



**SOUTH DAKOTA 9-1-1 COORDINATION BOARD**

**MEETING MINUTES FOR FEBRUARY 6, 2014**

**VIA TELECONFERENCE**

**Board members present:** Carmon, Falken, Haines, Jaeger, McPeek, Price, Ruffedt, Serr, Turbak

**Board Members Absent:** Harding, Sawvell, Krause

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

**Others present:** Sara Weston (LR Kimball), Andy Timmins (Fall River County), Mike Lynk (ND State Radio), Karalyn Flores (Emergency Call Works), Daren Ketcham (Metro Communications Agency), Eric Erickson (CenturyLink), Julie Wegener (Lake County 911)

**I. Call to Order and Roll Call**

The teleconference meeting was called to order at 10:02am CDT by Ruffedt. Roll call was taken and a quorum was present.

**II. Approval of Agenda**

Strike item VII from the agenda as this was covered at the last meeting. Change listening location to 2<sup>nd</sup> floor.

Motion to approve the meeting agenda as amended.

Moved by: Serr           Seconded by: Jaeger

Discussion: None

Motion carried unanimously.

**III. Approval of Meeting Minutes**

Edits were made at the request of the board members.

Motion to approve January 2, 2014 meeting minutes as amended.

Moved by: Carmon       Seconded by: Haines

Discussion: None

Motion carried unanimously.

**IV. Sandvick Contract Revision**

At the July 18, 2013 board meeting the board approved a 1 year contract for Sandvick to assist with the site visits to the PSAPs. The contract was not executed at that time. Rechtenbaugh is ready to continue with site visits this month and asks the board to approve the contract with the revised dates. Sandvick and Rechtenbaugh are tentatively planning to visit Moody County, Lake County and Miner County later this month. Board members requested an updated list of which PSAP visits have been completed and those yet to be visited. Rechtenbaugh will email the list in the next week.

Motion to approve the contract with Tom Sandvick with the revised start/end date.

Moved by: Carmon       Seconded by: Haines

Discussion: None.

**V. RFP written inquiries**

The RFP was published on January 3, 2014. The deadline for written inquiries from responders was January 31, 2014. We received written inquiries from nine companies for RFP# 2228 ESInet , Statewide Host Remote Call Answering System and Managed Services and we received inquiries from seven companies for RFP# 2229 Statewide GIS Data and Managed Services in Support of NG911. The questions were all combined into one document and the responses will be added and then the complete document will be provided directly to each company who submitted inquiries. The document will also be posted on the Procurement website and the 911 webpage. The Kimball team is working on the responses now, which are scheduled to be posted on February 14<sup>th</sup>.

## **VI. RFP timeline and upcoming review process**

Weston from LR Kimball briefed the board on the review process. The written inquiries will be published the next deadline is Feb. 21<sup>st</sup>, when if there would be any need for revisions to the Request for Proposal 14<sup>th</sup> and then if any modifications to the RFP documents is necessary, those are to be published on Feb. 21<sup>st</sup>. After a preliminary review of the written inquiries, we do not believe any RFP modifications will be necessary. The proposals must be submitted by March 21, 2014 at 5:00pm central time. One copy of each proposal will be provided to the Review Committee members to begin their review. The Review committees will meet in Pierre at the Department of Public Safety building on March 31-April 5th to review the responses. The GIS Review Team would meet on Monday and Tuesday (March 31, April 1) and the ESInet Review Team would meet on Wednesday, Thursday and possibly part of Friday (April 2-5) if need be. We hope the bulk of the response reviews can be completed during this time, but we will not know for sure until we see how many proposals are submitted. Once the top proposers have been identified oral presentations will tentatively be scheduled for April 28-30. Kimball will submit a report with their recommendations to the board.

## **VII. Coordinators Report**

- A. Condition statement/Collections Report** – The January Condition Statement shows the 2% pre-paid wireless revenue received for FY14 is \$428,869. The revenue from the states portion of the \$1.25 for FY14 is \$1,603,550. Total balance in the 911 Coordination Fund is \$5,041,916. The majority of expenses from the fund are salary and contractual for LR Kimball and Smart Software Solutions. The new Collections Report wasn't available yet, so I will email that to the board in the next few days for your reference.
- B. Annual Financial Report System** – The system is complete and has been deployed. The notice will go out to the PSAPs and county auditors in the next few days once the notification information and directions have been finalized. Jonathon is updating the 911 webpage to include the new directions and a link to the Annual Report website. It will also include a button where the entities can request a new login or contact me with questions. The reports are due by March 31<sup>st</sup>.
- C. Other misc. updates** – Chad Carpenter, DCI has been appointed to a national committee that is looking at video/picture media data and its use in solving crimes. The committee is working to develop standards and protocols on how to capture and maintain this sort of data. Sheriff Milstead from Minnehaha County is the chair of the committee. NG911 may bring the option of 911 dispatchers receiving picture and video information related to emergencies. Carpenter will be in contact with Rechtenbaugh on developments that come out of the committee. Rufledt mentioned as NG911 is deployed, text, pictures, video or other data may be received in the PSAPs. We don't know yet the volume of data or how the data will be held and used. The board will need to consider changes that may need to be made legislatively to cover this new type of information.

