



SOUTH DAKOTA 9-1-1 COORDINATION BOARD

MEETING MINUTES FOR JANUARY 22, 2015

VIA TELECONFERENCE

Board members present: Brown, Haines, Harding, Jaeger, McPeek, Miller, Rufledt, Sawvell, Serr

Board Members Absent: Turbak

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

Others present: Leah Rafferty (Spearfish PD), Daren Ketcham (Metro 911), Julie Wegener (Lake County 911), Maria King (DPS)

I. Call to Order and Roll Call

The meeting was called to order at 10:02am CDT by Rufledt. Roll call was taken and a quorum was present.

II. Approval of Agenda

Motion to approve the meeting agenda with changes noted.

Moved by: Serr Seconded by: Sawvell

Discussion: None

Roll call vote: 8 yeas (Brown, Haines, Jaeger, McPeek, Miller, Rufledt, Sawvell, Serr), 0 nays. Motion carried unanimously.

III. Approval of Meeting Minutes

Board member Harding joined the call.

Motion to approve December 11, 2014 meeting minutes.

Moved by: Brown Seconded by: Jaeger

Discussion: None

Roll call vote: 9 yeas, 0 nays. Motion carried unanimously.

IV. Contract Amendments

A. TCS Contract – PBX Handsets

An amendment to increase the total contract amount to include the cost of the PBX handset option. This amount was not originally included in the total contract, but should have to allow the board to exercise that option. The amendment would also remove the language identifying it as an option.

Motion to approve TCS Contract Amendment 1 with changes as presented.

Moved by: Harding Seconded by: Haines

Discussion: Clarification if the amounts listed in the PBX handset section were previously listed in the contract. Rechtenbaugh confirmed the recurring and non-recurring dollar amounts were specified in the original contract, but they were not included in the overall contract total.

Roll call vote: 9 yeas, 0 nays. Motion carried unanimously.

B. Project Management Contract

We recently noticed a wording conflict in the LR Kimball project management contract that made it impossible for Kimball to bill for the Project Management services during the first year. We would like to correct the wording to allow them to bill for the services they are providing.

Motion to approve the Kimball amendment #2 as presented.

Moved by: Serr Seconded by: Miller

Discussion: Harding asked if BIT need to sign this amendment. They did not sign the original contract so they are not included as a signatory on this amendment.

Roll call vote: 9 yeas, 0 nays. Motion carried unanimously.

V. PSAP Users Agreement

At a previous meeting we provided you with a draft PSAP Users Agreement for you review. Since then we have continued to edit the document to get to the final draft you have today. It is necessary for all PSAPs wishing to come onto the state system to sign the agreement.

Jaeger asked who would decide who would pay for the replacement of any damaged equipment as mentioned in item 9c. The board would have the final say as to who is responsible for the cost. Harding asked if the board or a DPS representative would need to have a signatory line on the agreement as well. It began as just a user's agreement with things the user needed to agree to, but there is some mention of things the board/state is agreeing to as well so the additional of the board chair signature line would be appropriate. The DPS secretary signature line will not be added, and Rechtenbaugh will visit with the secretary.

Motion to approve the agreement with the changes as specified and inclusion of the board chairman signature block.

Moved by: Miller Seconded by: Harding

Discussion: None.

Roll call vote: 9 yeas, 0 nays. Motion carried unanimously.

Motion to authorize the board chairman to sign the PSAP user agreements on behalf of the board.

Moved by: Haines Seconded by: Jaeger

Discussion: None

Roll call vote: 9 yeas, 0 nays. Motion carried unanimously.

VI. Charles Mix MOU for GIS Data

Charles Mix County Commission would like the board and GeoComm to sign the provided MOU and then they will release their data for 9-1-1 use. Harding asked if this was necessary. Rechtenbaugh reported that no other counties in the state have requested an MOU to release the 911 data. Jaeger stated the MOU is common practice for the counties and he felt the board should sign the document as the county has requested.

Motion to approve the MOU with Charles Mix County and authorize the board chairman to sign.

Moved by: Jaeger Seconded by: Brown

Discussion: None.

Roll call vote: 9 yeas, 0 nays. Motion carried unanimously.

VII. Governance Document

At our last meeting I told you about the first meeting of the network management focus group facilitated by LR Kimball in Ft Pierre. Kimball compiled the information collected from the meeting held last month. This draft report was shared with Rechtenbaugh, Ruffledt, Howell, and Serr and Kimball held a conference call to discuss the draft to ensure it encompassed everything that was discussed at the focus group meeting. Kimball then took that draft, revised it based on feedback and finalized the draft to be sent to the focus group.

This document was sent to the focus group this morning along with an invitation for a group conference call next week. This will be the first of several conference calls with the focus group. The group will review the draft and make suggestions/ changes and have a discussion about the draft. The number of focus group meeting calls will be determined by the progress made on each call and how many changes are needed at each iteration. Kimball will take the feedback gathered during these calls and put together a formal recommendations report to be reviewed and finalized by the focus group members and shared with the Board once completed.

VIII. Butte County Grant Agreement Extension Request

The Butte County PSAP had submitted a grant that was approved and funded last year in the amount of \$50,000 to assist them with the purchase of a new voice logger and radio console that is compatible with their new Viper CPE. The grant agreement expired on January 5th. Butte County has now completed the project and has requested the grant funds. The grant agreement would need to be extended by 90 days to allow time for them to submit the necessary paperwork and receive the reimbursement.

Motion to extend the grant agreement with Butte County by 90 days.

Moved by: Serr Seconded by: Haines

Discussion: None

Roll call vote: 9 yeas, 0 nays. Motion carried unanimously.

IX. Other Business

Next meeting date: Thursday, February 12, 2015 at 10:00am central time location to be determined. Due to the start of legislative session in Pierre, state rate hotel rooms are a bit harder to come by, so Rechtenbaugh will check availability in Oacoma for the February meeting.

X. Public Comment

There was no public comment.

XI. Adjourn

Motion to adjourn the meeting.

Moved by: Brown Seconded by: Miller

Discussion: None

Roll call vote: 9 yeas and 0 nays. Motion carried unanimously.

Meeting adjourned at 11:04am central time.