

# 911 Coordination Board Meeting

St. Charles Hotel & Restaurant Conference Room

207 East Capitol Avenue

June 11, 2009

## **Board Members Present:**

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

## **Board Members Excused:**

Jody Sawvell, Jason Bechtold

## **Coordinator Present:**

Lee Axdahl

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

Michael Houdyshell, Anna Oswald, Rolf Kraft

## **I. Call to Order**

Ted Ruffedt, Jr., Chair, called the meeting to order at 10:00 am, June 11, 2009, and roll call was taken.

## **II. Adoption of June 11, 2009 Agenda**

**Motion:** Motion by Lou Sebert and seconded by Tracy Turbak to accept the agenda.

**Conclusion:** The motion carried unanimously.

### **III. Approval of April 9, 2009 Meeting Minutes**

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

**Discussion:** Jeff Carmon questioned the use of the word Secretariat. Staff explained the usage. No other discussion.

**Conclusion:** The motion carried unanimously.

### **IV. Discussion of New, Exiting and Reappointed Board Members**

Board discussion of statute covering the replacement of expiring board members. Bill Floyd has asked not to be reappointed. Members Turbak and Sawvell are expiring at the end of June 2009 and have asked that they be reappointed. Turman reported that a list of at least ten names will be submitted for each vacancy to the Governor for his determination of who will serve again.

### **V. Discussion of Legal and Calendar issues:**

Mike Houdyshell briefed board members on how much time would be required to complete rulemaking and legislative items and issues. The fall months are extremely busy for Houdyshell. He suggested the board move forward with our rulemaking and legislative issues as quickly as possible. The sooner the board can put together drafts the better. Houdyshell suggested possibilities for posting notices and locations for hearings. The board agreed to take all actions necessary to ensure widespread distribution of proposed rules and other public items.

### **VI. Discussion of Media Releases/Web Minutes/Association Contact**

Chairman Ruffledt asked that the Coordinator work with the Department of Public Safety to ensure that all meeting minutes and other public documents be placed on the appropriate DPS/911 web pages.

He also suggested that the Coordinator contact the SD Association of County Commissioners and the Municipal League to submit articles keeping county and city officials up-to-date on board activities.

Media releases would be coordinated through Brooke Bohnenkamp, the Public Information Officer for the Department of Public Safety.

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

Co-chairperson Carmon reported that the draft document presented to board members should pretty much stand as it is presented. Minor wording changes were discussed.

It was decided that the technical standards be merged with the operational standards and put into one document for consideration by the Legislative Subcommittee.

Discussion of how Funding Subcommittee needs to meet to try and compile findings for the merged document. Subcommittee will attempt to pull everything possible together by the time some of the members meet in Chamberlain at the legislative retreat.

*(Lunch Break)*

## **VIII. Review of PSAP Operating Standards Tour Information**

Members of the board were presented with initial findings of the 911 Coordinator based on his statewide PSAP touring activities.

The first report was the PSAP Initial Financial Information for 2008. The second report a summary document based on the PSAP Operational Standards Tour.

Discussion of the findings included the fact that each PSAP and county has different reporting standards. 911 Coordinator reported that most PSAP operators would like to have a minimum of two operators on duty at all times. It was also apparent that complete financial information may take up to a year or two to gather and complete. There was a suggestion that the board devise a standard financial reporting document.

## **IX. Legislative and Administrative Rule Priorities**

DPS Staff Attorney Houdyshell stressed that any of these activities need to have fairly strict attention paid to them. Because rules are, essentially, as good as statute, it is important that no steps be missed in drafting and execution.

Any proposed legislation needs to be submitted no later than November 2009 for the next session.

Legislative retreat will be scheduled for the end of July in Chamberlain. That group will consist of members Haines, Carmon, Sebert, Ruffedt and Turbak. Staff members Axdahl and Houdyshell will assist.

## **X. Coordinator Report**

911 Coordinator Lee Axdahl reported on the financial condition statement of the board, which showed a balance of \$113,579 as of the end of May 2009. There was discussion of the OnStar issue and a letter has been drafted in an attempt to make the company remit surcharge payments as required by statute.

Axdahl also pointed out that with the current workload, we may wish to consider having additional board meetings, but the reality of that was little or no additional time to coordinate the meetings.

## **XI. Other Business**

Discussion of the annual meeting as outlined in the Bylaws. Discussion of how the Chairperson and Vice-Chairperson are elected. The board directed the 911 Coordinator to work with Mike Houdyshell on revising the Bylaw language to accommodate these issues for presentation and adoption at the next board meeting.

There was also discussion that minutes of the meeting need to be kept by someone other than the 911 Coordinator based on the time and effort required to make them happen on a timely basis.

**Motion:** By Jeff Carmon to execute a contract with an independent party to keep minutes of meetings whenever possible. Second by Doug Barthel.

**Discussion:** None.

**Conclusion:** Unanimous aye.

Discussion of the NTIA/NHSTA grant earmarked to enhance 911 call centers nationwide. \$500,000 has been initially earmarked for South Dakota. The grant requires a 50% match and has a August 4<sup>th</sup> deadline.

**Motion:** By Lou Sebert to approve application for grant funds. Second by Dennis Falken.

**Discussion:** Sebert would like the board to see the application prior to submission of the paperwork.

**Conclusion:** Unanimous aye.

## **XII. Public Comment**

Rolf Kraft, Chairman of the Bennett County Commission discussed the difficulty that sparsely populated rural counties are having meeting their 911 obligations.

Kraft suggested to the board that the surcharge needs to cover responder vehicles and not just communication activities. Kraft, among other topics, suggested that the legislature find a sustainable method to ensure that all counties in South Dakota can meet their 911-related expenses.

Board members questioned Kraft and stated that the statutory goal of the group is to find solutions to some of the problems Bennett County faces.

## **XIII. Adjourn**

**Moved:** Kristi Turman to adjourn. Second by Jeff Carmon.

**Discussion:** None.

**Conclusion:** Unanimous aye.