

911 Coordination Board Meeting

George S Mickelson Law Enforcement Training Center

Commission Room

1302 East Highway 14, Pierre SD

February 12, 2009

Board Members Present:

Doug Barthel, Jeff Carmon, Lou Sebert, Dennis Falken, Bill Floyd, Marlene Haines, Ted Ruffedt, Jr., Jody Sawvell, Tracy Turbak, Kristi Turman, Matthew Jorud for Ron Goldschmidt

Board Member Absent:

Jason Bechtold

Coordinator Present:

Lee Axdahl

Department of Public Safety Staff & Guests Present:

Michael Houdyshell, Cindy Jungman, Daren Ketcham

I. Call to Order

Ted Ruffedt, Jr., Chair, called the meeting to order at 10:00 am, February 12, 2009, and roll call was taken.

II. Adoption of February 12, 2009 Agenda

No changes to the agenda were discussed.

Motion: Motion by Lou Sebert and seconded by Marlene Haines to accept the agenda.

Conclusion: The motion carried.

III. Approval of December 11, 2008 Meeting Minutes

No changes to the minutes were discussed.

Motion: Motion by Lou Sebert and seconded by Marlene Haines to approve the minutes.

Conclusion: The motion carried.

IV. Discussion of PSAP Audit Criteria

Marty Guindon, Auditor General, Department of Legislative Audit, briefed the board on the many different aspects discovering what funds are collected for 911 services and how they are used. This discovery process is important for the board and its subcommittees to do their assigned tasks.

Legislative Audit recently became aware of their duties under 34-45-20(6) requiring performance audits of the 911 monies at the county level. Senator Ed Olson, who added the audit criteria to SB143 told Guindon that the intent of the language was to ensure that 911 funds would be used appropriately.

Guindon believes a compliance audit is more appropriate to the situation and not a performance audit as mentioned in statute. This opinion is based on his conversations with Olson and others.

Guindon stated he believes the board must establish uniform standards to set appropriate criteria for spending the 911 surcharge monies so that auditors can effectively perform their duties and also to determine if revenues (surcharge funding) are at an appropriate level to fund the activity.

DLA has a staff of 12 and wishes to do audits when they are "there" on a scheduled basis.

Guindon defined what he would like to see in terms of specificity for accounting purposes. He was questioned about the appropriateness of the 911 Coordinator to gather some early PSAP financial information. Guindon agreed that this would be a very good idea to begin establishing criteria.

After a five minute break, Chairperson Ruffedt requested that the board give the 911 Coordinator some direction on collecting financial information from the counties and PSAPs.

Motion: By Tracy Turbak and seconded by Lou Sebert to have Funding subcommittee to begin work on Legislative Audit criteria.

Conclusion: Motion carried.

V. Review Proposed Bylaws for 911 Coordination Board

911 Coordinator presented a draft bylaws document. Several changes based on definitions and board procedures, including the recruitment and replacement of board members, were suggested and the document will be redrafted for presentation at the next board meeting.

(The board took a brief break at this point to get lunch and bring it back to the meeting for a working lunch.)

VI. Report of the Operations Subcommittee

The board heard the report of the first meeting of the subcommittee from Co-chairpersons Marlene Haines and Dennis Falken. The subcommittee submitted a multi-page document of operating guidelines for discussion.

Some discussion of whether any potential guidelines or standards would duplicate state law. If some standards are already a law, and the standards have to go through an administrative rule process, then it isn't likely something we want to reinvent.

Additional discussion that because the administrative rule process is so potentially intense, that we select our standards carefully and define them succinctly so nothing gets hung up in the procedural process.

Chairperson Ruffledt believes that each member of the board needs to go over the working documents from each subcommittee and get their comments to the subcommittee chairs for further refinement of potential standards. He also suggested that we come out with a package of a dozen or fifteen standards rather than making a rather large splash.

Discussion of how standards and funding are so closely intertwined.

Ruffledt reasserted that the board members need to review standards and determine two things. First, determine which standards are so critical that they need to be acted upon in the first go around and second, of those proposed

standards in the next 18 months, are there any questions or clarifications that each board member would like to make about the proposed standard.

Consensus of board that such comments be filed with each subcommittee chairperson by March 1, 2009.

VII. Report of the Technical Subcommittee

Co-chairperson Jeff Carmon summarized the teleconference meetings held by the subcommittee members and presented a written summary to the entire board. The subcommittee is in the process of flushing out the standards first proposed by the stakeholders group.

May have to redefine E-9-1-1 so that the law is very specific and unambiguous with regard to the July 1, 2010 deadline currently legislated. We need to clarify or enhance the current definition.

Discussion of two-way radio communication capabilities. This item came out of both operations and technical subcommittees. Following discussion, subcommittee members and board members agreed that two-way radio communications ability is essential at PSAP level.

Same process with operations committee, please provide comments to chairpersons by March 1, 2009.

VIII. Report of the Funding Subcommittee

Tracy Turbak outlined discussion of the recent funding subcommittee at the Sioux Falls Law Enforcement Center conference room. The need for a board budget was discussed. The subcommittee estimates approximately \$140,000 in annual revenue. But that number could drop significantly based on the uncertainty of the wireless ownership structure in the state.

Grant opportunities to the board were also discussed as were grant obligation activities of the board. These items are topics of ongoing discussion.

Additional discussion of Prepaid Remittance Method C and how it there may be some concern that the method is being misapplied by some wireless companies.

Lee Axdahl asked that OnStar be moved up to this discussion from its current position on the agenda. Board consensus to combine agenda item twelve into

this discussion. Axdahl updated board on his current and future efforts to bring OnStar, Jitterbug, and other such prepaid services into the remittance activity.

Discussion that the primary mission of the funding subcommittee be focused on: [1] determining what are proper expenditures of surcharge monies and [2] determining audit criteria and [3] setting a preliminary budget for the board.

Comments to funding subcommittee due as with the other two subcommittees.

Motion: Moved by Marlene Haines and seconded by Lou Sebert to draft a friendly letter to send to the PSAPs to determine the last four quarters of surcharge usage and the budget.

Discussion: Expenditures and budgets and financial reports are all different and may offer a different snapshot on what is actually occurring at the PSAP. Draft to be reviewed by the funding subcommittee and make any adjustments prior to sending it out.

Conclusion: Motion carried.

IX. Discussion of Two Way Radio Minimum Standards at PSAP

Item came up at both Operations and Technical subcommittee meetings and this topic had been an issue at the PSAP level in the past. The board consensus is that two way radio communication between the PSAP and the first responding agency is of critical importance. Cellular communication is not to be considered two way radio communication.

X. Report of Coordinator Activities

Lee Axdahl updated the board on several items including the Governor's annual report which he drafted for Ted Ruffledt's signature, the prepaid wireless remittance report, the 9-1-1 State Plan progress report, the NTIA and OEM grant programs and discussion of statewide visits.

No motions needed on OEM grant or other coordinator activities at this point.

XI. Discussion of Other Wireless and Internet Services

Ted Ruffledt updated the group on Vonage remittances to PSAPs which are just now beginning. No further discussion necessary on any other items.

XII. Discussion of Committee Action & Legislative Agenda

Already covered by other discussion.

XIII. Other Business

Shared KELO story of baby delivered with assistance of 911 telecommunicator at Sioux Falls PSAP.

XIV. Adjourn