

Meeting Minutes of the Michigan Chapter of NENA December 2nd, 2021 – 10 a.m. Eaton County Central Dispatch (Streamed on Zoom)

Meeting called to order at 10:01.

<u>Welcome</u> – NENA President Lehman & APCO President Collom welcomed everyone attending via Zoom & in person. Reminder to only vote for the association(s) you are a member of. Online attendees do not count towards a quorum and cannot vote.

Pledge of Allegiance.

Moment of Silence for Oakland County as they navigate the school shooting tragedy that occurred this week.

Agenda – Motion to approve the agenda made by Rapacz, supported by Cunningham.

Roll Call/Introductions – See end of minutes for full attendee list

Michigan NENA Board			Michigan APCO Board	
Ρ	Stephanie Lehman, President	Ρ	Chris Collom, President	
Ρ	Tammy Smith, 1 st Vice President	Ρ	Kim Grafton, 1 st Vice President	
Ρ	Samantha Sturgis, 2 nd Vice President	Ρ	Dave Rapacz, 2 nd Vice President	
Ζ	Caitlin Sampsell, Secretary	Ρ	Kelley Cunningham, Sgt-at-Arms	
Α	Tim Jones, Treasurer	Ρ	Michelle James, Secretary	
Α	Marc Gramlich, Immediate Past President	Ρ	Phyllis Fuller, Treasurer	
Ζ	Jim Hansen, Commercial Representative	Ζ	Sandy Nielsen, Immediate Past President	
		Ρ	Kim Ostin, Executive Council	
		Α	Larry Stidham, Commercial Representative	

(P= Present in person, Z= Present via Zoom, A= Absent)

<u>APCO Member Report</u> – (Dave Rapacz reporting) 517 members as of today. Five new members since October 1st.

<u>APCO Minutes</u> – (Michelle James) Provided electronically & in person. Motion to approve made by Fuller, supported by Ostin.

<u>NENA Minutes</u> – (Samantha Sturgis) Provided electronically & in person. Motion to approve made by Troyer, supported by Smith.

<u>APCO Treasurer's Report</u> – (Phyllis Fuller) Report provided in hardcopy through November, except for the Schwab account (statement was not ready). \$106,588.35 in the checking account, however \$91,000 will be paid to the Radisson. The ending balance for the Schwab account as of October 31st was \$87,539.77. For a total of \$194,128.12. A detailed breakdown can be found on the back of the report. Training numbers are a little off, due to an adjustment in line items that needs to be made regarding the deposit. Question was asked regarding the conference expenditures versus revenues. All payments from the conference have been received; a deposit was made yesterday.

Motion to approve APCO Treasurer's Report made by Troyer, supported by Rapacz.

APCO/NENA New Business- 2021 Conference Update and Budget Report (Phyllis Fuller)

The Associations lost a combined \$17,079.08 on the 2021 Conference. Some of it was paid in 2020 (\$6,910.41 per association). 2021's loss is \$1,629.12 per association. Some costs were due to COVID delays and rescheduling, but most shortfalls were due to low revenues and high food & drink costs. Food & bar service was costly, even with sponsorships (received more than budgeted for). We were under budget on the expense side. There were almost 200 attendees, but it wasn't enough. It was deduced that we're not charging enough to even break even. Intents to increase registration costs next year. Comment by Troyer that the cost of the registration was not enough. Feedback that it was a great conference.

<u>NENA Treasurer's Report</u> – (Stephanie Lehman) NENA Treasurer Tim Jones was not able to attend. Treasurer's Report provided electronically and in hard copy through November 24th. Detailed accounting is available for view upon member request, but will not be provided as part of the report to not publish account numbers. The conference loss from 2021 has not yet been paid. Current MI NENA account balance is \$35,444.73.

Question by Troyer if the financial review was completed. The first financial review was conducted on November 5th at Eaton Central by Tori Rose (Deputy Director, Kalamazoo), Mike Armitage (Executive Director, Calhoun County), Phyllis Fuller (APCO Treasurer/PFN), and Tim Jones (NENA Treasurer). Overall it was a good review. There were a couple of recommendations. Tim was not able to attend to attend this meeting, so Lehman requested to table detailed discussion until January meeting when he can be present.

