

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

**Meeting Minutes for April 12, 2012**

**Cedar Shores Resort, Chamberlain, SD**

**Board members present:** Barthel, Carmon, Falken, Haines, Jaeger, Price, Ruffledt, Sawvell, Sebert, Serr

**Board members absent:** Turbak

**Others present:** Jenna Howell (DPS Attorney), Carrie Tschetter (DOR), Cindy Jungman (DPS), Angie Lemieux (DPS), Russell Olson (DLA), Shawnie Rechtenbaugh (DPS), Bob Wilcox (SDACC), Eric Erickson (Century Link), Dean Putnam (SDN Communications), Tom Sandvick, Edie Jenniges (CSDC), Elton Blemaster (Pierre PD), Kevin Forrester (Meade Co.), Ron Merwin (Meade Co.), Toby Wishard (Codington Co.), Larry Christensen (Beresford PD), Tom Erickson (Beresford PD), Daren Ketcham (Metro Communications), Rochelle Ebbers (Watertown), Scott McMahon (Watertown PD), Senator Corey Brown, Senator Craig Tieszen

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

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

**II. Introduction of new DPS Legal Counsel and 9-1-1 Coordinator**

Cindy Jungman introduced employees present from DPS and DOR. Price introduced Shawnie Rechtenbaugh as the new State 9-1-1 Coordinator beginning on April 24<sup>th</sup>. Chair Ruffledt introduced Senator Brown, Senator Tieszen, Russ Olson (DLA), and Jenna Howell (DPS Attorney).

**III. Approval of Agenda**

Motion to approve agenda.

Moved by: Sebert                      Seconded by: Carmon

Discussion: None

Conclusion: Motion carried unanimously.

**IV. Approval of December 8, 2011 Meeting Minutes**

Motion to approve meeting minutes.

Moved by: Barthel                      Seconded by: Sebert

Discussion: None

Conclusion: Motion carried unanimously.

**V. 911 Coordination Fund condition statement**

Jungman reported the balance of the account is currently \$578,536.58. It shows very little activity but this will change after July 1, 2012 with the approval of Senate Bill 174.

**VI. Discussion on the Implementation of Senate Bill 174**

- i. Both Senator Brown and Senator Tieszen expressed their appreciation for the work done by the 9-1-1 Board over the past few years. Senator Brown presented the board with the pen Governor Daugaard used to sign Senate Bill 174.
- ii. Carrie Tschetter (DOR) reported that education and registration packets have been sent to 378 providers and 4,200 retailers asking them to register by April 25, 2012. Starting July 1, returns will be able to be filed online and payments can be received electronically. Tschetter explained the costs that DOR incurs will be paid out of the 911 Coordination Fund.
- iii. Jungman explained how the surcharges will be transferred to DPS from DOR. All surcharges will be remitted monthly. DPS is working with SDACC and SDML to confirm and determine where within each county funds will be disbursed. An initial disbursement lag time was discussed. 911 surcharge collected in July 2012 will be remitted back to the counties about 40 days after July 31. Disbursements to the counties will then occur on a monthly basis thereafter. It was noted that counties will continue to receive the \$0.75 surcharge collected during Q2 of 2012 in July, August and September
- iv. After discussion, it was agreed the process of confirming qualifying PSAPs compliance with the administrative rules should be promulgated into additional administrative rules. Howell will work with the Coordinator and Board to draft and promulgate these rules. Howell will also work with the Coordinator and Board to review and amend current rules impacted by the passage of SB 174. Russell Olson (DLA) reported they have completed auditing those counties and municipalities that operate a PSAP and he will have a report ready at the Board's next meeting.

**VII. Subcommittee Reports**

**i. Legislative Subcommittee**

Legislative subcommittee Chair Carmon reported that legislative session had been the recent focus. Carmon and the committee will be working with Howell and the Coordinator on the needed administrative rule changes.

**ii. Technical Subcommittee**

Technical subcommittee Chair Carmon reported progress has been made with NG911. Inventory needs to be done to establish RFP's. Carmon is working on a survey to accomplish this task. The committee hopes to have the RFP substantially ready by July 1, 2012 and to have PSAP beta sites operating on the hosted NG9-1-1 system within 18 months.

**iii. Operations Subcommittee**

Operations Subcommittee Chair Haines reported the subcommittee met on March 12, 2012 in Sioux Falls. They determined that each compliance rule was easily answered with a yes or no. Chair Haines presented the Compliance Verification Sheets to the Board.

**iv. Funding Subcommittee**

Funding Subcommittee Chair Turbak was not present therefore, no update was given.

Haines recommended that both Brookings PD and Deuel County grant requests be granted.

Motion to approve.

Moved by: Carmon                      Seconded by: Barthel

Discussion: Carmon stated both parties had met the grant guidelines. Chair Ruffedt questioned whether the proper paperwork was submitted. He then moved to amend the motion pending DPS conformance on format.

Motion to approve.

Moved by: Ruffedt                      Seconded by: Barthel

Discussion: None

Conclusion: Motion was approved unanimously.

**VIII. Discussion on possible termination of 9-1-1 Board Grant Program**

Serr stated that he feels they should continue with the program. Board members Carmon, Barthel, Price, and Sebert all agreed. It was decided that they will continue to monitor the program.

**IX. Other Business**

Chair Ruffedt reported a letter was received from the Grant Co. Auditor requesting clarification on allowable uses of their 9-1-1 surcharge funds. Chair Ruffedt will consult with Howell and Rechtenbaugh and respond. Jaeger asked that the Board also send the letter to the SDACC.

Chair Ruffedt reported that Board members Turbak, Sawvell, and Jaeger's terms expire in June. He also stated that Sebert would not be returning.

The next Board meeting is scheduled for June 14, 2012 at Cedar Shore Resort in Chamberlain.

**X. Adjourn**

Motion to adjourn.

Moved by: Sebert                      Seconded by: Jaeger

Discussion: None

Conclusion: Motion carried unanimously

**Meeting adjourned at 1:30 PM CST**