Rechtenbaugh received an email inquiry from Clay County asking for an estimate of capital their agency will need to have available for any necessary preparations for joining the State's NG911 system. They are making projections for their Capital Improvement Plan. Rufledt provided some

considerations and we discussed the need to communicate these to all of the PSAPs to help them prepare for their transition to NG911.

Rechtenbaugh will begin sending a monthly update email to the PSAP directors to help keep the lines of communication open and keep them informed of the progress on the NG911 project. The email will include updates related to NG911 project milestones, approaching deadlines, upcoming board meeting dates, link to the 911 Master Plan, and other items of importance.

- D. **Text to 9-1-1 initiative** – Recently the FCC adopted a policy statement and notice of rulemaking pressing smaller wireless carriers to be capable of deploying text to 911 services by the end of this year. During the past year Intrado did a webinar for the PSAPs about an interim solution for text to 9-1-1 in South Dakota. We may want to consider asking Intrado or CenturyLink for a statewide text to 9-1-1 interim solution proposal. Statewide may not be possible, as it may need to be customized to each PSAP, but we could request an overall cost per PSAP for this interim solution. Some PSAPs might be ready to go and some may not be interested. The board could help coordinate asking for an offering, but would be up to the PSAPs if they choose to take any of the options presented. Carmon will set up a conference call with CenturyLink and Intrado to pose the request and report back to the board.

#### VIII. Subcommittee Reports:

- A. **Administrative Subcommittee** – Ruffedt, Serr and Price. Reviewing options available to the board for covering NG911 Project Management duties. The committee will report more on this topic at future meeting.
- B. **Operations Subcommittee** – Haines. The subcommittee will have a conference call next Wednesday, Feb. 12 at 10:30am to look at the goals assigned to them. Rechtenbaugh will set up the conference bridge and send the invite to the subcommittee.
- C. **Technical Subcommittee** - Carmon and Serr. The subcommittee is waiting to see what the RFP responses look like as this will drive the dates for these goals. The subcommittee will be looking into the Code Red topic in the future as well and will report at the next meeting.
- D. **Legislative Subcommittee** – Carmon. There will be lots of work to do over the next year. When we award the RFPs that will be a trigger point and we will probably need quite a few legislative changes for next year. The subcommittee will begin working on that now to ensure we are prepared for next session.

During this year's session we have been watching HB1094. The bill would add interfering with a PSAP to an existing felony law. The bill went through the House committee and the floor fairly easily, but we suspect it will probably not go that well in the Senate. It was brought by Brown County due to some swatting and TDOS (Telephone Denial of Service) issues they experienced in the last year.

- E. **Funding Subcommittee** – Turbak. Subcommittee met in January. The existing 911 fund balances held in non-PSAP counties has come to the attention of the board numerous times. Counties carrying the balance and are not able to spend it due to little or no allowable 911 costs have asked for a solution. The subcommittee wants to see the 2013 Annual Financial Report data and will then do an analysis of the past years of data to better understand the issue.

SDCL 34-45-8.4 distribution of the \$1.25 surcharge will sunset in July 2018 and decrease to \$1.00/line. The distribution formula at that time does not include any portion of the \$1.00 surcharge going to the 911 Coordination Fund. Presently the revenue from states portion of

the \$1.25 is our main revenue source for NG911, board expenses and allowable 911 recurring/nonrecurring costs. After July 2018, our only source of revenue will be from the 2% prepaid wireless. This will have a significant financial impact on the 911 Coordination Fund. We need to continue monitoring the funding to determine if the 2% prepaid revenue will be enough to sustain the board and NG911 after July 2018. We will need to make projections and determine our on-going costs and then decide how we need to respond to this and/or take action.

North Sioux City was requesting their portion of the 911 surcharge from Union County to use to pay for their contracted 911 services. Last report Rechtenbaugh had, the county and North Sioux City had reached an agreement on the issue.

#### **IX. Other Business**

**NENA Conference** will be held June 14-19, 2014 in Nashville, TN. It follows the NASNA meeting which Rechtenbaugh plans to attend. Board members should let Rechtenbaugh if they are interested in attending.

**Dakota 911 Conference** will be held Sept. 16-18, 2014 at the Ramada in Mitchell. The Mitchell 911 Center is hosting the conference. They are working on speakers now and vendor booths. The board discussed holding a board meeting during the conference to allow PSAP staff to attend the meeting and receive a NG911 project update. Haines will look at the conference agenda for options. Jaeger mentioned the SDACC conference is in Pierre on Sept 15-17 ending at noon. Rufledt, Haines, and Rechtenbaugh will work on the details and report back to the board.

**Next meeting date** will be Thursday, April 10, 2014 at the SD Municipal League in Fort Pierre at 10:00am central time. Rechtenbaugh will send a save the date and request for sleeping rooms.

#### **X. Public Comment**

Timmins from Fall River reported that Fall River and Custer County PSAPs have matching equipment that is NG capable. This also allows them to rollover calls or transfer calls between their PSAPs if they need to back one another up. He offered a tour of their site if anyone would like to visit or see a demonstration.

No other public comment.

#### **XI. Adjourn**

Motion to adjourn the meeting.

Moved by: Serr                      Seconded by: Falken

Discussion: None

Motion carried unanimously.

Meeting adjourned at 11:27 am central time.