



South Dakota 9-1-1 Coordination Board

Meeting Minutes for June 14, 2012

Cedar Shore Resort, Chamberlain, SD

Board members present: Carmon, Falken, Haines, Jaeger, Ruffedt, Sawvell, Sebert, Serr, Turbak

Board members absent: Barthel, Price

Others present: Angie Lemieux (DPS), Shawnie Rechtenbaugh (State 9-1-1 Coordinator), Greg Brooks (Intrado), Russ Olson (Dept of Legislative Audit), Eric Erickson (CenturyLink), Tom Erickson (Beresford City Council), Larry Christenson (Beresford PD), Paul Schueth (Winner PD), Bob Wilcox (SDACC). By phone: Scott McMahon (Watertown PD), Dan Limoges (Union County Sheriff's Office), Julie Wegener (Lake County 911), Jen Disburg (Metro Communications).

I. Call to Order and Roll Call

Meeting called to order at 10:06 AM CST by Chairperson Ruffedt. Roll call was taken and a quorum was present.

II. Approval of Agenda

Motion to approve agenda.

Moved by: Carmon Seconded by: Sebert

Discussion: None

Conclusion: Motion carried unanimously.

III. Approval of April 12 and May 25th meeting minutes

Motion to approve April and May minutes.

Moved by: Falken Seconded by: Sebert

Discussion: None

Conclusion: Motion carried unanimously.

IV. Public Comment

No public comment.

V. 911 Coordination Fund condition statement

Rechtenbaugh reported the balance of the account is currently \$582,718.21. The main change from previous months is an increase in the contractual line which is payment for the work completed by DOR and DPS to prepare the software system that will be used by providers and sellers to report and remit 9-1-1 surcharge collections and remittance. Carmon asked if Rechtenbaugh knew how much additional may be charged to the

coordination fund by DOR and stated that the agreement during legislative session was that the costs would not exceed \$100,000.

VI. Implementation of SB174

A. Ordinance Collection - Rechtenbaugh reported she continues to receive 911 ordinances from the counties. To date she has received the ordinance from 51 of the 66 counties. She will continue to work with the SD Association of County Commissioners to contact those counties who still need to submit their ordinance.

DPS Staff Attorney Jenna Howell is drafting sample ordinance language which will be provided to the SD Assoc. of County Commissioners for disbursement to the counties to assist them in amending their current 911 ordinance, most of which will be in need of revision after July 1, 2012 due to the passage of SB 174.

B. PSAP Rules Compliance Review Procedure - Rechtenbaugh emailed to the board prior to the meeting, the updated copy of the PSAP Rules Compliance Review Procedure including the edits approved by the board on the May 25th conference call.

Motion to approve the PSAP Rules Compliance Review Procedure as written.

Moved by: Sebert Seconded by: Haines

Discussion: None

Motion carried unanimously.

C. Board Liaison - Rechtenbaugh has been in contact with Tom Sandvick to negotiate details for a consultant agreement. The agreement includes costs to cover his time and travel to assist Rechtenbaugh with the 11 PSAP reviews. Rechtenbaugh and Sandvick would begin the PSAP Rules Compliance Reviews just as soon as the agreement is in place with Mr. Sandvick. He is available to begin next June 19th, 2012.

Motion to approve a consultant agreement as detailed in the document provided to the board.

Motion by: Serr Seconded by: Carmon

Discussion: None

Motion carried unanimously.

D. PSAP Visits – Rechtenbaugh and Mr. Sandvick will begin the Rules Compliance Reviews as soon as an agreement is in place. Rechtenbaugh will send a letter to the 11 PSAPs next week to begin scheduling visits.

E. Disbursement Update - As discussed during the May 25th 911 board meeting conducted via conference call, the compliance review process involves many people and multiple steps. Rechtenbaugh expressed concern about the ability to complete all 11 reviews before Aug 1st; the date DPS would need the list of approved PSAPs to make the July incentive payments. Incentive disbursements can be made quarterly, so Rechtenbaugh suggested the first payments could be made after the end of the first quarter the new law is in effect; July, August and September, 2012. The first payment would then be made in October, 2012. This would allow until October 1, 2012 to complete the reviews. If the reviews were completed sooner, payments could begin earlier than October. Monthly payments could be made after the initial payment.

Rechtenbaugh noted two city operated PSAPs have submitted 911 ordinances that set their service area as their county. Rechtenbaugh will check with Howell on which ordinance to use for determining where 911 surcharge funds should be sent by DPS for funds collected in that county.

F. Press Release on SB 174 - Rechtenbaugh emailed a draft press release to the board prior to the meeting. The release will remind the public that Senate Bill 174 will take effect July 1 and they will see an increase in the surcharge on their phone bill.

Motion to endorse the press release.

Motion by: Carmon Seconded by: Sebert

Discussion: Thank you from the service providers for doing the press release as it will reduce the number of calls they receive from customers asking why their phone bill increased.

Motion passed unanimously.

VII. Department of Legislative Audit Report

Russ Olson from DLA provided a summary of the County 911 Fund Audit Report. A review of each county 911 fund was conducted. Olson suggested the board consider putting together an FAQ document on the 911 website to assist counties and PSAPs with questions regarding allowable uses of 911 surcharge revenue.

