



SOUTH DAKOTA 9-1-1 COORDINATION BOARD

MEETING MINUTES FOR FEBRUARY 12, 2015

VIA TELECONFERENCE

Board members present: Brown, Haines, Harding, McPeek, Miller, Rufledt, Sawvell, Serr

Board Members Absent: Jaeger, Turbak

Staff Present: Shawnie Rechtenbaugh (State 9-1-1 Coordinator), Jenna Howell (DPS),

Others present: Sara Weston (Kimball), Wendy Day (Kimball), Rachel Tilly (DPS), Maria King (DPS), Leah Rafferty (Spearfish PD), Mike Waldner (BIT)

I. Call to Order and Roll Call

The meeting was called to order at 10:01am CDT by Rufledt. Roll call was taken and a quorum was present.

II. Approval of Agenda

Motion to approve the meeting agenda with changes noted.

Moved by: Haines Seconded by: Harding

Discussion: None

Roll call vote: 8 yeas (Brown, Haines, Harding, McPeek, Miller, Rufledt, Sawvell, Serr), 0 nays. Motion Carried unanimously.

III. Approval of Meeting Minutes

Motion to approve January 22, 2015 meeting minutes.

Moved by: Brown Seconded by: Miller

Discussion: None

Roll call vote: 8 yeas (Brown, Haines, Harding, McPeek, Miller, Rufledt, Sawvell, Serr), 0 nays. Motion Carried unanimously.

IV. PSAP Users Agreement

Rechtenbaugh discussed the approved agreement with Secretary Jones and he requested the addition of DPS as signatory. Rechtenbaugh would be the signer for DPS.

Motion to add a DPS signature line to the PSAP Users Agreement.

Moved by: Serr Seconded by: McPeek

Discussion: None

Roll call vote: 8 yeas (Brown, Haines, Harding, McPeek, Miller, Rufledt, Sawvell, Serr), 0 nays. Motion Carried unanimously.

V. NG911 Governance Recommendations

Wendy Day from LR Kimball walked through the Governance Recommendations for the Next Generation 911 System document they created for the board. The users group that is recommended in the report would be a grass roots group made up of PSAP representatives and it would give them a forum to discuss the issues and bring issues to the board. Haines asked if Rechtenbaugh felt she had time to take notes for the users

group. Rechtenbaugh plans to be on the meeting calls so it would not be too much added work to take the notes. Harding stated he thought this was a good idea and the group to be forming as a grassroots on their own was a good idea.

Motion to adopt the Governance Recommendations for the Next Generation 9-1-1 System as prepared by LR Kimball.

Moved by: Haines Seconded by: Sawvell

Discussion: None

Roll call vote: 8 yeas (Brown, Haines, Harding, McPeek, Miller, Ruffledt, Sawvell, Serr), 0 nays. Motion Carried unanimously.

VI. NG911 Project Decision Making Process

The project management team has visited with Howell regarding the many daily decisions that need to be made related to the NG911 project. Howell drafted the provided document for consideration by the board to give some decision making authority to a small group (project administrators) in order to allow the project to continue moving forward in a timely manner. The allowable decisions are listed in the draft document provided to the board. This would not take away any authority of the board, but instead would give the project administrators temporary decision making authority in order to keep the project moving. Any decisions the project administrators make would then be reported to the board at the next meeting and the board would have the power to accept or deny those decisions. Harding stated he felt this was a great idea and makes a lot of sense. This would allow those who are actively working on the project on a daily basis to makes those day to day decisions. Haines concurred. Ruffledt asked if item 3 could be changed to say "significant financial impacts" so as to allow for decisions related to the number of positions at each PSAP. As long as the number of positions as a whole is available, then the project administrators should be able to make any decisions about moving positions between the PSAPs. The PSAPs were asked about the number of positions they would need approximately 18 months ago. In some cases they have sense determined they are in need of an additional seat. In those cases, the project administrators could approve to shift some of the seats to accommodate that growth. Then we get down to the last few PSAPs if we are going to be short on seats, the project administrators would bring a request to the board to approve an amendment.

