



SOUTH DAKOTA 9-1-1 COORDINATION BOARD
MEETING MINUTES (DRAFT) FOR OCTOBER 24, 2016
SDACC, PIERRE, SD

Board members present: Brown (by phone), DeNeui, Haines, Jaeger, McPeek, Miller, Reinesch, Ruffedt, Sawvell, Serr

Board Members Absent: Harding

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

Others present: Jenna Howell (DPS), Mark Mills, Greg Dean (SDTA), Tony Mangan (DPS), RD Porter (LR Kimball),

I. Call to Order and Roll Call

The meeting was called to order at 11:00am CDT by Ruffedt. Roll call was taken and a quorum was present.

II. Approval of Agenda

Motion to approve the meeting agenda with changes noted.

Moved by: Haines Seconded by: Miller

Discussion: None

Vote: 10 yeas, 0 nays. Motion Carried unanimously.

III. Approval of Meeting Minutes

Motion to approve the July 26, 2016 meeting minutes.

Moved by: Jaeger Seconded by: McPeek

Discussion: None

Vote: 10 yeas, 0 nays. Motion carried unanimously.

IV. Election of Chair and Vice Chair

Jaeger reported the nomination committee supported Ruffedt and Serr serve another term as Chair and Vice Chair respectively.

Motion to cease nominations.

Moved by : Reinesch Seconded by: Miller

Motion to elect Ted Ruffedt, Jr as the chair.

Moved by: Brown Seconded by: Haines

Discussion: None.

Motion to elect Kelly Serr as vice chair.

Vote: 10 yeas', 0 nays', and 1 abstention (Ruffedt). Motion carried.

Motion to elect Kelly Serr as the vice chair.

Moved by: McPeek Seconded by: DeNeui

Discussion: None.

Vote: 10 yeas', 0 nays', and 1 abstention (Serr). Motion carried.

Haines commented she was grateful for the work of Ruffedt and Serr in their roles. We appreciate the investment of their time and the effort it takes to keep the project moving forward.

V. Mark Mills Contract Proposal

For the boards consideration is a draft consultant contract with Mark Mills in the amount of \$15,000 over a one year time period. Mark is retired and a former 911 professional. We would like to have Mark do some additional support work for the board especially related to the NG911 project and compliance visits.

Motion to approve the consulting contract with Wild Turkey Enterprises.

Moved by: Haines Seconded by: Serr

Discussion: None.

Vote: 10 yeas', 0 nays'. Motion carried.

VI. NG911 Project Updates

A. GeoComm Project

GeoComm is in the process of geocoding – using the GIS data and matching it against the statewide MSAG and ALI records. This will provide us with an update-to-date picture of county's condition of GIS data. This will be completed by the end of the week and GeoComm will provide report to State at our regular meeting in November.

GeoComm is contacting the counties that have not provide a GIS data upload into the SD DIMES system to determine what type of assistance might be needed. Once those counties are contacted, GeoComm will contact those counties that have only uploaded once to encourage a new upload. GeoComm will work with the State on setting goals for GIS data readiness for the NG9-1-1 system. There are several counties in the State that rely on vendors to maintain data, GeoComm continues to work with those vendors as well as provide an update to the counties on status of GIS data and to provide an assistance using the SD DIMES system.

Ruffedt mentioned this is a work in progress. It is a huge project and GeoComm is doing a nice job for us. We hope to have the data at the appropriate level by next fall so we are ready to start using it for call routing in the NG911 environment. Jaeger asked how the Planning Districts are doing with their data submission. The districts have uploaded data and GeoComm is reviewing their data and in touch with them. Ruffedt mentioned this can be a daunting project especially for some of our smaller counties. It is important to remember we are looking for progress not perfection.

B. Network Users Group

The network users group meets via teleconference each month. A resource for any PSAPs getting cut over. They made the FAQ document to assist PSAPs.

The Dakota 911 Conference in Spearfish was in September. Rechtenbaugh and Ruffedt along with Comtech staff presented two sessions. One on Text to 911 and the second was a NG911 project overview. We had a nice turn out for both sessions. Haines asked when we are scheduled for the next xT911 system update. SU7 & 8 was scheduled for Nov. 2nd, but we just got notice from Comtech that it will be postponed due to an issue they have discovered in the release. They will notify us when it has been fixed and ready to be installed.

C. LR Kimball Contract Update

The LR Kimball joined Federal Engineering on October 17. Federal Engineering is a privately held company which LR Kimball was previously. Staff tell us we shouldn't expect any major changes in service.

