



**Meeting Minutes of the Michigan Chapter of NENA
February 15th, 2024
Battle Creek Police Department**

Meeting called to order at 10:04.

Welcome – NENA President Lehman welcomed everyone in attendance.

Agenda

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

Michigan NENA Board

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

Michigan APCO Board

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

(P= Present, A= Absent)

NENA Minutes – (Caitlin Sampsell) Motion to approve made by Tim Jones, supported by Phyllis Fuller. Motion carried.

NENA Treasurer's Report – (Stephanie Lehman)

This will be Treasurer Tim Jones's last meeting. Two reports were presented (December and January). The December beginning balance for the checking account was \$30,971.00. National NENA membership funds and the 50% share of the APCO/NENA Joint fall training profit were deposited. Withdrawals were for QuickBooks. The ending balance for the checking account for January was \$36,382.00. The December beginning balance for the savings account was \$25,042.87, and the ending balance for January was \$25,043.29. Total assets of \$61,425.29.

Motion to approve the December report made by Dave Rapacz, supported by Kelley Cunningham. Motion carried. Motion to approve the January report made by Phyllis Fuller, supported by Samantha Sturgis. Motion carried.

NENA President's Report – (Stephanie Lehman) No report- topics will be covered in other committee reports.

COMMITTEE REPORTS

CJIC – (Presented by Phyllis Fuller on behalf of Lisa Hall) There is not an entry form currently for the Extreme Risk Protection Orders (ERPOs). Please refer to the LEIN blast on ERPOs and how to handle them at this time. When emailing to LEIN Field Services, make sure that your email format is in compliance with CJIS Policy (i.e. meets FIPS Encryption rules).

There have been recent questions 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). This includes dispatch workstations. This can be achieved using a hardware token or a mobile application. Section 5.5.5 allows for no session lock on dispatch stations so they would just have to have multifactor authentication once upon initial sign in. Administrative workstations are required to have session locks and multifactor authentication. Jeff Troyer added that multifactor authentication for dispatch workstations does not apply until October. LASOs should review section 5 of the Policy, specifically 5.6 IA-3 to ensure network access controls, switches, etc. are in compliance.

Reminder that fire departments are not allowed access to talkgroups that are used to provide LEIN/CJI information (there is no change on this to date). At the last CJIS Board meeting, Kevin Collins addressed 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 has not previously been enforced. It came up in the recent FBI audit with Michigan agencies and in a LEIN audit finding. The LEIN audit finding was that the agency's "LEIN" talkgroup was not encrypted; this finding has been placed on hold.

LMR encryption has not been a point in TAC or LASO training and has not come up in any past audits. Hall expressed the sentiment to the LEIN and CJIS Board that it is not fair to start enforcing without some education and training. There is a State effort by the Interoperability Board to 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 while now and have concluded that implementation goals are 6+ years out. The LEIN and CJIS Board need to have a realistic view and goal for compliance timeline as this is not an easy or cheap change. Change means costs with possible new equipment, template changes, programming, etc. All the groups need to come together for 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 to begin working on this. Hall encouraged them to include the Interop Board Chair, MPSCS, local law enforcement representatives and 911. The Board Chair said that he would reach out to the Interop Board and would likely include the LE and 911 representatives on the CJIS Board.

Hall recommended to start thinking about the 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 – (Samantha Sturgis, Dave Rapacz) The Committee will be meeting together after the meeting. There was been a delay due to trying to coordinate with the free NENA training that the Michigan Chapter was awarded. Unfortunately NENA's training coordinator had been ill and passed away this week. We are looking at dates to fit in with all of the other events that happen in the fall. APCO will also be providing a free training opportunity for the membership in conjunction with their October meeting to celebrate the Chapter's anniversary. Information about training opportunities will be provided soon.

