds for payroll, but the opposite is true for hazard pay.

**State 9-1-1 Administrator - Joni Harvey provided the following report:**

Automation Project: Phase 2 is in progress and the development sprints have been completed. This phase is the Surcharge portion and encompasses 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. We are working out details for testing with Treasury and are scheduled to go live November 2.

We have begun working on Phase 3 which 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 mailed or emailed to our office.

Text-to-911: Currently 75 counties and one (1) Wayne County Service District have deployed Text-to-911 coverage in Michigan: Population coverage – 72.89% Land coverage – 92.14%. The figures are based on the land area of the county accepting Text-to-911 and do not reflect carrier coverage.

**Emerging Technology Forum:** The State 911 Committee’s Emerging Technology Forum has been moved to the fall for 2021. The new dates are September 27-29 with the 27<sup>th</sup> being the Monday night “Tech Talk” dinner. We will formally begin planning in January.

**MiSNAP Training Portal:**

- The current state of emergency expires on October 1<sup>st</sup>, which leaves us with a certification designation deadline of November 30<sup>th</sup>.
- By now you should all have been able to access the new MiSNAP Portal. We ask that you review all of the training summaries for your employees and report them to our office as soon as possible. In addition, please create a 2021 training fund application for your PSAP in MiSNAP so that training courses attended this year will populate the application for you to be able to add expenses.

**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)	<u>\$ 22,679</u>
<b>Total</b>	<b>\$3,939,670</b>

Of the \$2.8 million CPE budget, \$2,750,717.04 has been set aside for the purchase of new CPE and replacing CPE that is end of life and \$170,613.96 is pending a letter of intent to partner with an IP-based 911 provider by December 31, 2021. All currently approved projects have a 5% local match. An email was sent to those agencies in Macomb and the Detroit Service District encouraging them to consider the upgrade of their CPE equipment with the letter of intent to sign with an IP-based 911 provider. The grant application deadline for the final round of CPE grants is October 31, 2020.

Department of Technology Management and Budget (DTMB) Project Manager Diane Perry is overseeing the update in the coding for the Geographical Information System (GIS) Repository. Progress is being made and the TAC has been able to see a few screen shots of the updated system. Mark Holmes and his team at Center for Shared Solutions (CSS) are going through the

data submitted as part of the letter of interest on the GIS address point gap fill. Presentations on the data collected will be shared with the TAC and the local agency over the next couple months. After reviewing the data, the TAC will determine the next step for the address point gap fill portion of the grant project. If you would like more details on the projects of the NG911 Grant or the TAC, please reach out to Ms. Lyndsay Stephens directly.

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**State 911 Fund 2<sup>nd</sup> Quarter Summary:**

State 911 Suppliers (Postpaid) Fees	\$ 6,568,137.41
State 911 Retailers (Prepaid) fees	\$ 4,045,132.60
<b>Total:</b>	<b>\$10,613,270.01</b>

**2<sup>nd</sup> Quarter Total 911 Fund Revenue:** Decrease of \$139,265.03 from the same quarter last yr

**Other Activity of the State 911 Office (SNO):**

The Annual Report to the Legislature was completed and sent to the designated groups on Monday, August 3. You should have received a copy via email. If not, please let me know. As a reminder, the report is for calendar year 2019.

The FCC/National 911 Database Report was completed and sent back July 29. Once the FCC has updated the information, you may view it at: <https://www.fcc.gov/general/911-fee-reports>; however, it does not appear last year's report filings were updated, so we are not sure if they stopped posting the report. Previous years' reports are still posted.

**911 Office Information:**

- We are also in the process of our bi-annual audit with the Auditor General. They are anticipating this to be completed sometime in September, however that timeline is aggressive.
- Hazard pay has been modified to include authorities (P.A. 144 of 2020) and is open until September 30 for applications for round two.
- The Office of the State Employer has advised we will remain teleworking until, at a minimum, October 31.
- We have created an educational PowerPoint presentation overview on the State 911 Office. If anyone is interested in learning more about what we do day-to-day, please contact Ms. Stacie Hansel and we would be happy to schedule a virtual presentation with you.
- I have been checking in regionally with the PSAPs and things seem to be going well. I am making a point to share contact information with each region so 911 centers know who their regional neighbors are and what their contact information is in case they had not had that information previously.
- The SNO will be working on creating a "New 911 Director" introductory orientation presentation and packet. The goal is to reach out to new 911 directors and coordinators when we are notified of a change, and offer education on what the State 911 Office and the SNC are, what we do, and also share available resources for the new director/coordinator to get started in their position. We will coordinate with MCDA to ensure we are covering areas that need to be included. It is important with all the changes we continue to support the current and future leaders in our organizations.

**MCDA** – Mike Armitage reported the Executive Board has a vacancy created when the vice president resigned. Mike is now serving as the Vice President and a Secretary will be voted on in the near future. MCDA is working with LAS on legislation along with the lobbyist

**Nominating Committee** will discuss the nominees/ballot under New Business

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**APCO/NENA OLD BUSINESS**

- 2020 meeting dates amended and the changes have been added to the social media platforms
- Joint Trainings will continue to be supported and worked on by the APCO and NENA chapters.

**APCO NEW BUSINESS**

- 2021 Michigan Public Safety Telecommunicator Conference meeting
- Next meeting Joint meeting of APCO and NENA will be held virtually on December 3, 2020 at 10:00 a.m.
- Annual Meeting and Awards Presentation will be held virtually on October 22, 2020 at 2:00 pm.
- Nominations/Election – Sandy Nielsen reported that the chapter has a full slate of nominees for the officers. All positions are unopposed and the slate will be accepted. The Executive Board is as follows for 2021:

President, Christine Collom  
1<sup>st</sup> Vice President, Kimberly Grafton  
2<sup>nd</sup> Vice President, Dave Rapacz  
Sgt-At-Arms, Kelley Cunningham  
Secretary, Michelle James  
Treasurer, Phyllis Fuller  
Executive Council Representative, Kim Ostin  
Immediate Past President, Sandra Nielsen

**MEETING ADJOURNED and the next chapter meeting will be held virtually on October 22, 2020.**