**Meeting Minutes of the APCO/NENA JOINT MEETING**

**Thursday, December 2, 2021**

**10:00 a.m.**

**Eaton County Central Dispatch/Virtual**

Meeting called to order at 10:00 a.m.

*Pledge of Allegiance.*

*Motion to approve agenda made by Dave Rapacz, supported by Kelley Cunningham. No discussion, motion carried.*

**Introductions**:

Chris Collom Stephanie Lehman Kelley Cunningham Theresa Hart

Francis D’Huyvetter Eric Mulvaine Katlin Hall Eric Hutchinson

Phyllis Fuller Amy Thomas Samantha Sturgis Tammy Smith

Michelle James Jennifer Robinson Torie Rose Jeff Troyer

Rich Rybicki Daniel Riley Jason Bernard Jeff Kelley

Dave Plumb Cindy Homant David Rapacz Kim Grafton

Joni Harvey Lyndsay Stephens Jennifer Flick Donna Kuti

Whitney Wisner Jim Hansen Leslie Clanton Missy Harris

Caitlin Sampsell Megan Erickson Mike Gank Julie Berthelote

Lisa Hall Patricia Coates Paul Frezza Douglas Sanford

Pete McWatters Sarah Reedy Stacie Hansel Corey Noble

Chad Chewning Corinne Perdue Barb Davidson Dan Morden

Tony Leese Jen Robinson Dawn Cubitt Sandra Nielsen

Cynthia Fell Dennis Brandenburg Leah Hornacek Dave Aungst

Tim McGee Amy Marion

**New Member Report** - presented by APCO 2nd Vice President Dave Rapacz; we have 5 new members since October with a total of 517 members.

**APCO Minutes** - presented by APCO Secretary Michelle James for the approval of the October 2021 minutes*. APCO President Chris Collom entertained a motion to approve the minutes as presented. Motion to approve made by Phyllis Fuller, supported by Kim Ostin, no discussion, motion carried.*

**APCO Treasurers Report** - presented by APCO Treasurer Phyllis Fuller; Chapter balances as of November 30, 2021, are as follows: Checking: $106,588.35 and as of October 31, 2021, Schwab Account: $87,539.77 with our Total Funds: $194,128.12. There is an outstanding check for $91,000.00 that went out on December 1, 2021, out of the checking account to the Radisson for the conference. Also included in the report is a budget spreadsheet breakdown. *Motion to approve made by Jeff Troyer, supported by Dave Rapacz, motion carried.*

**APCO President’s Report** – presented by APCO President Chris Collom; reminder that you should be receiving your emails from APCO for your 2022 dues. If you have not received your email, you might want to go into PS Connect and update your email address. I want to thank the APCO Membership as a whole. We have a HUGE presence at the National level on our subcommittees. National has mentioned it and that they are impressed to see that Michigan has such a huge presence on the National level. If you are interested in joining a committee, watch for them to open in February.

**Quick Learn** – MiSNAP Presentation presented by Lyndsay Stephens, SNO.

**APCO COMMITTEE REPORTS**

**CJIC Update** – presented by Lisa Hall; Non-Binary pass for the SOS is coming out. I’m encouraging the boards to keep there eyes out on this moving forward. I do think agencies need to look at what running people as unknown does and maybe defaulting to that. I think we are at a place now where LEIN needs to look at ignoring gender like SOS responses do. We may have to ask for some adjustments and changes in programing. Right now, there is a freeze on program changes with LEIN so they can’t really do anything right now. There is some clarification coming out on Animal Control Officers. The Sheriff’s Association brought a problem to the board and to LEIN saying some clarification needed to be made for Animal Control Officers that were not an employee of a Sheriff’s office or a division of a Sheriff’s office to allow them to still move forward to do what they still need to do. That will be coming out if it hasn’t already.

**Training/Membership Activities** - presented by Samantha Sturgis; we are working on Spring training right now to be hosted by both APCO and NENA. Tentative dates are April 12-13, 2022. We want to do 2 days of 8-hour classes with a dual track each day including a supervisor course and a frontline course. Nothing has been finalized yet. Oakland Community College is willing to host.

