



**Meeting Minutes of the Michigan Chapter of NENA  
December 5<sup>th</sup>, 2024  
Virtual**

Meeting called to order at 10:05.

**Welcome** – NENA 1<sup>st</sup> Vice President Tammy Smith and APCO President Dave Plumb

**Agenda** – The agenda was presented by NENA 1<sup>st</sup> Vice President Tammy Smith with an amendment to add the 2024 budget amendment to NENA Old Business. APCO President Dave Plumb presented an amendment to add the swearing in of the APCO Treasurer after Agenda approval and the financial audit to APCO Old Business. Motion to approve the amended agenda by Dave Rapacz, supported by Jennifer Flick. Motion carried.

**Introductions** – Roll call of the Executive Board Members for Michigan Chapters of NENA and APCO was conducted:

**Michigan NENA Board**

A Stephanie Lehman, President  
P Tammy Smith, 1<sup>st</sup> Vice President  
P Samantha Sturgis, 2<sup>nd</sup> Vice President  
P Caitlin Sampsell, Secretary  
P Michael Armitage, Treasurer  
A Marc Gramlich, Immediate Past President  
P\* Jim Hansen, Commercial Representative

**Michigan APCO Board**

P Dave Plumb, President  
P Dave Rapacz, 1<sup>st</sup> Vice President  
P Robert Stahelin, 2<sup>nd</sup> Vice President  
A Kelley Cunningham, Sgt-at-Arms  
P Cindy Fell, Secretary  
P Phyllis Fuller, Treasurer  
A Chris Collom, Immediate Past President  
A Kim Ostin, Executive Council  
P Larry Stidham, Commercial Representative

*(P= Present, A= Absent) \*late arrival*

**NENA Minutes** – (Caitlin Sampsell) Motion to approve made by Jeremy Ludwig, supported by Phyllis Fuller. Motion carried.

**NENA Treasurer's Report** – (Michael Armitage)

Treasurer's report included three spreadsheets (profit and loss YTD, balance sheets- net position, transaction list). Overall our assets between checking and savings are at \$81,741.86. The activity between last meeting and today were minimal- of note, the joint training profit will be split with APCO, with each association receiving \$156.59 each.

Motion to approve the Treasurer's report made by Dave Rapacz, supported by Samantha Sturgis.  
Motion carried.

**NENA President's Report** – (Tammy Smith) President Lehman did not provide a specific report in her absence. Smith advised that being the end of the year, members should be receiving their invoices for their 2025 membership, so please be on the lookout for those.

## **COMMITTEE REPORTS**

**CJIC** – (Lisa Hall) Reminder for members and LASO's to review the newest CJIS Policy 5.9.5. There are changes for multi-factor authentication, encryption, and ID proofing. There is a companion document that highlights the changes. There should be a Gov Delivery document coming out soon with that attached. This also includes the LMR encryption requirements. Beginning in October of 2026, if you have a LEIN audit, they will be putting a finding in if you are not in compliance with encryption, which means that you must issue a plan. There should be a guidance paper coming out on requirements. The companion document can be viewed here: <https://le.fbi.gov/cjis-division/cjis-security-policy-resource-center/requirements-companion-document-excel>.

**Training/Membership Activities** – (Dave Rapacz) The Training Committee has been working on recruitment and retention efforts since the September meeting. This will be the main focus this year. The Committee has talked to a number of vendors about creation of a recruitment video. Planning to attend job fair, high school, and education facilities and have general swag. If members are aware of job fairs/events, please send them to the Committee to participate. Also working on a toolkit for Centers to be able to use.

**NENA Professional Development** – (Samantha Sturgis) Heading into the winter exam period for the ENPs. The prices are currently \$450 for NENA members and \$595 for non-members; that includes an electronic study guide. The pricing will be increasing July 1<sup>st</sup>. For anyone is interested in more information about the ENP, visit the NENA website for further information. You can see the outline of the body of knowledge there, which breaks down what topics are on the exam.