Serr suggested it might be time for the board to consider amending their by-laws to add an emergency meeting clause that would allow the board to meet without the 14 day required notice. Due to the nature and size of this project, it may be necessary to have that option available to the board. Rechtenbaugh will check into this and bring and draft to the next board meeting.

Harding stated that while he supposed Rechtenbaugh being named as an administrator, he asked if she in fact could be since she is not a board member. Howell suggested that since she is already authorized by the board to do certain tasks as the State Coordinator, this seems to be an appropriate fit.

Motion to approve the proposed NG911 Project Decision Making Process, making Ruffledt, Serr and Rechtenbaugh the project administrators.

Moved by: Miller Seconded by: Harding

Discussion: Miller stated this makes complete sense.

Roll call vote: 8 yeas (Brown, Haines, Harding, McPeek, Miller, Ruffledt, Sawvell, Serr), 0 nays. Motion Carried unanimously.

Haines left the meeting. 10:55am.

VII. Condition Statement and DOR Collection Report

Condition Statement/DOR Collections Report – The December Condition Statement shows the 2% pre-paid wireless revenue received for FY15 is \$405,974. The revenue from the states portion of the \$1.25 for FY15 is \$1,340,765. Total balance in the 911 Coordination Fund is \$7,984,628. The Contractual expenses have been broken out further at the bottom of the page. You can see we made our first payment to GeoComm in December for Milestone 1, contract signing. Since then I have received invoices for Milestones 2-4. So the next two Condition Statements will reflect those payments. Payments to both TCS and GeoComm will be on a pretty regular basis now. So the next Condition Statement you get you will see an increase in the expenses paid. The January Collections report shows the total line count for November was 849,480 lines. We will be paying \$239,067 in monthly recurring costs to TCS.

Rufledt reminded the board, as statute is written today, twenty-five cents of the \$1.25 surcharge will sunset by July 1, 2018. The unofficial plan is to address this in the 2016 legislative session. In preparation we need to update the financial projections spreadsheet now that the contracts are signed. Rechtenbaugh will begin to update the spreadsheet so the board can review it at the next meeting.

VIII. Other Business

Review Subcommittee Membership: The GIS and NG911 Network RFP sub-committees have served their purpose so could be removed from the subcommittee membership. They have evolved now into two workgroups that meet via conference call with the vendors on a weekly basis. Brown will join the Special Nomination Sub-Committee.

Scheduling PSAP Tours with Board Meetings: We could schedule an occasional board meeting in a PSAP location and ask the PSAP to give the board a tour after our meeting. Rechtenbaugh will check with Pierre, Mitchell and Sioux Falls to see if they would be willing and able to host our meeting. The board would not have to do this for every meeting, but maybe one or two times a year if it can be coordinated with a PSAP. Rechtenbaugh will contact the PSAPs and work to coordinate a site for the next meeting.

Next meeting date: Thursday, April 9, 2015 at 10:00am central time location to be determined.

County/PSAP 9-1-1 Annual Financial Report for 2014: I will be sending notice to the PSAPs and County Auditors very soon letting them know the Report Website is open and ready for input of their financial data. Serr suggested the report be sent out by the 1st of February to give ample time for completion. However, a reminder email may need to be sent before the deadline. Rechtenbaugh will get the report request sent out in the next day or two.

The Smart Software Solutions maintenance contract is set to expire on August 1st. It was a two year Maintenance Contract which was mostly used during the last year when we deployed the system. Rechtenbaugh met with Brent to discuss a few minor report changes. Depending on how this second year roll out goes, will determine if there is a need for an on-going maintenance contract. Rechtenbaugh will let the board know at the next meeting if the additional support is needed.

IX. Public Comment

There was no public comment.

X. Adjourn

Motion to adjourn the meeting.

Moved by: McPeek Seconded by: Harding

Discussion: None

Roll call vote: 7 yeas (Brown, Harding, McPeek, Miller, Ruffledt, Sawvell, Serr), 0 nays. Motion Carried unanimously.

Meeting adjourned at 11:26 am central time.