**Professional Development** – presented by Stephanie Lehman and Kelley Cunningham; no updates for RPL at this time. ENP has two new members. We are just about to enter the winter of 2022 exam period. The application deadline is December 10, 2021. The exam dates are January 22 through February 5, 2022. If you are interested or have an employee interested in obtaining more information, please reach out to me. The Michigan NENA Chapter offers 2 scholarships annually. Upon a successful completion you could be reimbursed for your exam.

**Technical** - presented by Jeff Kelley; we continue to work with Clinton County, Oakland and Consumers. We just approved APEC’s next for use on the system, P25 only. It still will not support the LTE capabilities that it has. There is a user’s group meeting next Tuesday at the Great Wolf Lodge. Bill Erwin with Motorola spoke about overall cost increasing on just about everything. Something this is driving that is called supply shortage. Some of these shortages may impact some of your projects. If you have concerns about this, I encourage you to reach out to myself or your AE or your project manager.

**Frequency Coordination/MPSFAC/700MHz** - presented by Pat Coates; I would like to thank everyone for reaching out to our county this week. MPSFAC finally heard from region 14 yesterday. They were the last hold out on approving our 700MHz plan. The revised 700MHz plan will be going to the FCC shortly. Our next meeting is going to be January 13, 2022, in Pontiac at the Oakland County Sheriff Office. Please try to get your applications to us prior to the holidays. If we can not meet on January 13th due to weather, we have set January 20th as a back update. APCO needs to replace a couple members on the committee due to retirements. Please reach out to Chris Collom if you’re interested in being on the committee.

**FirstNet Committee** – no report

**Joint Michigan Conference** -presented by Chris Collom and Tammy Smith; we’d like to thank everyone that supported the 2021 conference. It went very well. The numbers were good for our first in person training since COVID hit. It was rescheduled 4 times. Our speakers were great and kept in constant contact with us to make sure they could attend. We are already gearing up for 2022 which is going to be May 16-19 at the Radisson in Kalamazoo. Call for papers will be going out soon. We have already secured 4 keynotes. The big names are Iron Jen, Joe McCarville, Matt Grogan and the highest-ranking fire chief from the twin towers. One spot still needs to be filled. We are also working on the 2023 location, rather we will be at the Radisson or move again. We are going to restructure the schedule, there will not be any breakout sessions on the last day of the conference. This will require less breakout submissions so if your interested in presenting, please submit. Please include your bio, session outline and a head shot with your submission. The conference will be held on Monday through Thursday with 3 full days and 1 half day. Bringing Vegas night back.

**APCO National** - presented by APCO Executive Council Kim Ostin; The U.S. House of Representatives recently passed the Build Back Better Act, which includes a $470 Million grant program to support state and local deployments of NG 9-1-1 as well as provisions to ensure interoperability and cybersecurity. It now moves to the Senate for consideration; however, the funding level being presented is far short of the $15 billion required to fully achieve NG 9-1-1 interoperability nationwide. APCO, along with other fire, EMS and law enforcement associations continue to request the full funding needed, warning that anything less will result in incomplete and non-interoperable solutions and vulnerability to cyber-attacks.

Reclassification Update: On November 17th an amendment was introduced in the Senate to the National Defense Authorization Act that would direct the Office of Management and Budget to re-classify public safety telecommunications as a “Protective Service Occupation”. If this passes, this law would have the same effect as the 9-1-1 Saves Act. A vote will be taken in the coming weeks on whether to include this bipartisan amendment in the Act. If it passes, the House and Senate will begin the process to reconcile any differences between the versions of the act between the House and Senate.

There is a need for Producers/Commercial Members on the Standards Development Committee. If you are interested or have questions, please contact me as we are seeking to create the mandated balance of users/producers/general interest members on the committee and sub-committees that the American National Standards Institute requires.