Motion to approve NENA Treasurer's Report made by Rapacz, supported by Sturgis.

<u>APCO President's Report</u> – (Chris Collom) 2022 dues were emailed out; if you have not received them, make sure your email is current in PSConnect. Thank you to the membership for participation with the APCO committees. Jason is VP of the Commercial Group. There are many other members participating in various groups/committees. Opportunities to participate in committees will be opening up again early in the year. Different committees require different time commitments.

<u>NENA President's Report</u> – (Stephanie Lehman) Thank you to everyone for hanging in there through the past year. Invoices for National dues should have gone out electronically; if they were not received, Lehman can assist. The i3 Standard received ANSI accreditation.

Quick Learn – **Annual Reports in MiSNAP** (Lyndsay Stephens, State 9-1-1 Office)

This year all of the State reports will be required to be completed electronically through MiSNAP. Information about the annual reports is in the latest State 9-1-1 Office newsletter. SNC-301 (for PSAP Directors & County Coordinators) and SNC-500 (for County Coordinators) will be active after approval (hopefully next week).

SNC-500: Click the plus sign, choose the county, and follow the step-by-step process to fill in information. Progress can be saved. At the end there is a place to upload files for cover letter, ballot language, and Board of Commission Resolution.

SNC-301: The County Coordinator will start the form. If there's only one PSAP in the County, the Director is the County Coordinator; counties with multiple PSAPs have multiple Directors, but one County Coordinator. There are some questions that are PSAP specific, and some that are County Coordinator specific. PSAPs are able to go in and enter their agency specific information (i.e. call volume). It is the responsibility of the County Coordinator to review all of the information and enter the county specific information. Once submitted, the completed form can be downloaded. Next generation 911 questions were deleted because the State is now able to answer those questions directly. Information is needed to respond to FCC and National 911 Office questionnaires.

The State 9-1-1 Office plans to hold a webinar in late January/early February once the forms have been approved. The webinar will be recorded and posted in the Resources section in the Dashboard of MiSNAP (along with the Telecommunicator and Training webinars).

PSAP Directors and County Coordinators, please check to make sure the appropriate forms are present. If not, try logging out properly with the log out button, and log back in. If the forms are still not there, contact Lyndsay Stephens.

COMMITTEE REPORTS

CJIC – (Lisa Hall via Zoom) Non-binary information from the Secretary of State came out. Keep an eye on what running people as unknown does to responses. Let Lisa know feedback so that she can take that to the CJIS Board. There is a need for LEIN/NCIC to ignore gender. There may need to some programming changes. The State is on a freeze for programming changes right now.

There is going to be clarification on Animal Control Officers that aren't employees of Sheriff's Office to allow them to still carry out their duties. That will be coming out.

Training/Membership Activities – (Samantha Sturgis) Working on a Spring training hosted by both organizations. Tentative dates of April 12-13. Aiming to do two days with two 8 hour classes, dual track

(supervisory and front line courses). Oakland Community College will be hosting. Tentative dates have also been set for the fall.

NENA Professional Development – (Stephanie Lehman) Congratulations to the two new Michigan ENPs: Corey LaCureux from Antrim County and Danielle Harris from Ingham County. We are entering the Winter exam period: application deadline is December 10th; exam dates are January 22nd through February 5th. For those wanting to learn more about ENP or get involved with a study group, reach out to Lehman. We have traditionally used Louisa Lake with Mission Critical Partners, and Tracy Eldridge with On Scene First is also holding a study group. Michigan ENP roster is over 60 people, but some are expired; we do have 2 in retired status- Don Glasgow and Karen Chadwick. There are scholarships available through the MI Chapter of NENA to sit for the ENP exam.

Technical – (Jeff Kelley) Approved APEX Next on the system (P25 only; not supporting the LTE capabilities that it has). There is a user group meeting next Tuesday at Great Wolf Lodge.

(Bill Irwin, Motorola Solutions) Increasing costs and delays, driven in part by supply shortage. If there are questions or concerns, please contact Irwin, AE, or project manager.

Frequency Coordination – (Pat Coates via Zoom) Thank you for reaching out to Oakland County this week. The PFN network sent 185 calls through during the event. This would have not been possible on the old network.

