

## **South Dakota 9-1-1 Coordination Board**

Meeting Minutes for November 30, 2010 – 10:00 AM Central  
Via Teleconference  
Public Listening Location – 118 W. Capitol Ave., Pierre, SD 57501  
South Dakota Department of Public Safety

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

**Board members absent:** Goldschmidt

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

**Others present:** Mike Light, Lynne Hovel

### **I. Call to Order & Roll Call**

Meeting called to order at 10:00 AM by Chairperson Ruffedt. Roll was taken and a quorum was present.

### **II. Approval of Agenda**

Motion to approve agenda.

Moved by: Sebert                      Second by: Carmon

Discussion: None

Conclusion: Motion carried unanimously.

### **III. Approval of September 30, 2010 Meeting Minutes**

Motion to approve meeting minutes.

Moved by: Tucholke                      Second by: Sebert

Discussion: Carmon pointed out a typographical error under Section IX of the minutes. "Equipment" was misspelled. Houdyshell will correct.

Conclusion: Motion carried unanimously.

### **IV. Public Comment**

None

## **V. Discussion of November 17, 2010 Interim Rules Review Committee Meeting**

Houdyshell briefed the members on the November 17, 2010 Interim Rules Review Committee meeting. The Board's administrative rules amending the so-called "two-person" rule were unanimously approved by the Interim Rules Review Committee and will take effect twenty days after filing with the Secretary of State.

## **VI. Update on Winbourne & Costas, Inc. Surcharge Collection Project**

Houdyshell briefed the members on the progress of the surcharge collection analysis by Winbourne & Costas, Inc. Houdyshell informed the members that the project is on schedule with a December 10, 2010 due date for the first draft of the report. The Board will provide feedback on the report on or before December 17, 2010, and a final report will be available on or before December 31, 2010.

## **VII. Update from Funding Subcommittee on Analysis of 2009 PSAP Financial Data and Discussion of Financial Reporting Form Revisions for 2010**

Turbak gave an overview of the subcommittee's analysis and explained his findings from the 2009 Annual Reports. Haines gave an overview of her portion of the analysis which addressed personnel numbers/costs/duties. Houdyshell briefed the members on his portion of the analysis which focused on 2010 quarterly surcharge collection and service provider type.

Rufledt proposed a meeting to discuss proposed revisions to the forms for the 2010 reporting cycle. There was a discussion on some of the problems with the forms as currently drafted and the consensus was that the forms should be revamped.

## **VIII. Discussion and Potential Action on 9-1-1 Board State Grant Program**

Rufledt requested that Agenda Item IX be discussed at this time, and there were no objections. Rufledt explained that the 9-1-1 Board Liaison Program would likely be on hold for a period of time until all of the specifics could be worked out. In the interim, Rufledt suggested conducting a compliance survey with every PSAP in the state to determine compliance levels. Houdyshell said he could conduct the surveys via telephone so one person was asking the questions and interpreting the answers.

Several members stated that they felt the Liaison program was critical and needed to be pursued. It was agreed that the program should be implemented; however, concerns over timing and state budgetary constraints would necessarily delay implementation.

## **IX. Discussion of Proposed 9-1-1 Board Liaison Program**

Agenda Item VIII was now discussed. Houdyshell explained the forms for the grant program that were distributed to the members. Turbak pointed out some problems with the Project Agreement document, in particular some references to obsolete statutes. Houdyshell indicated he would make revisions prior to the next meeting.

## **X. Discussion of Future Board Meetings to Address the State 9-1-1 Plan and Agenda for December Board Meeting**

Ruffedt discussed the need for a meeting at a later date to start constructing the State 9-1-1 Plan. A mid-April working group meeting was suggested. The board will continue this discussion at the December 16, 2010 board meeting.

## **XI. Update on Legislative Task Force and Review of Proposed Board Legislation**

Houdyshell indicated that the Legislative Task Force has not commented on the board's proposed legislation. Houdyshell gave a brief summary of the proposed legislation for the members.

## **XII. Other Business**

Houdyshell asked the members of the Funding Subcommittee to stay on the line after the meeting adjourned to discuss revisions to the financial reporting forms.

## **XIII. Adjourn**

Motion to Adjourn.

Moved by: Sebert                      Seconded by: Serr

Motion carried unanimously.

**Meeting adjourned at 11:48 a.m.**