Plans are underway for the Annual Conference & Expo being held in Anaheim…August 7-10. The Call for Papers is currently open if you would like to submit a proposal for a 1-hour session. The call closes on December 17th.

Your membership expires on December 31st. You can renew at any time on the new/updated APCO, Intl. website.

Steve Martini from the Tennessee Chapter has announced his candidacy for 2nd Vice President. He would like to address our chapter at one of our future meetings.

**APCO Awards** – APCO President Chris Collom announced that Sandra Nielsen has announced her retirement. The APCO Awards next year will be chaired by Kelley Cunningham and Kim Grafton. 2022 nominations have not been opened yet.

**APCO Historical** - presented by Rich Rybicki; nothing new to report on the historical end.

**Legislative** - presented by Joni Harvey; house bill 5026 did pass in the full senate. It is supposed to be on the Governor’s desk tomorrow. Governor has two weeks to sign it, veto some, veto all, do nothing so we will be keeping a close eye on it. It’s looking good.

**Young Hero** – presented by Chris Collom; the committee will be meeting soon. The deadline for submissions is March 15, 2022.

**APCO Commercial** - presented by APCO President Chris Collom; Larry Stidham advised that he is hearing great things from the conference vendors. They enjoyed the activities, the food. He wanted to thank everybody. He heard great comments from the conference vendors.

**State 9-1-1 Committee** -presented by Stephanie Lehman; our next meeting is next week. The 9-1-1 Training Subcommittee meet on November 17th at the Lenawee County Sheriff's Office. In-person and on-line training course policy updates were discussed. Approved changes for the policy for submitting in-person and on-line courses in MiSNAP. There were previously two policies that were approved prior to the implementation of MiSNAP. There is now one policy for both, and it will be forwarded to the SNC next week for approval. 2022 meeting dates were reviewed and approved and will be posted on the website soon. The 2022 training fund application process was approved by the NTS to be forwarded to the SNC next week. Once approved, PSAPs can start submitting applications. The recommended deadline for submissions is Friday, January 28th at 4pm. All PSAPs are encouraged to create a 2022 training fund application early in the year so you can start logging expenditures on the 510 from training attendance added by providers. An email went out to all PSAPs earlier this week as a reminder of the spenddown requirements. In order to qualify for your 2022 funds, you must have your 2019 funds spent down by December 31st this year. If you have a balance remaining and would like to return it, you need to contact Theresa Hart for an invoice no later than December 21st. In addition, funding received in 2017 must be spent down by December 31st of this year or returned. Any funds not spent within 5 years must be returned to the training fund. There are some training providers concerns. An email was sent this week from the NTS to a training provider regarding attendance in MiSNAP. All PSAPs did receive that correspondence. Training course approvals and denials through the end of November 2021, the NTS review team has approved 254 requests for training. 13 were denied. Some denials were because they were duplicates or there were errors in the submissions. They also approved 343 instructors and denied 17. Next meeting of the Dispatch Subcommittee is going to be held February 9th at 10am at the MSP Headquarters in Lansing. This session will be a full day session to review the 2022 training fund application submissions.

Emerging Technology Subcommittee: occasionally the ETS has a vendor attend and do a brief presentation at their meetings on technology. They are working on announcing who that is going to be soon. They have added a section to the bi-monthly newsletter to share information with the PSAPs to include their contact information.  If any of you hear of something new or you can think of anything the state could benefit from, please refer all those suggestions to Cindy Homant so they can meet with the vendor to decide if it would be appropriate for information sharing. If you are having any technology issues, please contact Cindy or the committee so they can try to help facilitate a solution as soon as possible. The 2021 911 Emerging Technology Forum was held September 27-29. There were 184 attendees. The ETS are currently discussing locations for 2022 and beyond. A Save the Date is going out in January. There is going be some changes to the daily check-in procedure. They are looking at incorporating scanning like what we do at the APCO/NENA conference.  The December 6 meeting has been canceled and the next meeting is January 10th. As always, they are open for anyone to attend.