MPSFAC: Good news- finally heard from Region 14 yesterday regarding approving the revised 700 MHz plan. It will be going to the FCC shortly. It has a lot of interoperability changes. Next meeting is January 13th in Pontiac at the Oakland County Sheriff's Office. Frequency coordination requests are due by New Year's Eve. There is a contingency date for the meeting of January 20th in the event of inclement weather. A couple of APCO members are retiring, so replacements will be needed. It only meets 6 times a year. It's really useful to be users of radio systems, but you don't need to be a "techy." You learn a lot through participation. Reach out to Chris Collom if you want to replace one of the retiring members.

FirstNet – No report.

NENA/APCO Joint Conference – (Chris Collom, Tammy Smith, Stephanie Lehman) Thank you to those that supported the conference and sent people to the training. The 2021 Conference had to be rescheduled 4 times. The speakers were great to work with. There were a lot of conferences happening in October.

There will be a Conference Committee Chair meeting immediately following this meeting, gearing up for the 2022 Conference, which will be May 16th-19th (Monday-Thursday) at the Radisson in Kalamazoo again (3 full days and a ½ day on Thursday). Call for speakers will be going out soon. There will be some restructuring to the conference schedule with no breakouts on the last day. This will result in less breakouts overall, so there will be more submissions turned away. Please fill out the submissions completely and include a headshot, but don't be offended if turned away. Be prepared to speak for the full 60 to 90 minutes. Discussion on what the cost should be for registration- desire to ensure we at

least break even. It will be included with the registration information as to what meals will be provided. The Committee now has a better feel for what food will cost now. "Vegas (Casino) Night" will be brought back as there was a lot of positive feedback on that event.

APCO National – (Kim Ostin) The US House of Representatives pass the Build Back Better Act which includes a \$470M grant program to support state and local deployments of NG911. It also includes provisions to ensure interoperability and cyber security measures. It now moves to the Senate for consideration. The amount is far short of what's needed; APCO and other organizations are still pushing to fully fund the need.

Regarding the ongoing reclassification effort: On November 17th an amendment was introduced in the Senate to the National Defense Authorization Act by one Democrat and one Republican senator. The Act would direct the Office of Management and Budget to reclassify public safety telecommunications as a protective service occupation. If this passes the 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 the amendment in the act. If it passes, the House and Senate will work on reconciling any differences between the two versions the bodies have come up with before final acceptance.

There is a need for producers/commercial members on the Standards Development Committee. If there are any questions, you can reach out to Ostin. If interested, go the APCO website to sign up and mention Ostin's name.

The National APCO Conference will be in Anaheim, California August 7th-10th. Call for speakers closes on December 17th.

Reminder that APCO membership expires at the end of the year. Renewals can be done on the new website.

Steve Martini from the Tennessee chapter has announced his candidacy for the 2nd Vice President position for next year. He is interested in speak to the Michigan Chapter membership in the coming year.

APCO Awards – (Chris Collom/Sandra Nielsen) APCO Awards will be chaired next year by Kelley Cunningham and Kim Grafton. Nielsen is 120 days from retirement.

APCO Historical – (Rich Rybicki) No report.

National NENA – (Leah Hornacek via Zoom) A lot of events and opportunities through National NENA office: Standards and Best Practices is January 17th-21st with the critical issues forum focusing on staffing. 9-1-1 Goes to Washington is February 13th-16th. The Wendy Day scholarship is still open for women in their first 5 years and have not been to Goes to Washington before; closes December 15th. The National NENA Conference is planned for June 11th-16th in Louisville, Kentucky. NENA is looking for volunteers for the 911/988 Workgroup. Information can be found on the NENA website. NENA is holding bi-monthly health huddles focusing on mental and physical health. These are free webinars where people can get together and have a chat. The Association recently partnered with Ricardo from

Within the Trenches for a NENA Investment webinar covering what NENA is and what you can get out of membership; it is available for playback. Hornacek can be reached at northcentraldirector@nena.org.

NENA Legislative – (Joni Harvey) House Bill 5026 passed in the full Senate and is going to Governor's desk Friday. She has two weeks to sign or veto. It's look good; not hearing any opposition.

NENA Young Hero – (Chris Collom) Deadline for submissions is March 15th. The 2021 Young Hero was a joy. His Congressman also reached out to him.

