



SOUTH DAKOTA 9-1-1 COORDINATION BOARD

MEETING MINUTES FOR AUGUST 14, 2014

VIA TELECONFERENCE

Board members present: Falken, Haines, Harding, Jaeger, McPeek, Ruffledt, Sawvell, Serr, Turbak

Board Members Absent: Price, Krause

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

Others present: Sara Weston (LR Kimball), Jim Quinn (Quidfit, LLC)

I. Call to Order and Roll Call

The meeting was called to order at 10:00am CDT by Ruffledt. Roll call was taken and a quorum was present.

II. Approval of Agenda

Motion to approve the meeting agenda.

Moved by: Harding Seconded by: McPeek

Discussion: None

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

III. Approval of Meeting Minutes

Motion to approve July 3, 2014 meeting minutes.

Moved by: McPeek Seconded by: Haines

Discussion: None

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

IV. Board Member Terms Renewed

Haines, Falken and Harding were all re-appointed for a three-year term on the board. The Service Provider board seat is still vacant and Rechtenbaugh is collecting names for submission to the Governor.

V. Approval of NG911 Project Management Contract

The board was provided with a draft contract for NG911 project management. The contract is for maximum amount of \$334,489 for 2 years with a 2 year optional extension starting on Sept. 1, 2014. The contract is with LR Kimball to support the state with the implementation and deployment of the NG911 system. A board member commented that while this is a large investment it is also a very important investment. At this stage of the project we don't want to drop the ball and let the system fail during implementation.

Within the two years of the contract we think we will have the ESInet up and running, all PSAPs on the network, GIS data collection completed and we are routing calls spacially. This is a goal, but what we are striving for.

Move to approve the NG911 Project Management contract with LR Kimball.

Moved by: Falken Seconded by: Haines

Discussion: None

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

VI. NG911 Project Update

The review committees met with the selected vendors to begin contract negotiations. We hope to have contracts ready for review and approval of the board in early September.

VII. Coordinators Report

A. 2013 Financial Report Summary

A summary of the financial reports gathered from the counties and PSAPs was provided to the board. The report is for calendar year 2013. Twenty-eight PSAPs and 45 counties submitted reports as required by statute. Robert's County did not submit a report. Day County submitted their report in July after contact was made by a board member. Surcharge distributed to counties and PSAPs in calendar year 2013 was \$9.7 million compared to a reported \$9.1 million in 2012. 911 expenditures reported were \$22.2 million compared to \$21.2 million in 2012. Based on these numbers, 43% of the total statewide 911 costs are funded by the 911 surcharge. The PSAPs reported a total of 311 full/part time employees working in 2013 compared with 329 in 2012. The total number of 911 calls reported statewide was 297,270 (346,954 in 2012). One county reported non-allowable wages during 2013 compared to 23 counties/PSAPs in the previous year. Other areas of non-compliance in 2012 were street name signs or non-allowable communications equipment. Each of the respective counties or PSAPs were notified of the error last year and for 2013 no further non-compliance issues were noted in those areas.

Rechtenbaugh will post the Financial Report Summary document to the 911 webpage. In addition, the board would like the PSAP Compliance Review Report summary to be posted as well.

B. 911 Annual Report

The 911 Annual Report was completed and submitted to the Governor's Office, the Legislature and the Government Operations and Audit Committee as required by state statute. The financial information I just highlighted was part of that report along with updates on the NG911 project, revenue collection and distribution reports, promulgation of rules, and PSAP compliance with administrative rules.

C. FCC Report

The FCC report was due July 31st. The report questions were almost identical to last year so there was very little change to the content of the report. The focus of the report is related to surcharge collection and how those dollars are disbursed and allowable expenditures.

Jaeger left the meeting.

D. PSAP Compliance Review Report

This report shows the results of the most recent compliance review for each PSAP. Twelve PSAPs were 100% compliant, 11 PSAPs had at least one area of non-compliance and 6 PSAPs have not yet been reviewed.

As discussed at the last board meeting, a copy of the applicable review report was sent to the county commission in Miner, Moody, Marshall, Roberts, Lake, and Spink counties on July 25th. I have since heard from Miner, Day, Moody and Lake counties with follow up questions. Miner County has requested I come and present to the commission on September 2nd.

The 11 non-compliant PSAPs were found to have varying degrees of non-compliance. 8 were non-compliant with rule 50:02:04:05 (3) written procedure for a back-up PSAP. 6 were non-compliant with rule 50:02:04:03

(1) Policy requiring fire and LE protocols and 6 were non-compliant with rule 50:02:04:05 (4) computer security and preservation of data.

The PSAPs found to be least compliant with administrative rule were Roberts, Moody, and Miner counties. Chart on Pg 13 of Annual Report.

VIII. Other Business

Next meeting date: Monday, September 8, 2014 at 10:00am central time via conference call. The Annual Board meeting is scheduled for October 9th and will be held in Pierre. A board chair and vice chair will be elected at that meeting. Rechtenbaugh will visit with the members of the nominations subcommittee in preparation for the Annual Meeting.

Rechtenbaugh will work with Terry Woster at DPS to write up a media release related to the Project Management contract once it is signed.

The Dakota 911 Conference is scheduled for September 16-18th. Haines has reserved 8:00am on Thursday, September 19th for a NG911 presentation. Rechtenbaugh will work with Weston to prepare the presentation.

IX. Public Comment

There was no public comment.

X. Adjourn

Motion to adjourn the meeting.

Moved by: Serr Seconded by: Harding

Discussion: None

Roll call vote: 8 yea's, 0 nay's. Motion carried unanimously.

Meeting adjourned at 11:22am central time.