Certification Committee: unfortunately, there was not a quorum at the last certification meeting, so all the drafts are pending still. There have been no LAS meetings since then. Lyndsay reports there is no additional movement with Legislation currently outside what Joni has already reported on.

Certification update: they have a few compliance reviews in draft form and working on several others. Hoping to have them through the approval process at the February meeting. We are patiently awaiting the naming of the new chair and vice chair at the December SNC meeting. The Annual 500 and 301 forms will be completed within MiSNAP this year.

APCO President Chris Collom announced Lisa Hall has been appointed by APCO to fill the vacancy left by Rich Feole’s retirement.

**State 9-1-1 Administrator** – presented by Joni Harvey, Cindy Homant, Theresa Hart, Lyndsay Stephens;

**MiSNAP:** this is the second year the PSAPs have been using MiSNAP for their training records and training fund accounting. We have notified those in the training coordinator and PSAP Director roles that they need to be logging into MiSNAP to ensure all the courses that have been attended from January 1 through the current date in 2021 have been entered for each employee. These should be started at the beginning of the year and training can be added all year to make it easier for submission at the end of the year.

PSAPs should be working on their 2022 training fund applications to ensure there is time to input all expenditures, and there is spend down of funds for 2019 and prior distribution years. More information will be coming with deadlines after the SNC meeting and approval of the training fund application process.

**Text-to-911:**

Currently 78 counties and one Wayne County Service District have deployed Text-to-911 coverage in Michigan:

Population coverage – 77.17%

Land coverage – 95.54%

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

The figures are based on the land area of the county accepting Text-to-911 and do not reflect carrier coverage. There are some counties who are beginning a soft launch, but we will not add those into these numbers until they are fully live in their communities.

**Next Generation 911 Grant:**

The award was approved for the following projects in the following amounts:

CPE equipment subgrants to local PSAPs as approved by TAC $2,852,250.00

Upgrade repository code $ 487,000.00

GIS address point gap fill $ 577,741.00

Administrative (travel for TAC) $ 22,679.00

**Total $3,939,670.00**

The local match for the CPE project is 3%. There were 18 grants awarded to local agencies. Of those, 2 will no longer be able to complete the project due to their vendor not being able to meet the installation deadline, 14 have completed the installation process and their virtual tours, and the final 2 awardees are in the installation process currently.

An educational webinar was held December 1, 2021, for all PSAP Directors to help with the different user groups within the GIS Repository. As we begin to finalize the upgrade project, we will be starting the onboarding process. Rather than just move everyone from the old system to the new we will be rebuilding this process to ensure users are appropriately assigned.

Of these 13 counties identified as needing address points, 12 have submitted their data and are at various progress points for address development. The 13th county data kick off meeting was November 17, 2021. The subcommittee worked with Geo Comm in order to offer further analysis and remediation for the counties that participated in the data analysis provided by Center for Shared Solutions during the summer of 2020. Currently, there are 21 counties that have submitted their data for the second group of data analysis and data analysis/synchronization projects.

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

* We have successfully completed the 2018-2019 audit for the E-911 fund. We have a link to the report available if anyone is interested in seeing it. A copy was sent to Jeff by the Office of the Auditor General.
* Joni is working with a group of Michigan representatives from the National Suicide Prevention Line to set up a meeting with our 911 workgroup to educate them on how 911 operates in a general sense, and to also educate them on how they can best work with the local 911 centers to come up with an operational plan of their own. There is no one contact for Michigan 911 centers to contact for 988 yet. I am working on getting that established as well. July of 2022 is still the anticipated date that 988 will be up and running in Michigan.
* The State of Michigan is working on updating the Michigan Emergency Management Plan (MEMP) Emergency Support Function 2 (ESF 2) which is regarding Communications. The purpose of the ESF 2 is to support restoration of voice and data communication infrastructure for local, state, tribal, federal government agencies, and other nongovernmental agencies for hazards or other incidents as needed or requested. They can assist with communicating information to emergency management, coordinating services, providing technical means to communicate, etc. Joni is on the workgroup for the plan update to ensure that 911 is included as an essential function for incident response. We have no date to when it will be completed, but we have accomplished quite a bit so far.