Commercial – (Larry Stidham via Chris Collom) Good feedback from the vendors on the conference.

State 911 Committee (SNC) – (Chris Collom) Rich Feole retired which created a vacancy which will be filled by Lisa Hall (appointed by MI APCO); Collom will attend in her absence if she is unable to attend.

(Stephanie Lehman read submitted reports) 911 Training Subcommittee (NTS) met on November 17th at the Lenawee County Sheriff's Office. Discussed was in-person/online training course policy updates, and approved changes to the policy for submitting online and in-person training courses in MiSNAP. There were previously two policies prior to the implementation of MiSNAP; there will now be one policy for both and it will be forwarded to the SNC for approval next week. 2022 meeting dates were reviewed and approved, and will be posted on the website soon.

The 2022 Training Application process was approved by the NTS and will be forwarded to the SNC for approval next week. Once approved PSAPs can start submitting applications. The recommended deadline for submission is Friday, January 28th at 4pm. All PSAPs are encouraged to create an application early in the year so that you can start logging information on the 510 from training information added by the providers. Reminder of the spend down requirement for 2019 funds in order to qualify for 2022 funds. If you have a balance remaining to return, contact Theresa Hart for invoice by no later than December 21st. Any training funds from 2017 must be spent down by December 31st of this year or returned. Any funds that are not expended within five years must be returned to the training fund. A reminder to review the signatures for the training forms. Many appeals had to be made last year, and the NTS will probably not be as lenient this year.

There are some training provider concerns. An email was sent to a training provider regarding training attendance being logged 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 were because they were duplicates or due to errors in the submissions). 343 Instructors were also approved and 17 denied. Next meeting of the NTS will be held on February 9th at 10am at the MSP Headquarters in Lansing. This will be a full day session to review the 2022 training fund application submissions.

Emerging Technology Subcommittee (ETS): Occasionally the ETS has a vendor attend and do a brief presentation on technology they are working on or announcing soon. They have added a section in the bi-monthly newsletter to share that information with the PSAPs and include their contact

information. If any of you hear about something new that you think others in the state could benefit from, please send it to Cindy Homant and they can meet with the vendor and get more information about it and share it. Also, if you are having any technology issues, please let the ETS know and they can try to help facilitate a solution if possible.

The 2021 911 Emerging Technology Forum was held September 27-29. There were 184 attendees. The ETS are discussing locations for 2022 & 2023 and will send out a Save the Date in January. There will be some changes to the daily check-in procedure due to training fund requirements including incorporating badge scanning like the APCO/NENA conference does. They will also begin looking for topics and speakers in January. If you have any suggestions, please forward them to Cindy Homant at homantc@michigan.gov

The December 6 meeting has been canceled and the next meeting is January 10. As always, it is open for anyone to attend.

Certification: There was not a quorum at the last meeting, so all of those drafts are still pending. There are a few compliance reviews in draft form and working on several others. They are hoping to have them through the approval process at the February meeting. The new chair and vice chair will be named at the December SNC meeting.

Legislative Action Subcommittee (LAS): There have not been any LAS meetings since there has not been any additional movement with Legislation currently.

The annual 500 and 301 forms will be completed within MiSNAP this year. If you are a County Coordinator or PSAP Director, you should see these tabs under your dashboard at this time. Once the forms have been approved, they will become active. A webinar is planned for late January/early February to help with the completion of the forms.

State 911 Administrator – (Cindy Homant) This is the second year MiSNAP is being used for reporting. Make sure that you check your roles to make sure you the proper permissions. Applications should be started at the beginning of the year, so that trainings can be entered into the forms throughout the year to make the reporting easier for submission. Review the training as soon as possible to make sure that the trainings are entered. Contact Theresa Hart if it's been over 30 days, or if you need it in sooner for submitting the form. She is happy to help.

Text-to-911: There are 78 counties and 1 Wayne County Service District currently deployed. The map is on the website. Text-to-911 is available to 77% of the population and 95% of land coverage.

(Lindsay Stephens) CPE Grant: 2 of the 18 agencies had to back out because of not being able to complete the installation process by the deadline. The last two should be completed in the next two weeks and the other remaining agencies is waiting on an invoice.

