

# 911 Coordination Board Meeting

George S Mickelson Law Enforcement Training Center

Commission Room

1302 East Highway 14, Pierre SD

April 9, 2009

## **Board Members Present:**

Jeff Carmon, Lou Sebert, Dennis Falken, Marlene Haines, Ted Rufledt, Jr., Jody Sawvell, Tracy Turbak, Kristi Turman, Matthew Jorud for Ron Goldschmidt, Jason Bechtold

## **Board Members Excused:**

Doug Barthel, Bill Floyd

## **Coordinator Present:**

Lee Axdahl

## **Department of Public Safety Staff & Guests Present:**

Michael Houdyshell, Cindy Jungman, Tom Sandvick

## **I. Call to Order**

Ted Rufledt, Jr., Chair, called the meeting to order at 10:00 am, April 9, 2009, and roll call was taken.

## **II. Adoption of April 9, 2009 Agenda**

Chairperson Rufledt requested the addition of 7A Technical report and 7B Board Priorities be added to the agenda.

**Motion:** Motion by Lou Sebert and seconded by Dennis Falcon to accept the agenda as amended.

**Conclusion:** The motion carried unanimously.

### **III. Approval of February 12, 2009 Meeting Minutes**

No changes to the minutes were discussed.

**Motion:** Motion by Tracy Turbak and seconded by Jeff Carmon to approve the minutes.

**Discussion:** None.

**Conclusion:** The motion carried unanimously.

### **IV. Discussion of Coordination Board Budget**

Cynthia Jungman discussed the finances of the 911 Coordination Board and how such finances need to be reported on an on-going basis.

Jungman said the best way to report receipts and disbursements is by means of a condition statement. The condition statement will be maintained by Andrea Tibbs in the Office of the Secretariat at the Department of Public Safety.

After discussion of how to approve ordinary expenses, the following motion was made and approved:

**Motion:** By Kristi Turman that "for the purpose of expenditure approval that the Department of Public Safety representative to the board be the designated individual to approve expenses." Second by Lou Sebert.

**Discussion:** None.

**Conclusion:** Motion carried unanimously.

### **V. Discussion and Adoption of Bylaws for 911 Coordination Board**

Following the review of the proposed bylaws at the February 12, 2009 meeting, appropriate minor changes were made to the document as requested by board members. Changes were also made to accommodate language in statute for replacement of board members.

**Motion:** By Jason Bechtold to approve adoption. Second by Tracy Turbak.

**Discussion:** None.

**Conclusion:** Motion carried unanimously.

## **VI. Report of the Funding Subcommittee**

The funding subcommittee met prior to the board meeting and discussed a number of agenda items.

These items included the board "budget" as previously outlined and clarified by Cynthia Jungman, Director of Administrative Services for the Department of Public Safety.

Also discussed were the current PSAP funding and costs and the methodology to collect the information. Coordinator Axdahl will use the methods discussed in the meeting in his data collection efforts with the counties and PSAPs. There was some discussion of the use of surcharge revenues as it relates to recurring and non-recurring expenses.

*(Lunch Break)*

## **VII. Report of the Operations Subcommittee**

Co-chairperson Haines presented the working document compiled by the Operations Subcommittee for PSAP Standards. The document offers guidance to the collection of information from the PSAPs when the tours of such facilities begin.

Chairperson Ruffedt pointed out some typographical corrections and also clarified some of the language in some sections.

There was some discussion of the proposed Administrative Standard that at least two telecommunicators be on duty at all times. Board member Bechtold said that standard would close down his PSAP.

## **VIII. Discuss 2010 Legislative Priorities**

Members of the board recognize that any proposed legislative activities need to be addressed in a timely manner. As a quasi-state agency, the 911 Coordination Board needs to have proposed legislative items submitted by late summer for approval by the Governor.

It was suggested that a legislative subcommittee be formed with membership of the administrative subcommittee, Jeff Carmon, Lou Sebert and staff members Lee Axdahl and Mike Houdyshell.

**Motion:** Moved by Jeff Carmon and seconded by Marlene Haines to form a Legislative Subcommittee to meet as appropriate.

**Discussion:** None.

**Conclusion:** Motion carried unanimously.

## **IX. Report of Coordinator Activities**

Lee Axdahl reported on four items affecting the board:

1. The South Dakota FCC report has been drafted, approved and submitted to the Secretary of the Commission.
2. The prepaid wireless remittance and collection report shows an increase in receipts for the board along with two new companies who have been added to the program, Jitterbug and LongLines, Inc.
3. Axdahl has scheduled the first of his PSAP touring activities and that schedule was presented to the board.
4. Some discussion of the NTIA grant program.

## **X. Other Business**

None.

## **XI. Public Comment**

None.

## **XII. Adjourn**

**Motion:** Moved by Lou Sebert. Second by Dennis Falken.

**Discussion:** None.

**Conclusion:** Motion carried unanimously.