



**SOUTH DAKOTA 9-1-1 COORDINATION BOARD  
MEETING MINUTES FOR AUGUST 23, 2012 (DRAFT)  
CEDAR SHORE RESORT, OACOMA, SD**

**Board members present:** Barthel, Carmon, Haines, Harding, Jaeger, Price, Ruffledt, Serr

**Board members absent:** Falken, Turbak, Sawvell,

**Staff Present:** Shawnie Rechtenbaugh (State 9-1-1 Coordinator), Jenna Howell (DPS Staff Attorney)

**Others present:** Paul Schueth (Winner Police Department), Orville Lund (Winner, SD), Dean Putman (SDN Communications). Joining by phone: Steve Berg (Office of Procurement), Bob Wilcox (SDACC), Scott McMahon (Watertown Police Department), Staci Eggert (SD Sheriffs' Association)

**I. Introduction of new member, Steve Harding**

Ruffledt introduced and welcomed new board member Steve Harding to the board. Harding is representing the SD Municipal League and is from Pierre.

**II. Call to Order and Roll Call**

Meeting called to order at 10:00 AM CST by Chairperson Ruffledt. Roll call was taken and a quorum was present.

**III. Approval of Agenda**

Motion to approve agenda.

Moved by: Haines                      Seconded by: Carmon

Discussion: None

Motion carried unanimously.

**IV. Approval of June 14<sup>th</sup> meeting minutes**

Motion to approve June minutes.

Moved by: Carmon                      Seconded by: Jaeger

Discussion: None

Motion carried unanimously.

**V. Public Comment**

No public comment.

## **VI. Next Generation 911 RFP**

Steve Berg from the Office of Procurement joined by phone. DPS staff met with Berg last month to discuss the NG911 RFP process and necessary procedures through the Office of Procurement. Berg advised due to the nature and size of this project, it is important for the board to ensure a level playing field and that no one potential bidder has access to information, perceived or real, that others do not. He suggested due to the highly technical nature of the project that the board consider hiring a consultant. Berg recommended that any possible vendors who are part of the 911 board should recuse themselves from work on the RFP and the RFP evaluation process. Carmon raised concerns that hiring a consultant at this juncture will delay the RFP process substantially. Rechtenbaugh recommended that the board complete the State 911 Plan before any additional work be done on the RFP. The State Plan should be the vision and roadmap for the RFP and the guiding document in RFP development. Berg advised board members, whether they are potential vendors or not, could help write the State 911 Plan. Berg advised the Office of Procurement is available to assist with the logistical side of RFPs but the board would likely need to rely on a consultant for the technical aspects of the RFP.

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. Rufledt commented that if the board hires a consultant the consultant could also assist with completing the State 911 Plan and then assist with Next Gen 911 RFP development.

Motion: That the board and it's subcommittees continue work on the draft State 911 Plan and work with the Office of Procurement to write an RFP for 911 consulting services to assist the board with completion of the State 911 Plan and development of the NG911 RFPs

Moved by: Serr                      Seconded by: Barthel

Roll call vote. Motion passed unanimously.

Yeas: Barthel, Carmon, Haines, Harding, Jaeger, Price, Rufledt, Serr

Nays: none

## **VII. Update on PSAP Compliance Reviews**

Rechtenbaugh reported that she and Tom Sandvick (consultant) have completed 8 of the 11 PSAP compliance reviews to date. The final three reviews will be conducted next week. Each PSAP has been notified of their compliance review findings and sent a letter stating if they were found to be in compliance and eligible to receive the incentive funds. Once all eleven reviews are complete, notification will be sent to all eleven advising how many PSAPs were found to be in compliance, per SDCL 34-45-8.5.

## **VIII. Update on Administrative Rule Changes**

Jenna Howell, Staff Attorney for DPS and 911 Board Legal Counsel, has been working with Rechtenbaugh to draft several administrative rule changes identified by the board over the past several months.

Motion: To approve the rules changes as discussed and move forward with the rules promulgation process.

Moved by: Carmon                      Seconded by: Haines

Discussion: The public hearing will be held in Pierre in late September. Howell will check the requirements and advise how many board members if any need to attend the public hearing.

Roll call vote. Motion passed unanimously.

Yeas: Barthel, Carmon, Haines, Harding, Jaeger, Price, Rufledt, Serr

Nays: none

**IX. 9-1-1 FAQ document**

The board was provided a copy of the frequently asked questions document that the coordinator has been compiling with assistance from Rufledt and Haines as the board responds to questions. The document will be posted to the DPS 911 webpage and can be shared as board members see fit. As additional questions come to the board they will be added to the document as needed.

**X. 9-1-1 Coordination Fund Condition Statement**

Rechtenbaugh reported the balance of the account is currently \$539,622.37. Item to note for July was a grant payment to Deuel County for \$10,370.90. Next months' condition statement will show the additional funding now being collected effective July 1, 2012.