D. CPE and ESInet Project

1. Project Update Document

The Comtech project summary document was reviewed by the board. The next scheduled cutover to xT911 is Clay Area Emergency Services later this week. Roberts County was rescheduled in November, but as of Friday had to be cancelled. The last cut for the year will be Spink County in December.

Rufledt pointed out that even after all 28 PSAPs are on the ESInet, there will still be 5 places in the state that are not. This includes the four tribally run PSAPs and Ellsworth Airforce Base.

Brown mentioned there are still questions about how the connectivity will work. Rufledt stated we have had multiple discussions with Eric Erickson with SDN and believe we have answered all questions proposed to us. Any connection costs incurred by the independent telcos for connecting to the ingress point should be billed to the PSAP as they are today. This is not a statewide cost that the board will take on.

Haines asked what PSAPs can expect to see for a reduction in their costs once cut over to the ESInet. At that point the PSAP can remove the CenturyLink circuits. The significant cost reduction will likely be the CenturyLink bill for most. You will still get a bill from them for some services though. If a PSAP gets bills from other independents then those likely will continue. When a PSAP cuts to the ESInet they will want to wait for a period for soak and then can look to pull the old circuits out about a month later. The PSAP will need to notify CenturyLink when they are ready to do that. Haines clarified that when her PSAP is cut over, then sometime after that the counties she serves would start to see a cost savings.

2. Proposed Amendment to Comtech Agreement and PSAP Payment Agreement

We have a proposed Comtech contract amendment for the board to review. This amendment would allow PSAPs to be able to request services and equipment beyond the original NG911 project (For example the addition of a workstation after they have already been cut over or moving workstations or other equipment.) Comtech requires this happen under the current state contract since the state is the customer. The PSAP would submit a change order to the state for approval, the PSAP would need to sign a payment agreement and then Comtech will do the work and bill the PSAP. Should the PSAP not pay the bill, Comtech will then bill the state for the work. The state would then seek reimbursement from the PSAP based on the signed payment agreement.

Motion to approve Amendment #3 to the NextGen Communications, Inc. contract increasing the total contract by \$75,000.

Moved by: Reinesch Seconded by: Miller

Discussion: None.

Vote: 10 yeas, 0 nays. Motion carried.

Motion to approve the payment agreement with signature blocks.

Moved by: Miller Seconded by: Haines

Discussion: Serr inquired if this document needed to have a signature block. Howell stated it does and will add a spot for Board Chair, DPS Secretary, PSAP and a county or city representative.

Vote: 10 yeas', 0 nays'. Motion carried.

3. Maintenances

PSAPs receive notice from Rechtenbaugh for upcoming maintenance that is service impacting. These maintenances could be for Comtech or SDN. Ruffedt explained that prior to the NG911 project, maintenance on the legacy network was pretty infrequent. We need to make the PSAPs aware that there is a lot more maintenance on a broadband network. Some of the PSAPs have inquired about the maintenance as it is not what they are used to on the old legacy network. Miller asked if there is a backup person notified for each maintenance besides Rechtenbaugh. Today there is not. Rechtenbaugh will explore a plan for a backup person at DPS and let the board know at a future meeting. Ruffedt suggested maybe it could be Maria King at DPS since she handles the Zuercker maintenances. Ruffedt and Serr could be included on the notices as well as a tertiary back up.

VII. Surcharge Sunset

The Department of Public Safety submitted a draft bill to repeal the 911 surcharge sunset clause to the Governor's Office for consideration. The board has worked to pull together financial information about the impact of the surcharge sunset which would take affect 7-1-2018 and reduce the surcharge from \$1.25 to \$1.00. Jaeger stated he has talked with a few legislators who gave their support of repealing the sunset to ensure on going funding for NG911. Serr asked when we would hear from the Governor's Office about possibly moving forward with the bill this session. Howell said it would be middle November. Serr stated the board members would each need to contact their local legislators to ask for their support of the bill. Howell stated once we hear from the Governor's Office we will let the board know so they can help support the bill if we are moving forward. McPeek asked if the proposed bill is just to remove the sunset and not change the current distribution. Howell reported that current bill is just to remove the sunset clause with no other changes. McPeek suggested we should consider changing the incentive amount. Howell stated the deadline has passed for department bill submission so we could not consider doing that this year. Ruffedt suggested we probably need to address the sunset issue first and then we can always look at changing the disbursement formula later if the board agrees. McPeek mentioned the board should look at the reserve funds that many counties are sitting on and don't have a PSAP to operate. He feels the board may need to look at this area and come up with a plan to move those dollars out of reserve. McPeek report his center continues to have to put a larger and larger percentage of funds in to run the center and at some point they are going to need to get more of that from their contracting counties. Serr asked if he has went out to these other counties to increase your contract with them. McPeek reported they will require 100% of the 911 surcharge each county gets next year. Serr stated sometimes it is harder for the smaller counties to spend the dollars based on the rules the board has created so we need to be careful about how we address this. Ruffedt suggested McPeek should be sure to remind the counties they serve that even with 100% of their county surcharge, it is only covering about 45% of the total cost to run the PSAP. Jaeger mentioned we need to remember the county still has some 911 costs even if they don't operate a PSAP, such as trunk costs. If they are paying all of their surcharge to their contracted PSAP, then those counties have to find general funds to pay for their local 911 expenses and that isn't easy for them.