Any county or PSAP that has participated in a large-scale exercise or experienced a large-scale event with lessons learned on communications, please reach out to Joni. She would like to review it for consideration to add to the plan.

* Just a reminder that we will start seeing 3G networks decommissioning starting in January 2022:

*Sprint –* **January 1, 2022 (LTE network June 30, 2022)**

AT&T – **February 2022**

Verizon – **December 31, 2022**

T-Mobile – **July 1, 2022 (2G will also be decommissioned the date has not been** **released)**

**MCDA** – presented by APCO President Chris Collom; meeting is tomorrow. The new board, Tim Jones was elected Secretary starting in February, Bryce Tracy President, Angela Elsey Vice President, Vance Stringham Treasurer, Michael Armitage Past President. House bill 5026 going to the Governor for signature.

**Nominating Committee** - presented by APCO Treasurer Phyllis Fuller; no updates from the NENA side of things. We’ll start gearing that up in January.

**There was a 10-minute break / meeting resumed at 11:38**

**APCO/NENA Old Business**

9-1-1 Enabling Act Re-write was already covered. Waiting on the Governor for signature.

**APCO/NENA New Business**

2022 Meeting Dates:

January 27, 2022, MSP 6th District Headquarters in Grand Rapids

March will be at Barry County

May will be incorporated into the conference

September 15, 2022, will be in Genesee County

December will follow wherever the MCDA meeting is at

2021 Conference Update and Budget Report:

All together we lost $17,079.08 on our 2021 conference. We had some expenses in 2020 that NENA and APCO had already split which was $6,910.41 per association. 2021 loss was $1,629.12 per association. There were lots of components to that. I think what we can all agree on was that the conference was excellent in every way. We talk a lot about giving back to our associations, so we just did. We did not bring in the revue even though we had almost 200 attendees, it still wasn’t enough. What we have deducted is that we just aren’t charging enough. Basically, our full registration, our early bird discount, our day passes were just not enough to break even. We do intent to increase the registration cost for next year. Our sponsorships were spot on, we even had $4,500 more than what we had budgeted for. Where we fell short was registrations. We spent a little more than we expected in food and drinks. There was some discussion about raising the attendee registration fee to at least $500 and there will be no early bird registration. There were price increases between 2019 to 2021. We were under budget on the expense side, but our revue was very under budget. We are not going to cut on the education piece, but we are going to cut on other areas.

**APCO Old Business**

911 Goes to Washington; at the October meeting we announced we would send one Michigan APCO member to 911 Goes to Washington with one of the board members. We received 5 letters of interest which was great. We had a deadline of November 15th. Of the 5 we did have one withdraw. We reviewed those as an executive board last week and we have chosen Sarah Clark from Kalamazoo County. Sarah is very excited.

**APCO New Business**

APCO Annual Financial Review presented by APCO Treasurer Phyllis Fuller; we are overdue for our Annual Financial Review. The last one we had was in 2018 and your supposed to do one every two years. 2020 was not the time to do one and we didn’t get it done in 2021. We are looking for volunteers to conduct that review. My thought there is a group of us that just went through this with NENA and have a little bit of experience now, I was hoping that the same group would (anyone is welcome), Tori, Michael and Tim would be the ideal group because we all just went through it. They know what to look for, they know the questions to ask. I think is just makes sense to kind of keep that little bit of a core group going. We just need to see who is interested and pick a date to do it. If you are interested in participating, send Chris Collom an email. Tori Rose advised that she would do it.

**Motion to adjourn -** *motion made by Phyllis Fuller and supported by Stephanie Lehman.**Meeting adjourned at 11:47 a.m.*

Respectfully submitted,

Michelle James

Secretary, Michigan Chapter of APCO

**The next meeting will be**

**APCO/NENA JOINT MEETING**

**Thursday, January 27, 2022**

**10:00 a.m.**

**MSP 6th District Headquarters**

**2290 4 Mile Rd NW**

**Grand Rapids, MI 49544**