Olson highlighted several areas where auditors often asked questions about allowable uses of 911 surcharge revenue. The board reiterated the previous ruling on signage which was voted on at an earlier meeting. Olson suggested the model 911 ordinance language being drafted by Howell should include a note to Auditors that interest on 911 funds be coded to the county 911 fund and not the general fund, another common area of confusion. Olson stated wages for 911 Coordinators was often asked about. Ruffedt stated the boards Funding Committee should consider looking at this further and possibly modifying the rule to allow time spent working as a 911 coordinator to be paid with surcharge funds.

VIII. Intrado's THOR Shield

Greg Brooks and Brian Davenport from Intrado gave a presentation on the THOR Shield service. This was an informational presentation with some pricing options for the board to consider. Ruffedt will touch base with the coordinator from North Dakota to see if they might be interested in a co-state agreement for the use of Thor, therefore splitting the cost.

IX. Board Member Vacancies

SD Association of County Commissioners

Gary Jaeger – term ends 6-30-12

SD Municipal League

Tracy Turbak – term ends 6-30-12

Lou Sebert – Done 6-30-12. Need someone to fill remainder of term which ends 6-30-14.

SD Service Provider

Jody Sawvell – term ends 6-30-12

X. Subcommittee Reports

Rufledt reminded the board that it was tasked by the South Dakota Legislature to develop an official State 911 Plan and that this is the only remaining original task the board has not yet completed. Also, that each subcommittee was formed primarily to draft their portion of the state plan. Rufledt encouraged the committee chair persons to identify items for inclusion in the state plan; the problem, possible or recommended solutions and the projected cost of those solutions.

i. Legislative Subcommittee

Subcommittee Chair Carmon reported no new information to report at this time. Next item of business will be revision of the Administrative Rules.

ii. Technical Subcommittee

Subcommittee co-chairs, Serr and Carmon are working on the draft RFP for NG911. Carmon advised he still hopes to have the initial draft completed by July 1. A committee meeting will be scheduled later in June.

iii. Operations Subcommittee

Subcommittee co-chairs Haines and Falken reported on the issue with EMD programs in the state and suggested the subject needs to be reviewed jointly with LET. When the original administrative rules were written, it was believed that the Priority Dispatch and Power Phone EMD protocols were recognized by LET since only those programs were taught and funded by LET. It was recently learned that no EMD programs are officially recognized by LET, those two are simply the two taught at LET. The committee will work on a recommendation since an administrative rule refers to recognized programs.

iv. Funding Subcommittee

Subcommittee chair Turbak reports compiling a list of some of the topics that should be included in the state plan. Turbak noted that previously the board had adopted a budget each year, but this has not happened in the most recent year or two. Turbak suggested the board adopt a budget and be using that to guide financial decisions throughout the year. Turbak suggested that the subcommittee could do a fund balance review of the 2011 Annual Reports from the counties and PSAPs if the board would like. In addition they will take on the issues identified in the DLA report and follow up on those.

v. Nominations Subcommittee

Subcommittee co-chair Carmon reminded the board that the annual election will take place at the October meeting. Any board member interested in making a change, please contact Barthel or Carmon with nominations.

XI. Line Count Information

Rechtenbaugh visited with staff at DOR, including Mike Houdyshell regarding this issue. Each county's total line counts by category (wireline, wireless and VoIP) will be reported on each month's disbursement letter from DPS. Angie Lemieux (DPS) provided a draft copy of the letter that will be mailed out at the time of the disbursement. If the board has any changes or information they would like included in the form letter, please let her know as soon as possible. Rufledt asked if both county auditors and the PSAP managers can receive a copy of each month's letter. Lemieux thought that could be done but will check for sure and advise. Rechtenbaugh advised the DOR system will calculate the disbursements based on the remit information entered by the providers. Carmon asked how the automated system would account for lines that are not in place for the full month and thought providers were pro-rating the collection or remittance for partial months. Rechtenbaugh will talk with DPS and DOR staff about this. The board also asked if or how DOR would monitor the amounts being remitted by the providers and if DOR would do audits when called for? Rechtenbaugh and Lemieux will check and report back to the board at its next meeting.

XII. Other Business

A. Lou Sebert has been serving as a board member since its inception. Sebert is moving on to new things and will vacate his term with the board on 6-30-12. The board expressed thanks and well wishes to Sebert for his service.

B. 911 Coordinator Report - Rechtenbaugh met with Sean Horan at the Law Enforcement Training Center in Pierre. He provided an overview of the 911 training that is provided by LET. Horan offered to come to a board meeting and present on the training options and answer questions if that would be useful for the board.

Rechtenbaugh just returned from the NASNA (National Association of State 911 Administrators) meeting. NASNA meets twice a year in various locations across the state. It provided an opportunity for Rechtenbaugh to network with other state coordinators and to hear where other states are at in the NG 911 process. Rechtenbaugh found the meeting to be very beneficial. The fall meeting will be held in Nashville, TN. Rechtenbaugh also is planning to attend the 2012 APCO International Convention in Minneapolis in August.

Next board meeting date is August 23, 2012 at 10am central time at Cedar Shore. The board agreed making the meeting available on a conference bridge for persons who could not travel to the meeting in person was helpful, not overly costly, and should be continued at future meetings.

XIII. Adjourn

Motion to adjourn the meeting.

Moved by: Sebert Seconded by: Jaeger

Discussion: None

Conclusion: Motion carried unanimously.

Meeting adjourned at 2:31pm central time.