NENA Professional Development – (Samantha Sturgis) Spring ENP exams will be April 6th-April 20th. To sit for the NENA ENP exam it costs \$435 for NENA members; \$575 for non-members. The Michigan NENA Chapter does offer scholarships; reach out if you have questions. The Book of Knowledge, ENP Handbook, Confessions of an ENP Podcast, and practice tests are available at www.NENA.org/ENP. CMCP class moves around the country. The full schedule is on the NENA website. The Excellence in Dispatch Certificate can be obtained by completing three of five particular courses in two years. The applicable courses are: Advanced Fire Dispatching; Advanced Police Dispatching; Enhanced Caller Management; 9-1-1 Customer Service: Takes Seconds, Saves Minutes; and Preventing Telecommunicator Tunnel Vision. This is a great option for line level telecommunicators.

(Presented by Dave Plumb on behalf of Cynthia Fell, APCO) MMRMA Members are encouraged to use the RAP grant to get reimbursed for dispatcher training classes (<https://mmrma.org/rap-cap-grant/>). The MMRMA class Public Safety Line Leader for Civilian Dispatch is being offered for the first time in Michigan, March 18th-21st at the Crown Plaza. The RPL classes for March, April, May, and June of 2024 have seats open. Michigan currently has five RPLs.

Treasurer Jones and President Lehman recognized three dual ENP/RPLs on the boards: Dave Plumb, Dave Rapacz, and Sam Sturgis.

Technical – (Jeff Kelley) Chris Kuhl has stepped down as RPU Manager and taken on the new role of Member Communications and Outreach Director. He will be reaching out to agencies to arrange a time to visit in person to discuss any issues and explain new MPSCS items. The manager position should be posted soon. RPU has brought on Jimmy Bott as a contractor to assist with the backlog of programming.

Brad Stoddard will be working with 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 life cycle of critical items at existing sites.

MPSCS recently held a technical day in Lansing in the hopes of educating the House and Senate members about the MPSCS mission and its purpose and value to their districts. MPSCS is also working the Michigan Health Department to come up with a consistent naming scheme for hospitals, making it easier to know what hospital is what.

(Todd Velderman) Continuing to make encryption updates, updating encryption keys in the consoles.

Frequency Coordination – (Francis D’Huyvetter) MPSFAC met on January 18th 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 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 has tried two-tone fire paging, but it did not work in the FDMA environment and had to switch to TDMA for it to work.

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 www.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 www.michigan.gov/signalboosters is suggested as an additional resource. The Committee also discussed Class A versus Class B BDAs, and the difference in the FCC rules- the FCC requires permission from the licensee to install a Class B, but they do not require it for a Class A.

There is 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 meeting is March 14th at 10:00 at MPSCS in Dimondale. Applications for consideration at that meeting are due by March 29th. In addition to filing the application in CAPRAD, Keith Bradshaw would appreciate an email as well.

NENA/APCO Joint Conference – (Tammy Smith & Kelley Cunningham) The Michigan Conference will be held in Muskegon at the VanDyke Convention Center, May 20th - 23rd. Registration is open for vendors and attendees. All keynote speakers have been secured: Kim Turner, Halcyon Frank, Lt. Col. Bo McGowen, Tony Harrison, Doug Showalter, and Renee Thornton. All keynotes have received sponsorships. There will be a welcome reception Monday night at Socialable with darts, bowling, arcade and taco bar. The hotel room block is good through April 19th- there is a link on the website and registration form. The call for papers closed Friday and submissions are being reviewed. The Conference will be submitted for SNC training approval. Monday through Wednesday will be full days and a half day on Thursday. Attendees must stay the whole registered conference time for State

credits. The agenda will be published once fully completed. The call for volunteers to help scan attendees' badges at sessions will be out soon; there will be a Google form to sign up.

National NENA – (Leah Hornacek) The Standards and Best Practices event just occurred in January. 911 Goes to Washington will be February 25th-28th. It will be in a slightly different format this year with more events bringing states together. Scholarships will open at the end of the month for the National Conference that will be held June 28th to July 3rd at the Gaylord Palms in Orlando, Florida. There have been more scholarships available than have been awarded in the past, so individuals are encouraged to apply. Registration will open around March 15th. Elections will open March 15th for Second VP and Private Sector Director; North Central doesn't open up until the following year. If you are interested in serving on the National Board, reach out to Hornacek and she'd be happy to discuss it.

