



**SOUTH DAKOTA 9-1-1 COORDINATION BOARD
MEETING MINUTES FOR FEBRUARY 7, 2013 (DRAFT)
CEDAR SHORE RESORT, OACOMA, SD**

Board members present: Barthel, Carmon, Haines, Jaeger, Price, Ruffedt, Sawvell, Serr, Turbak

Board members absent: Falken, Harding,

Staff Present: Shawnie Rechtenbaugh (State 9-1-1 Coordinator),

Others present: Scott Rechtenbaugh (LET Administrator), Eric Erickson (Century Link), Paul Schueth (Winner Police Dept), Tom Sandvik (911 Board Consultant), Mike Frericks (GeoComm), Julie Wegener (Lake County 911) Ona Reker (Metro 911), Terry Albers (Moody Co) , Faysal Tye (RCC Consulting)

I. Call to Order and Roll Call

Meeting called to order at 10:05 AM CDT by Ruffedt. Roll call was taken and a quorum was present.

II. Approval of Agenda

Motion to approve agenda with the changes noted.

Moved by: Carmon Seconded by: Price

Discussion: None

Motion carried unanimously.

III. Approval of Minutes

Motion to approve October 30, 2012 and November 27, 2012 meeting minutes with changes noted.

Moved by: Barthel Seconded by: Carmon

Discussion: None

Motion carried unanimously.

IV. Legislative Update

Howell was unable to attend due to session activities. Rechtenbaugh reported that House Bill 1036 moved through the House committee and floor as well as the Senate committee and floor swiftly. It received unanimous due pass votes each time. The bill corrects an inequity in the law for those who do not file or remit in a timely fashion. HB1036 requires any service provider and prepaid wireless service seller to forfeit their administrative fee if they do not timely file or timely remit the surcharge. The bill was signed by Governor Daugaard last Friday.

V. Surcharge Remittance and Disbursement Report

Rechtenbaugh provided the update on Lemieux's behalf. Rechtenbaugh provided the DOR collections to date, the condition statement, and the budget report for FY13. The Condition Statement shows the two sub-funds of the 911 Coordination Fund. The balance in Sub-fund 01, which is the 2% 911 surcharge on prepaid

wireless service, is \$613,976. This includes the balance that had accumulated in the 911 Coordination Fund prior to July 1, 2012 from the \$0.75 911 surcharge on prepaid wireless service. The balance in sub-fund 2, which is the portion of the \$1.25 911 surcharge earmarked to the 911 Coordination Fund for NG911, is \$1,166,104. Total balance in the 911 Coordination Fund is \$1,780,079.

Rechtenbaugh with check with Lemieux regarding the Investment Council line under Subfund 2 and report back to the board.

Per the request of the board at the last meeting Shawnie checked with DOR and BIT regarding the costs of the software project. BIT reported the project is completed. They will have to make changes to the system related to the HB1036 and the admin fee. The system will have to be changed to remove the allowance if a return is filed late. This should be a fairly easy change on only take a few hours. Any additional hours beyond this should only result if changes are requested by DPS.

Rufledt requested that Rechtenbaugh also send the monthly financial forms to Turbak in the future so the financial subcommittee can assist with monitoring.

VI. Law Enforcement Training Administrator

The board welcomed Scott Rechtenbaugh, the Law Enforcement Training Administrator with the Division of Criminal Investigation. Administrator Rechtenbaugh provided an update to the board about the 911 Basic Telecommunicators Course. They have completed a Job Task Analysis of the course and have determined what tasks should be taught during the Basic course. The new course curriculum is being written now and they plan to begin using it for the 2 week Basic course in June 2013.

In June 2012 LET hired an agency to complete a job task analysis (JTA). The JTA identified 315 tasks that are performed by 911 telecommunications. A workgroup was developed which includes staff from LET, and 911 experts from around SD. The workgroup identified 184 of the 315 tasks as items which should be taught during the 911 Basic Course. The tasks were grouped into 8 topic areas: Introduction to Telecommunications, Professional Communications, Call Taking, Stress, Radio Procedures, First Responders, 911/Rural Addressing, NCIC Full Access. The reorganization and prioritization of the topics enabled additional time to be dedicated to key content areas, such as call taking, simulator time, and NCIC full access. LET has ordered six new simulators which will allow for additional hands on practice for the students. The workgroup will evaluate the new curriculum when it is put in place in June.

