

South Dakota 9-1-1 Coordination Board

Meeting Minutes for December 16, 2010 – 2:00 PM Central (DRAFT)

Via Teleconference

Public Listening Location – 118 W. Capitol Ave., Pierre, SD 57501

South Dakota Department of Public Safety

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

Board members absent: Barthel, Goldschmidt

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

Others present: Paul Schueth, Ronnie Phillips, Edie Jenniges

I. Call to Order & Roll Call

Meeting called to order at 2:00 PM by Chairperson Rufledt. Roll was taken and a quorum was present.

II. Approval of Agenda

Motion to approve agenda.

Moved by: Tucholke Second by: Carmon

Discussion: None

Conclusion: Motion carried unanimously.

III. Approval of November 30, 2010 Meeting Minutes

Motion to approve meeting minutes.

Moved by: Carmon Second by: Falken

Discussion: None

Conclusion: Motion carried unanimously.

IV. Public Comment

None

V. Discussion of Winbourne & Costas, Inc. Draft Analysis of South Dakota Surcharge Collection Data

Houdyshell briefed the members on the Winbourne & Costas first draft surcharge analysis. Houdyshell explained that all members should review the draft and provide any feedback/questions/concerns with him on or before December 20, 2010. Ruffledt gave the board a summary of the draft and highlighted some of the issues he found with the report.

VI. Discussion of 9-1-1 Coordination Board Grant Program Guidelines

Houdyshell gave an overview of the changes he made to the grant program guidelines.

Motion to approve grant program guidelines.

Moved by: Turbak Second by: Turman

Discussion: None

Conclusion: Motion carried unanimously.

VII. Report by Funding Subcommittee on Potential Revisions to the Financial Reporting Forms for Calendar Year 2010.

Turbak briefed the board on the funding subcommittee's December 16, 2010 meeting to discuss revising the financial reporting forms. It was determined that the forms needed to be simplified to ensure the needed data would be collected during the next collection cycle. Houdyshell will revise the forms and have them available for the Board's review by mid-January.

VIII. Discussion of Draft Board Newsletter/FAQ Document

Ruffledt discussed the preparation of a draft Board Newsletter that he would like to see go out to all interested parties. The purpose of the Newsletter will be to update the community on the work of the Board. Ruffledt would also like to incorporate an FAQ document into the Newsletter at some point to help local jurisdictions with rules compliance. Houdyshell stated he would work with DPS staff to put the draft into a publishable format that would be ready in early January.

IX. Coordinator's Report

i. Rules Compliance Survey

Houdyshell discussed the status of the rules compliance survey and explained that he would need assistance to get the surveys completed in a timely fashion. Houdyshell suggested having each Board member complete two surveys and he would handle the remainder.

Motion to assign two surveys to each Board Member.

Moved by: Haines Second by: Turman

Motion carried unanimously.

ii. Legislative Update

Houdyshell indicated that the Board's proposed legislation was approved to move forward and that he would be identifying a committee to introduce the bill in prior to the January 7, 2011 pre-file deadline.

X. Other Business

None

XI. Adjourn

Motion to Adjourn

Moved by: Serr Second by: Sebert

Motion carried unanimously

Meeting adjourned at 3:10 PM