The Education Director passed away this week. A replacement has been hired. The learning management system is live. National NENA is aware of the challenges with Michigan training reporting requirements and are working on that; Michigan is different from other states.

NENA has 11 active committees and workgroups ranging in topics from pictometry, future think, GIS, etc. if you are interested in getting involved.

NENA Legislative – (Jeff Troyer presented on behalf of Jordyn Sellek) The only item outstanding currently is the school alert bill. Troyer does not believe that it has enough support to move forward.

NENA Young Hero – (Samantha Sturgis) The Young Hero committee is encouraging more nominations to be submitted. Calls received through the end of the year are eligible. The nomination deadline is February 15th at 4 pm. The committee will get together next week for the next steps in the selection process.

Submission numbers have been low. PSAPs are encouraged to share the Young Hero award information with their staff to elicit more nominations going forward. The call must have a positive outcome and the family must be able to travel to Muskegon for the Joint Conference. The full criteria and nomination form are available on the website (<https://michigannena.org/young-hero-award>).

Commercial – (Larry Stidham) They are working on preparing for the State Conference. There is still room for additional industry partners to sign up. Please reach out to Jim Hansen or Stidham if you think of industry organizations that would make good partners. There are also sponsorships and vendor spaces still available.

Next week will be the National APCO Commercial Advisory Council (CAC) bi-annual meeting at APCO Headquarters in Daytona. They are working on a lot of support materials (webinars, trainings) to help CCAMs get involved. Also trying to increase industry partner support at the state level.

State 911 Committee (SNC) – (Jeff Troyer) At the December meeting the SNC 911 network event task force that was established to review the November 2022 and January 2023 events issued their report to the full SNC. It is available for perusal.

Kalkaska and Saginaw County certification reviews were both approved with no significant findings.

Minor adjustments to the SNC 301 and SNC 500 forms were approved. The submission period is open with a due date in mid-May. Don't wait until the last minute to complete the forms.

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

The fall Emerging Technology Forum changed locations to the Crown Plaza on Creyts Rd in Lansing (where the State NENA Conference used to be), September 30th- October 2nd.

SNC issued opposition to House Bill 4688, which would make minimum staffing a collective bargaining agreement requirement for Act 312 units (at a minimum). The Bill was presented and brought forward by the Professional Firefighters Union. The current writing could encompass some dispatch centers/PSAPs for minimum staffing requirements to be included in collective bargaining agreements. The SNC was asked to reconsider their position through a motion by the Firefighters Union and supported by the Deputy Sheriff's Association; after much discussion the SNC position remains the same.

Jordyn Sellek and Jeff Troyer were re-elected as chair and vice chair. They met with the State 911 Administrator to review the subcommittee chairs. There have been no changes. The Legislative Action Subcommittee does have some current openings.

(Stephanie Lehman) The Training Subcommittee's annual application review was February 7th. There was a substantial increase in full or partial denials. Those seeking appeal need to respond to the SNC by close of business today. Appeals will be scheduled for February 21st at MSP Headquarters. Lehman advised that is imperative that PSAPs do not wait until the last minute to enter employees and get the required training fund application signatures submitted. They received many requests for exceptions, but have to remain consistent.

State 911 Administrator – (Presented by Jeff Troyer on behalf of Joni Harvey) Changes in MiSNAP late last fall were distributed to PSAPs. The State 911 Office will be putting on some training throughout 2024 to go over the MiSNAP enhancements. Microsoft Teams appointments will go out to all PSAP Director and Training Coordinators once meeting dates are set.

The enhancements include the PSAP history tab. When an employee goes from one agency to another the original hire date is maintained, the new history tab allows separation date so that the new agency has a new hire date entered for their agency. If you are a PSAP Director or Training Coordinator, please login to view your employees to ensure that the PSAP date of hire and PSAP date of separation are correct. 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 uploading the training expense documentation within 30 days of completing training as well; this will keep agencies from scrambling at the end of the year.

Note that all grandfathered employee's training cycles end in December each year; please make sure grandfathered employees continuing education training is up to date.