GIS Repository: There was an educational webinar yesterday for PSAP Directors which was recorded and will be made available. It went over the PSAP Administrator and the different roles within the

Repository so that Directors understand how to make the assignment within the user request form. PSAP role request forms have gone out and should be returned by December 22nd.

Address Point Project: 12 of the 13 counties have submitted their data. Members of the TAC will be meeting with GeoComm next week to go over the analysis so that calls can be set up with the counties to go over the results of the analysis. The address synchronization project will be toward the end of the month.

(Joni Harvey) The 2018/2019 audit was completed. The report is available and a link is available through Harvey for access. A copy was sent to the SNC (Chairman Troyer) by Auditor General. The findings were anticipated but Harvey is hoping for more movement as a result of those findings this time around.

Harvey is working with a group of Michigan representatives from the National Suicide Prevention Hotline to set up a meeting with the 911 Workgroup. Trying to determine who from 988 local PSAPs can contact to get things moving. The Michigan 911 Workgroup will be meeting with 988 soon once dates are determined to prepare for the 988 go live in Michigan in July of 2022. Still waiting on guidance from National NENA, but in the meantime looking to get some conversations and coordination going within Michigan.

The State of Michigan is updating their Michigan Emergency Management Plan, Emergency Support Function Section, which is about communications. Previously 911 was not included in that plan. Joni is now a member of that workgroup and 911 is now included in the plan. There was a tabletop exercise last year. In the Spring exercise is being developed. An after action report will be generated which will help determine what needs to be updated within the plan. Caitlin Sampsell is also part of the workgroup developing the upcoming exercise. If you have experience with exercises or events and have input as to what should be included in the plan, please reach out to Harvey.

Reminder about the 3G decommissioning.

<u>MCDA</u> – (Michael Armitage via Chris Collom) Meeting tomorrow. The new Board starting in February: Tim Jones will be Secretary; Bryce Tracy will be moving to President; Angela Elsey to Vice President; and Mike Armitage to Immediate Past President.

Nominating Committees – (Phyllis Fuller) No updates. Things will begin moving in January for NENA.

<u>APCO/NENA Old Business</u> – (Chris Collom) 911 Enabling Act rewrite was already covered. Just waiting on the Governor's office now.

APCO/NENA New Business - (Chris Collom/Stephanie Lehman) 2022 Meeting dates:

January 27th, 2022 @ Grand Rapids MSP District 6 Headquarters; hotel information to come March @ Barry County- installation of new NENA Board May @ the NENA/APCO Conference in Kalamazoo, date TBD No meeting June & July due to National Conferences September 15th @ Genesee County December meeting will be in the same location as MCDA

Meetings will be planned for in-person and hybrid format will be utilized when possible.

<u>APCO Old Business</u> – (Chris Collom) One Michigan APCO member will be sent to 9-1-1 Goes to Washington with board member Kelley Cunningham. Five letters of interest were received of which one withdrew. Sarah Clark from Kalamazoo County was chosen to represent MI APCO.

<u>APCO New Business</u> – (Phyllis Fuller) Overdue for financial review. The last one was done in 2018. Fuller suggested the same group that just did the NENA review also conduct the APCO review, although others would be welcome. Interested individuals should email Chris Collom and a date will then be coordinated.

<u>NENA Old Business</u> – (Stephanie Lehman) The 2021 Financial Review letter of findings will be in the January 2022 meeting packet and Tim Jones will be there to discuss the process and answer any questions.

9-1-1 Goes to Washington: Michigan NENA will send one member. Letters of interest will be accepted December 2nd through 13th. The chosen candidate will be notified by Friday, December 17th. The selected individual must be a MI NENA member, provide written approval from their employer to attend, and they are requested to report back to the membership at the following meeting. The State 911 Office will provide talking points. Joni Harvey, Jordyn Sellek, and Michael Armitage will also be attending.

Motion to adjourn by Fuller, supported by Lehman. Meeting adjourned.

Announcement made by Kelley Cunningham: Francis D'Huyvetter is the new Eaton County 911 Deputy Director.

Respectfully submitted,

Caitlin Sampsell, ENP Secretary, Michigan Chapter of NENA

The next meeting will be APCO/NENA joint meeting January 27th, 2022 – 10:00 a.m.