[https://www.nena.org/page/ENP\\_Certification](https://www.nena.org/page/ENP_Certification) The next closest CMCP class is March 24<sup>th</sup> in Plainfield, IL.

(Cindy Fell) Member agencies of MMRMA- there had been a pause on their RAP grant, but they have made that available again for training funds. The 8<sup>th</sup> Annual North American Active Assailant Conference (June 4-6) registration is now open. This conference is held in Troy every year, focused on active assailant incidents and includes tactical and operational debrief of some high profile incidents that have occurred in the last couple years. Fell advised that is has been some of the best training that she has attended. There is an early bird discount. They do cap the attendees at 3,000 and they do sell out every year. For additional information, please e-mail Jim Etzin at [TacticalEMS@aol.com](mailto:TacticalEMS@aol.com).

For 911 Goes to Washington, Fell and Jordyn Sellek will be hosting a zoom on December 12<sup>th</sup> at 1000 for an introduction to the event and highlighting some things that you should know before you go.

**Technical** – (Todd Velderman) In regards to CJIS encryption requirements, MPSCS is getting a lot of questions as to what's at the centers and what's needed. If anyone has any questions, they can contact Velderman. They are working with Motorola to help smooth out this process. MPSCS will be doing the upgrade installs on the consoles. They are starting to get ready for the new 2024.1 system upgrade. They will be starting in the lab in January and at the tower sites and centers in March. Centers should receive advanced notice before technicians show up on site.

**Frequency Coordination** – (Pat Coates) MPSFAC has not met since the October meeting. As had been explained then, they had met and had two public hearings and had approved the amendments to the 700 and 800 MHz plans. The amendments are primarily because they have such difficulty reaching out to adjacent regions in other states. They do not meet as regularly as MPSFAC, if at all. There are requirements to get their approval/concurrence for amendments to a plan and for frequency applications before moving on to the FCC. Submissions often just sit there. The plan amendments are to basically speed up that process. A timeline will be set up- if they don't respond, MPSFAC can assume concurrence. Since that meeting, the Chairman Keith Bradshaw has sent copies of the revised plan to all of those entities. Since the plan is not yet accepted by the FCC, MPSFAC has to get their concurrence before submitting the new plan to the FCC.

The dates of the 2025 meetings have been posted on the Michigan APCO website. Any applications for frequency coordination are considered at those meetings. The next meeting is January 16<sup>th</sup> at the Oakland County Sheriff's Department in Pontiac, with an alternate date of January 23, in the event of inclement weather.

**NENA/APCO Joint Conference** – (Tammy Smith) The next Joint Conference will be held May 19<sup>th</sup> through 22<sup>nd</sup> in Muskegon. Call for papers and registration will open after the first of the year. The Conference Committee is excited for new speakers joining us this year.

**COMU** – (Presented by Dave Plumb for Ray Hasil) A COML (Communications Unit Leader) workgroup training will be hosted on December 10<sup>th</sup> to 13<sup>th</sup> in Bay City. This is the first COML course in Michigan since May of 2022, and COML is not likely to be offered again in Michigan until 2026. This course is instructed by Michigan communications professionals that are approved to instruct COML on behalf of CISA. The course is SNC approved and registration is through MI-Train (<https://www.train.org/mi-train/course/1068172/live-event>); there is no registration fee. There are pre-requisites to take the course: Online courses IS-100, IS-200, IS-700 & IS-800; In-person course ICS-300. If you have any questions, please reach out to Ray Hasil, [rhasil@mason-oceana911.org](mailto:rhasil@mason-oceana911.org).

**National NENA** – (Tammy Smith) Upcoming National NENA events:

- Standards and Best Practices January 12<sup>th</sup>-15<sup>th</sup> in Clearwater, Florida
- 911 Goes to Washington February 23<sup>rd</sup>-26<sup>th</sup> in Washington, D.C.
- National NENA Conference June 21<sup>st</sup>-26<sup>th</sup> in Long Beach, California

**NENA Legislative** – (Lisa Hall presented on behalf of Jordyn Sellek) They are pushing for an emergency services exception or to have emergency services removed from the Earned Sick Time Act. There probably won't be any action on this legislation until January. More information on the Earned Sick Time Act can be found here: <https://www.michigan.gov/leo/bureaus-agencies/ber/wage-and-hour/paid-medical-leave-act>.