VII. Mass Notification Services

The item was discussed at a previous meeting. The board requested Rechtenbaugh gather some additional information from the PSAPs about the use of mass notification services and report back to the board. A summary of the information gathered was provided to the board prior to the meeting. After discussion, Haines reminded the Board that emergency communication standards with field responders was addressed in the existing Administrative Rules and that PSAPs should be following those as they relate to voice communication and paging. The Board took no further action on the item.

VIII. Report on GIS Meeting

Rufledt, Carmon, Sandvik and Rechtenbaugh participated in a GIS meeting last week that included GIS professionals from across SD. Rufledt reported those on the call discussed the current state of GIS data sets in the state and how this will be needed and included in the NG911 project. Carmon reported he felt it was

important that we are a part of the GIS dialogue in the state and that we should continue to participate in any upcoming calls. Rechtenbaugh prepared a spreadsheet to begin gathering the contact information from every county in the state for the GIS layers. Once compiled we should have a pretty good idea where the holes in the GIS data lie and the work yet to be done. Once we have a NG911 consultant they will take this on as one of the first projects they deal with.

IX. NG911 Consultant RFP

A review committee (Carmon, Sawvell, Ruffedt, Rechtenbaugh, Jungman) reviewed, interviewed and selected their choice for the consultant. Seven responses to the RFP were received. The review committee members reviewed and scored each proposal independently. The scores were then averaged to determine the top proposals. The committee met via conference call to discuss their findings and selected 3 respondents to conduct phone interviews with. The interviews were conducted at the beginning of January. The review committee met again to select the proposal they would recommend to the board. The committee provided a brief overview of the pros/cons of the top three proposers. Proposal B was selected by the review committee as the winning proposal and it is our recommendation to the board that they consider a contract with this agency for consultant services.

Motion to accept the recommendation of the review committee and contract with Proposer B for the NG911 consultant.

Moved by: Barthel Seconded by: Price

Discussion: None.

Roll call vote: 9 yea's, 0 nay's. Motion carried unanimously.

X. Subcommittee Assignments and Reports

A. Legislative Subcommittee – Carmon

The committee is working on reviewing the admin rules to look for any needed changes related to NG911. There were a few things noted that may need to have small wording changes in the future, such as the use of 911, E911 or NG911 for future purposes. There are rural addressing admin rules under the Emergency Management chapter. Rechtenbaugh will follow up with Kristi Turman, Director of Emergency Management at DPS to see if those rules are still in use for her office. The committee will plan to meet before the next board meeting to finish the review and summarize their findings and recommendations.

B. Technical Subcommittee – Carmon and Serr

Carmon mentioned a recent grant announcement he saw related to a Nationwide Broadband Network. Price reported that Jeff Pierce reported they plan to apply and would welcome any thoughts we have.

C. Operations Subcommittee – Falken and Haines

They have been working on putting all of the items we discussed at the last board meeting into draft form in the State 911 Master Plan. The current draft was emailed to the board prior to the meeting. The board may need to look at developing a hearing standard to add to the requirement of the hearing test for all 911 telecommunicators upon hiring. Presently the requirement does not give a threshold for pass/fail of the hearing test.

D. Funding Subcommittee – Turbak

Jaeger commented the County Commissioners will be meeting on March 20-21st so this may be an opportunity to provide a 911 update to them if they are interested. Rechtenbaugh will touch base with Bob Wilcox at SDACC to see if they would like a short presentation.

XIII. Public Comment

There was no public comment.

XIV. Adjourn

Motion to adjourn.

Moved by: Serr Seconded by: Haines

Discussion: None

Motion carried unanimously.

Meeting adjourned at 1:40pm central time.

DRAFT