Attendance

In-Person Attendees: (paper sign-in sheet)

NENA	APCO
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State 911	X	Χ	Harveyj6@michigan.gov
State 911	X	Х	Stephens15@michigan.gov
State 911 Office	X	Х	hartt@michigan.gov
Eaton County 911	X	Х	fdhuyvetter@eatoncounty.org
Barry County 911	X	Х	mulvainee@barry911.org
Barry County 911	X	Х	hallk@barry911.org
Kent Co Sheriff	X	Х	Eric.Hitchinson@KentCountyMI.gov
PFN	X	Χ	fullerp@pfnllc.net
Montcalm	X	Χ	athomas@montcalm911.org
OCCDA	X	Χ	tammysmith@occda.org
Eaton County 911	X	Χ	kcunningham@eatoncounty.org
Fenton	X	Χ	sturgiss@fentonpolice.org
Kent Co Sheriff	X	Χ	Jennifer.Robinson@kentcountymi.gov
KCCDA	X	ХХ	vrose@kccda911.org
KCCDA	X	Χ	jtroyer@kccda911.org
Eaton Co 911	X	Χ	driley@eatoncounty.org
Motorola	X	Χ	jason.bernard@motorolasolutions.com
PFN	X	Χ	dplumb@PFNllc.net
State 911	X	Χ	homantc@michigan.gov
MMR	X	Χ	drapacz@mobilemedical.org
Calhoun County	X	Χ	
Retired	X	Χ	
Barry County	X	Χ	
Barry County	X	Χ	
Retired		Χ	
MPSCS		Х	Kellej@michigan.gov
	State 911 State 911 Office Eaton County 911 Barry County 911 Barry County 911 Kent Co Sheriff PFN Montcalm OCCDA Eaton County 911 Fenton Kent Co Sheriff KCCDA KCCDA Eaton Co 911 Motorola PFN State 911 MMR Calhoun County Retired Barry County Barry County Retired	State 911	State 911 X X State 911 Office X X Eaton County 911 X X Barry County 911 X X Kent Co Sheriff X X PFN X X Montcalm X X OCCDA X X Eaton County 911 X X Fenton X X Kent Co Sheriff X X KCCDA X X KCCDA X X KCCDA X X Eaton Co 911 X X Motorola X X PFN X X State 911 X X MMR X X Calhoun County X X Barry County X X Barry County X X Retired X X Retired X X

Zoom Attendees: (online Survey Monkey used to record attendance)

Jennifer Flick	Berrien County Public Safety Communication Center	jflick2@berriencounty.org
Donna Kuti	Monroe County	donna_kuti@monroemi.org
Whitney Wisner	Allegan County Central Dispatch	WWisner@allegancounty.org
Jim Hansen	Word Systems	jhansen@wsystems.com
Leslie Clanton	Monroe County Central Dispatch	leslie_clanton@monroemi.org
Missy Harris	Ingham County Central Disaptch	mharris@ingham.org
Caitlin Sampsell	Berrien County Public Safety Communication Center	csampsel@berriencounty.org
Megan Erickson	Meceola Central Dispatch	merickson@mcd911.org
Mike Gank	Antrim	gankm@antrimcounty.org
Julie Berthelote	RapidSOS	jberthelote@rapidsos.com

Lisa Hall Midland

Patricia Coates Oakland County

Paul G. Frezza II Equature

Douglas SanfordHillsdale County Central DispatchPete McWattersOttawa County Central Dispatch

Sarah Reedy Washtenaw County Sheriffs Office Metro Dispatch

Stacie Hansel State 911 Office

Corey Noble Wayne County Airport Authority

Chad Chewning Livingston County 911

Corinne Perdue Lenawee County Central Dispatch

Barb Davidson Ingham County 9-1-1

Dan Morden Gratiot County Central Dispatch Authority

Tony Leese SERESA
Jen Robinson, ENP Cass County

Dawn Cubitt Sanilac County Central Dispatch

Sandra Nielsen Tuscola County

Cynthia Fell Plymouth Township Police Department

Dennis Brandenburg St Joseph County 911

Leah Hornacek NENA

Dave Aungst Lenawee County Sheriff's Office Central Dispatch

Tim McGee Van Buren County Central Dispatch

Amy Marion RapidSOS

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