**XI. Board Report to GOAC**

Rechtenbaugh has been in contact with Department of Legislative Audit to identify any recommendations for the report format, due date and contents. DLA suggested we combine the annual report to the Governor and the GOAC report since their requirements are similar. The report will be based on the state fiscal year and is to be submitted annually in August. The next report will be due in August of 2013. The report will be completed and submitted to the board for review and approval before submission.

**XII. 9-1-1 Training**

Rufledt advised that questions from PSAPs or anyone else related to the current 911 Basic training program administered by LET should be referred directly to LET. Any other PSAP training related questions or suggestions should be directed to Rechtenbaugh.

**XIII. Wireless Industry Ex-Officio Representative**

Rufledt advised that Ex-officio member and wireless industry representative Goldschmidt has taken a different position within Verizon and is no longer able to serve in this role. Further, that the boards' enabling legislation stipulated two provider representatives on the board and names from wireless providers should have been but were not solicited back when the board was first formed. As a result, the Ex-Officio member was established. Rufledt advised the next time a provider seat is open the wireless providers will be asked to submit names for consideration for appointment to the board. In the meantime, Rufledt will be talking with both Verizon and AT&T to see if they have someone able to serve as the Ex-Officio member temporarily to replace Goldschmidt. Any names received will be forwarded to the DPS Secretary for consideration.

**XIV. Subcommittee Assignments and Reports**

Rufledt asked that the board appoint Jaeger to the Operations Sub-committee and Harding to the Legislative Subcommittee.

Motion: To appoint Harding to the Special Legislative Subcommittee and Jaeger to the Operations Subcommittee.

Moved by: Carmon                      Seconded by: Barthel

Discussion: None

Motion carried unanimously.

Rufledt reminded subcommittees to be working on their State 911 Plan sections and draft any items they have identified for inclusion in the state 911 plan. The draft State 911 Plan will be presented to the board for review at the October meeting.

- i. Legislative Subcommittee**  
Subcommittee Chair Carmon. Nothing to report at this time.
- ii. Technical Subcommittee**  
Subcommittee co-chairs, Serr and Carmon. No additional update.
- iii. Operations Subcommittee**  
Subcommittee co-chairs Haines and Falken – Haines reported the operations subcommittee met and went through the current administrative rules to identify potential issues and possible solutions or next steps to deal with those issues. Rufledt suggested each of those items be included in the Operations section of the State 911 Plan. The subcommittee will use the work completed so far to draft their section and get it to Rechtenbaugh before the next meeting.
- iv. Funding Subcommittee**  
Subcommittee chair Turbak was not present.

Rechtenbaugh presented two Funding related items. A draft mission statement for the 911 Coordination Fund was provided to the board for approval. This mission statement as presented will be included in the Governor's Budget Brief.

Motion: To approve the mission statement as presented.

Moved by: Jaeger                      Seconded by: Haines

Discussion: None

Motion carried unanimously.

Rechtenbaugh then advised she would work with the Funding committee to update the Annual Report document for FY12. Rechtenbaugh contacted with BIT about the possibility of developing a web based reporting form. Carmon will brief Turbak when he returns.

- v. Nominations Subcommittee**  
Subcommittee co-chairs Falken and Barthel. Barthel advised they have contacted all board members to gauge interest in serving as board chair or vice-chair. Barthel advised the consensus was that the current leadership have been doing an outstanding job and should

continue in their current roles. The chair and vice-chair elections will take place at the October Annual Meeting.

**XV. Other Business**

Rufledt advised he was contacted by a representative from the Rosebud Sioux Tribe who expressed interest in working with the state on 911 related issues. They are working to get addressed and enhanced 911 deployed. Rufledt offered support and technical assistance and will keep the board posted.

Rufledt briefed the board about a 911 surcharge remittance issue in Corson County. The Corson County auditor advised a provider operating in Corson County owes about a years' worth of 911 surcharge and has recently stopped responding to communications on the issue. Rufledt advised he may be turning the issue over to Howell in the near future.

THOR is a mobile PSAP service from Intrado. Rufledt reached out to ND per the boards' direction from the last meeting. ND has acknowledged and will be meeting to discuss the issue in the near future.

Rechtenbaugh asked the Operations Subcommittee if they would be able to assist with obtaining or drafting some sample policies. Several PSAPs have asked for sample policies related to any of the policy requirements outlined in the 911 Admin Rules. Presently Rechtenbaugh has been directing them to the NENA website.

The next board meeting is October 30<sup>th</sup> at 10AM central time at Cedar Shore in Oacoma.

**XVI. Adjourn**

Motion: To adjourn.

Moved by: Serr      Seconded by: Jaeger

Discussion: None

Motion carried unanimously.

Meeting adjourned at 2:09pm central time.