

South Dakota 9-1-1 Coordination Board

Meeting Minutes for September 30, 2010 – 10:15 AM Central
South Dakota State Capitol Building – Room 412
500 East Capitol Avenue, Pierre, SD 57501

Board members present: Barthel, Carmon, Falken, Haines, Rufledt, Sawvell, Sebert, Serr, Tucholke, Turbak, Turman

Board members absent: Goldschmidt

Staff present: Michael Houdyshell (9-1-1 Coordinator, DPS Attorney)

Others present: Tom Sandvick (Lawrence Co. 9-1-1), Paul Schueth (Winner Police Department), Roni Phillips (Winner Police Department), Bob Wilcox (SD Association of County Commissioners), Senator Corey Brown, Bob Grandpre (Pierre PD), Julie Wegener (Lake Co. 911), Jack Day, Greg Dean (South Dakota Telecommunications Association), Edie Jennings (Pierre PD PSAP).

I. Call to Order & Roll Call

Meeting called to order at 10:15 AM by Chairperson Rufledt. Roll was taken and a quorum was present.

II. Approval of Agenda

Motion to approve agenda.

Moved by: Carmon Second by: Sebert

Discussion: None

Conclusion: Motion carried unanimously.

III. Approval of August 31, 2010 Meeting Minutes

Motion to approve meeting minutes.

Moved by: Barthel Second by: Haines

Discussion: Carmon pointed out some typographical errors that will be corrected by the 911 Coordinator prior to releasing the final minutes.

Conclusion: Motion carried unanimously.

IV. Public Comment

None

V. Report of Department of Legislative Audit regarding county surcharge usage

Marty Guindon and Russ Olson from DLA were present and discussed the department's findings of its preliminary "educational audits" of 27 counties and 1 PSAP. Copies of the department's report were distributed to all board members, and additional copies were made available for members of the public in attendance.

VI. Report of Funding Subcommittee

Turbak reported on the Funding Subcommittee's meeting wherein Turbak, Haines, and Houdyshell agreed to complete an informal analysis of the surcharge data. Turbak stated that the initial analysis is due to Houdyshell on or before October 15. Houdyshell will then compile the information into a report to be presented to the entire board at a later date.

Rufledt, Jr. reminded the board that the purpose of the informal analysis was to have a benchmark to compare with the consultant's report.

VII. Report of Operations Subcommittee

Falken explained that the subcommittee had met previously to discuss a potential Liaison position to conduct onsite PSAP visits and rules compliance checks. Haines elaborated on the proposal.

Sebert commented that there should only be one position for purposes of continuity. Falken commented on the need to get the Liaison program started prior to final rule implementation. Serr commented that the position should help PSAPs with compliance, rather than just being the "compliance police." Falken ended the discussion with an invitation to the board to be thinking about who could fill the position so the right applicants can be identified.

VIII. Discussion and potential action on Winbourne & Costas, Inc. contract for 911 Surcharge project

Houdyshell discussed the contract negotiations with Winbourne & Costas, Inc., and explained that the consultants wanted to travel to South Dakota for a kick-off meeting in Rapid City on October 7th. During their visit, the consultants will visit a few PSAPs to gain a better understanding of 911 operations in SD. The agreed upon contract amount is equivalent to the amount proposed in consultant's Proposal to the Board's RFP.

Motion to approve contract with Winbourne & Costas, Inc.

Moved by: Barthel Second by: Tucholke

Discussion: None

Conclusion: Motion carried unanimously.

IX. Coordinator's Report

Houdyshell discussed the most-recent 911 coordination fund condition statement. A question about the \$2,002 capital asset expenditure came from the Board. Houdyshell replied that the expenditure was for an upgrade to the Coordinator's computer equipment.

X. Other Business

None

XI. Adjourn

Moved by: Sebert Second by: Carmon

Discussion: None

Conclusion: Motion carried unanimously.

Meeting adjourned at 11:28 a.m.