VIII. Annual Report to the Governor

Annual Report to the Governor was presented for the board to review. Haines asked where we are at with those PSAPs who are non-compliant with administrative rule. Are we conditionally saying they cannot come onto the NG911 until they are compliant. We are making a big investment and it seems inappropriate to do that if they aren't meeting the administrative rules. Ruffedt stated we have not taken this stance and could not do that at this point. In addition the legislature did not give the board enforcement authority of the

administrative rules. Ruffedt suggested that once all are on NG911 if we still have a few who are not compliant and NG911 didn't fix their issues, then we might need to go to the legislature for direction.

Motion to approve the 2016 Annual Report as presented with edits discussed in the meeting.

Moved by: Serr Seconded by: Miller

Discussion: None.

Vote: 10 yeas', 0 nays'. Motion carried.

IX. Condition Statement and Collections Report

If you look at the condition statement, you will see the 2% prepaid revenue for September was \$223,886. The share of the \$1.25 surcharge which goes to the 911 Coordination Fund for September was \$190,785. Total balance in the 911 Coordination Fund is \$7,194,568.

As you can see these revenue numbers do not fall in line with our usual monthly revenues. On Sept 13th we were notified by the Department of Revenue that the Wireless & 911 Surcharge fees submitted to us for the August period contain errors. The errors stem from one large telecommunication company and are as follows:

1. The amount reported as Wireless Sales was incorrectly inflated. The error results in approximately \$133,000 more than should have been reported.
2. The number of lines reported for Minnehaha County was short by approximately 110,000 lines.

The company is working to make corrections to the filing & I hope to receive the corrections during the month of September. The expected result will be:

1. A reduction in the amount of Wireless surcharges.
2. An increase in the 911 Surcharge for Minnehaha County.

Then on September 30th Department of Revenue said they had processed the corrections received from the telecommunications company that made errors reflected in your last report. The corrections will come through on the next report we send to you through our normal transmission process.

The corrections do not result in any additional surcharge fees owed by the telecommunications company but it does reallocate the fees previously reported. The Prepaid Wireless 911 Surcharge will be reduced by \$131,036.25. All counties will see a small correction (some positive some negative) in their surcharge fees. Two counties will see larger corrections:

- City of Sioux Falls, Lincoln Co additional \$21,398.50
- Minnehaha additional \$101,347.75

These corrections are consistent with this telecommunications company's previous reporting. I have attached a spreadsheet showing the corrections by county.

1:06pm Brown had to drop off the call.

Ruffedt asked what the capital outlay in July and September was for and why personal services in September was higher. How is Rechtenbaugh's time paid now. Does a portion of it get paid from the 911 fund and a portion elsewhere with the new job duties? Rechtenbaugh will follow up with finance and report back to the board.

Comparably if you look at the Collections Report you will see these revenue amounts reflected under the July Remitted column. The first shaded grey line highlights the share of the \$1.25 surcharge and the second shaded grey line is the 2% prepaid revenue which both go to the 911 Coordination Fund.

X. Other Business

Next meeting date. Thursday, December 8, 2016 at 10am central time via teleconference. The draft 2017 meeting schedule will be used unless something comes up requiring a change in one of the dates. Rechtenbaugh will send out calendar invites to the board.

Jaeger reported that he has taken a new position with SDACC board. He will be resigning from the 911 Coordination Board after the November election. He said it has been a tremendous experience and he has learned along. Once the resignation is official, Rechtenbaugh will work with the SDACC to request a list of names as possible folks to finish out Jaeger's term.

XI. Public Comment

There was no public comment.

XII. Adjourn

Motion to adjourn the meeting.

Moved by: McPeek Seconded by: Deneiu

Discussion: None

Vote: 9 yeas, 0 nays. Motion Carried unanimously.

Meeting adjourned at 1:17pm central time.