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 10 am. There is a link on the SNC website for the Michigan Statewide GIS Repository. It is a great resource with previously recorded training that has been provided along with information about how to contact the NG911 Repository help desk.

Lyndsay Keith came back from maternity leave at the end of January.

SLCGP Grant: The FY22 funds are for Incident Response Planning Training; Endpoint Detection & Response (EDR) Services; and Cybersecurity Assessments. Michigan was awarded \$9,609,530 in FY23 funds with a required 20% cost match. 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 that want to participate in the grant program are encouraged to get grant updates by signing up at the bottom of the [State and Local Cybersecurity Grant Program](#) webpage on Michigan.gov.

Annual PSAPs reports are due no later than May 15th. This deadline is a legislative requirement. If you have any questions on how to complete these reports in MiSNAP, email the State 911 Office at MSP-SNC@michigan.gov.

The State 911 Office will begin preparing for their biennial audit with the Office of the Auditor General.

MCDA – (Tim Jones) The MCDA Board has changed officers; Tim Jones is now the President. Jordyn Sellek remains the SNC Representative. The next meeting will be April 5th in Calhoun County; followed by June 7th in Genesee, August 9th in Escanaba; and December 6th in Kalamazoo. They are looking to possibly host a new director’s school in September; dates TBD.

Nominating Committee – (Phyllis Fuller) Michael Armitage was the sole nomination for Treasurer, as Tim Jones stepped down from the Board. Thank you to Tim Jones for all of his work on the Board. All other positions were retained. The Commercial Representative is appointed.

APCO/NENA Old Business – (Stephanie Lehman) No report for joint business.

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NENA Old Business – (Stephanie Lehman) Nothing to report.

NENA New Business – (Tim Jones & Tammy Smith) The revised Travel Policy was presented. In Section 5.1.4 the per diem in the old policy was not up to date for meals (\$50 per day). This was replaced by the federal guidelines, so that the travel policy does not require frequent updates. There was discussion about the policy change being posted on the website and sent out through NENA messaging. There were some in attendance that did not receive the notification. It is recommended that notice@nena.org be whitelisted. The Travel Policy change was offered to be tabled until May, noting that it would then not be in effect for 911 Goes to Washington. Motion was made by Michael Armitage to adopt the updates to the Travel Policy, Supported by Kelley Cunningham. No further discussion was presented. Motion carried.

The 2024 budget had been sent out to the membership and was available in hard copy at the meeting; presented by Treasurer Tim Jones. It shows actual revenue from 2023 of \$18,132.86 and expenses of \$8,245.29. The proposed budget estimates an income of \$19,510 and expenses of \$18,040. Question was asked by Phyllis Fuller regarding the \$5,000 in the line 301 Conferences, National Conventions, Meetings. Jones advised the funds were dedicated in order to share costs with MI APCO for joint training expenses. Efforts are being made to set up MI NENA to accept electronic payment so that NENA can become the fiduciary for the joint training in the future. Updated spelling of Austin and fruit were contributed by the membership. Motion was made by Amy Thomas, Supported by Phyllis Fuller.

Installation of Officers- 2024 Michigan NENA Board was sworn in by NENA North Central Directory Leah Hornacek:

Stephanie Lehman, President
Tammy Smith, 1st Vice President
Samantha Sturgis, 2nd Vice President
Caitlin Sampsell, Secretary
Michael Armitage, Treasurer
Marc Gramlich, Immediate Past President

2024 Meeting Dates – (Stephanie Lehman) Meeting dates for next year are as follows:

May 22nd, at the Michigan NENA/APCO Joint Conference (1.5 allotted)
September, in conjunction with the Emerging Technology Forum
October 24th (APCO only)
December 5th, virtual

Motion to adjourn by Tim Jones, supported by Caitlin Sampsell. Meeting adjourned at 11:46.

Respectfully submitted,

Caitlin Sampsell, ENP
Secretary, Michigan Chapter of NENA

**The next meeting will be May 22nd, 2024
Delta Hotel & Convention Center, Muskegon**