**NENA Young Hero** – (Samantha Sturgis) The application is posted on the website and has been shared on social media. We currently do not have any nominations. For information about the Young Hero Award and the nomination form, please visit <https://michigannena.org/young-hero-award>. By the February meeting, Sturgis would like to have three other people volunteer for the nomination review committee.

**Commercial** – (Larry Stidham) As commercial partners, they are always looking for who agencies are working with and would love to have them as part of the conference. This year we ran out of industry partner space, which was a good challenge. Stidham is also a member of the National APCO Commercial Advisory Council. The Liaison Committee has been providing quarterly webinars for commercial members on how to bring more value to 911 and to the state conferences.

**State 911 Committee (SNC)** – (Dave Plumb) Thank you to Lisa Hall for her years of dedication on the Committee. Nothing new to report that isn't covered under other reports.

**State 911 Administrator** – (Cindy Homant) The next meeting is Wednesday, December 11<sup>th</sup> at MSP Headquarters at 1000. Everyone is welcome to attend. The next set of enhancements for MISnap go live later today. There are a lot of good enhancements for the training fund application period, which is open now. You can start working on applications. They are due by January 31<sup>st</sup> at midnight. They will be locked going forward, so there will be no way to submit applications past the due date. There will only be one signature required now. The training manual has been updated and training has been posted in the resources section. If you have any questions or issues, reach out to Lyndsay Keith or the general email at [MSP-SNC@michigan.gov](mailto:MSP-SNC@michigan.gov).

GIS Repository: There have been numerous efforts made by the SNO and the Center for Shared Solutions GIS team to get all of the Counties to upload their data into the Repository. There's a workgroup that was put together with members from the Emerging Technologies Subcommittee to update the MOU for the Repository. There is a link on the website for the Repository, found in the Emerging Technology Resources: <https://www.michigan.gov/msp/divisions/911committee/emerging-technology>. It is a great resource with previously recorded training, along with information about how to contact the NG911 Repository Helpdesk.

NENA is still in the process of adopting the 988-911 standard. As of November 20<sup>th</sup>, the final document was ready to move forward for approval for publication. Once published, 988 will be reaching out to the PSAPs to discuss and work on an MOA.

The NASNA outage workgroup, which includes the Executive Directors of National APCO and NENA, continue working together to develop an outage reporting solution that will meet both the needs of

the PSAP community and the communication providers. They try to meet bi-monthly, until a proposed solution is developed.

The Compliance Review Specialist position for the SNO has been reposted at an analyst level and will be open until December 17<sup>th</sup>. Anyone that is interested in the position, please make sure to read the entire posting and follow all instructions, attaching everything it requests. Joni Harvey left in October. The position is in the process of being filled. Interviews are scheduled for next week.

As a reminder, the 2022 training funds need to be spent by December 31<sup>st</sup> to qualify for 2025 funding. If your agency needs an invoice, it must be requested by December 21<sup>st</sup> and paid by December 31<sup>st</sup> in order to qualify.

The Annual 911 Technology Forum will be held at the Kensington Hotel in Ann Arbor, September 15<sup>th</sup>-17<sup>th</sup>. Call for papers will be going out in either January or February.

State 911 Office will be closed Christmas Eve and Christmas Day, and New Year’s Eve and New Year’s Day.

State and Local Cybersecurity Grant Program (SLCGP) Update: The Planning Committee is currently working through the process of awarding FY22 funds and project ideas for FY23. The current FY23 application period closes December 30<sup>th</sup>. There are currently 26 applications in queue. The workgroup will be scheduling a meeting with the scoring subcommittee to review and establish the scoring process for applications that will begin in January 2025. Formal notifications to subrecipients of the award will be made in February.

PSAPs/public safety agencies are highly encouraged to sign up to receive grant updates from the bottom of the page [here](#). This will help to keep you informed in the future of upcoming grant funding opportunities and instructions on how to participate.

**MCDA** – (Tim Jones) The next meeting is tomorrow, December 6<sup>th</sup>, in Kalamazoo with a virtual option due to the inclement weather. At the meeting discussion will be held regarding 911 Goes to Washington, the proposed retention schedule, and the MCDA election results will be announced.

**Nominating Committee** – (Sandy Nielsen) APCO Elections were held and the new board is in place. If anyone is interested in a future board position, please get ahold of Sandy.

(Phyllis Fuller & Tammy Smith) NENA nominations will be coming out in early January for all positions except the Treasurer, which is a 2 year position.

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**APCO/NENA Old Business** – (Tammy Smith) Nothing to report.

**APCO/NENA New Business** – (Tammy Smith) The proposed meeting schedule is February 13<sup>th</sup> in Kalamazoo (installation of NENA Officers); May 21<sup>st</sup> at the Joint Conference in Muskegon; tentatively

Sept 15<sup>th</sup> in conjunction with the Technology Forum; and hopeful to coordinate with MCDA for the December meeting.

Motion by Michael Armitage to accept the proposed meeting schedule; supported by Tim Jones. Motion carried.

**NENA Old Business** – (Tammy Smith) Smith introduced Treasurer Michael Armitage to present the 2024 budget amendment that was distributed to the membership. The budget amendment was submitted to reflect changes in revenue and the titles for the line items to be in line with Quickbooks. We are bringing in more revenue than budgeted and spending less than budgeted. This is mostly housekeeping to accurately reflect the naming of the line items in Quickbooks.

Motion by Phyllis Fuller to accepted the amended budget as presented; supported by Caitlin Sampsell. Motion carried.

**NENA New Business** – (Tammy Smith) Treasurer Michael Armitage presented the 2025 proposed budget. No significant changes. Still budgeting conservatively on net revenue and interest. This does include for two individuals to attend 911 Goes to Washington and three to attend NENA National.

Motion by Tim Jones to approve the 2025 budget as proposed; supported by Dave Rapacz. Motion carried.

Treasurer Michael Armitage presented a financial investment recommendation. The current policies do mention investments as part of our assets, although we do not have a specific investment policy. Armitage had a meeting with Chase bank; they do not require an investment policy for non-profits for CDs under \$100,000 because they are considered low risk. Armitage recommends that with the current saving that we have, to invest \$25,000 into a 12 month CD (right now that's yielding 3.5%), and \$10,000 into a three month CD that would be renewed after the Joint Conference. Once the \$10,000 in the three month CD comes to term, wait until after the Joint Conference and then reinvest that into another three month CD. Right now the rate for that is 3%. Even having that money tied up in CDs, that still leaves us cash assets to cover over 2 years of traditional expenses for the Association.

Motion by Pat Coates to accept the financial investment recommendation as presented; supported by Jeremy Ludwig. Motion carried.

911 Goes to Washington is February 23<sup>rd</sup>-26<sup>th</sup>. President Lehman had sent out a request for letters of interest in mid-November, but no one submitted for it. It had been planned to send one Board member and one person from the membership. Due to the lack of submissions of interest, Secretary Caitlin Sampsell will be attending along with 2<sup>nd</sup> Vice President Samantha Sturgis, representing Michigan NENA; it will be the first time attending for both of them.

Michigan NENA performs the financial review in odd years. Three volunteers are needed to participate in the 2025 Financial Review Committee. Cindy Fell, Phyllis Fuller, and Tori Rose, along with President Stephanie Lehman will make up the Committee. They will set up a meeting for review with Treasurer Michael Armitage, with assistance from former Treasurer Tim Jones.

*Meeting adjourned at 11:04.*

Respectfully submitted,

Caitlin Sampsell, ENP  
Secretary, Michigan Chapter of NENA

**The next meeting will be Thursday, February 13<sup>th</sup>, at 10 am  
Kalamazoo County 9-1-1 Consolidated Dispatch Authority, 7040 Stadium Dr., Kalamazoo.**

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