



## SOUTH DAKOTA 9-1-1 COORDINATION BOARD

MEETING MINUTES FOR JUNE 26, 2014

SDACC, PIERRE, SD

**Board members present:** Haines, Harding, Jaeger, McPeek, Ruffedt, Sawvell, Serr, Turbak

**Board Members Absent:** Falken, Price, Krause

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

**Others present:** Sgt Jason Husby (SDHP) on behalf of board member Craig Price, Don Jarvinen (Pennington County), Jeff Pierce (BIT), Maria King (DPS), Shawn Carolan (CenturyLink), Dennis Kautz (CenturyLink),

**Via Phone:** Sara Weston (LR Kimball), Frank Jarman (Cassidian), Daren Ketcham (Metro 911), Stacy Gross (GeoComm), General Dynamics, Greg Brooks (Intrado), Dean Putnam (SDN Communications)

### I. Call to Order and Roll Call

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

### II. Approval of Agenda

Move item VIII to the end of the agenda as item X. Under other business add in the time of 9:00am for the July 3<sup>rd</sup> conference call.

Motion to approve the meeting agenda with modifications noted.

Moved by: Haines                      Seconded by: Harding

Discussion: None

Motion carried unanimously.

### III. Approval of Meeting Minutes

Motion to approve February 6, 2014 meeting minutes.

Moved by: Jaeger                      Seconded by: Sawvell

Discussion: None

Motion carried unanimously.

### IV. Board Member Terms

Three board member terms will expire on June 30, 2014: Marlene Haines - SD APCO, Dennis Falken – SDACC, and Steve Harding – SDML. All three members would like to serve another term and their organizations support their reappointment. Rechtenbaugh did request a list of names from each group as is required by statute and those names have been submitted to the Governor's office. We will likely hear something next week.

Board member Jeff Carmon has retired from CenturyLink. A replacement will be needed to complete the remaining two years of his term. Rechtenbaugh will reach out to the service providers to get the list of names for submission to the Governor. Ruffedt sent a letter to Carmon on behalf of the board thanking him for his service to the board.

Board members will review committee assignments and discuss at the next meeting who would like to fill vacancies left by Carmon.

Board member McPeek arrived at the meeting.

## V. PSAP Compliance with Administrative Rules

Rechtenbaugh and Sandvik have been visiting the PSAPs around the state. The 11 PSAPs eligible for incentive dollars are visited on an annual basis. Rechtenbaugh and Sandvik have been to all but six of the remaining PSAPs. There were numerous items of significant non-compliance with administrative rule noted at some of the PSAPs. Howell advised it was her opinion the board does not have authority to promulgate a rule related to enforcement. This would have to be done legislatively. She believes this would have to be done legislatively.

Rechtenbaugh and Howell will visit with Secretary Jones regarding the possibility of DPS bringing a bill to give the board enforcement authority in either 2015 or 2016. Haines noted as we get closer to Next Gen, non-compliant PSAPs will be a problem for themselves and for neighboring PSAPs trying to get their policy store decisions made. A compliant PSAP will not want to have a non-compliant PSAP answering any of their calls in an overflow situation, etc. Haines hoped this would be a motivator to get the non-compliant PSAPs into compliance.

Jaeger suggested as an interim step, Rechtenbaugh provide the review reports back to not only the PSAP director but to the County Commission or the City Officials in charge of the PSAP to ensure they are fully aware of the issues at their PSAP. Jaeger has spoken to a few county officials who said they have never seen the report for their PSAP and are unaware of any deficiencies. Ruffedt suggested a cover letter go with the report along with an offer for Rechtenbaugh to attend a commission or counsel meeting to provide a summary of the issues that need to be addressed. In addition, Rechtenbaugh should plan to revisit within one year, any PSAP who was found to have significant non-compliance issues.

Motion: To have Rechtenbaugh provide a copy of the site visit report for those PSAPs with significant compliance issues to the governing body of the PSAP after each visit and Rechtenbaugh and Howell will visit with Secretary Jones about possible legislation down the road if these measures don't work.

Moved by: Jaeger      Seconded by: Haines

Discussion: Still discuss with Jones as a back-up in case we need to explore this for 2016.

Motion carried unanimously.

## VI. Coordinators Report

- A. **Condition statement/Collections Report** – The May Condition Statement shows the 2% pre-paid wireless revenue received for FY14 is \$749,833. The revenue from the states portion of the \$1.25 for FY14 is \$2,503,486. Total balance in the 911 Coordination Fund is \$6,183,507. The majority of expenses from the fund are coordinator salary and contractual costs for LR Kimball. The June Collections Report shows the revenue collected by the Department of Revenue. Total line count for April was 826,281 lines. Refer to column "MAR REMITTED IN APRIL PD IN MAY" and you will see the revenue amounts match those on the Condition Statement.
- B. **Annual Financial Report System** – The Annual Report website was opened in February for the first time to collect the 2012 financial report from the counties and PSAPs. We did have a few setbacks and bugs that we found, which was to be expected in the first deployment. The majority was not major and Smart Software Solutions was very responsive with fixes and working the BIT to get updates deployed as quickly as possible. The reports were due by March 31<sup>st</sup> with the majority of entities meeting that deadline. Due to the past months primary focus on the NG911 project I don't have my full report completed yet to share with the board. I will complete that in the next couple weeks and present that at our next face to face meeting.
- C. **Request from Miner County Sheriff's Office** – Chief Deputy, Rob Eggert contacted Rechtenbaugh to inquire about grant money. Rechtenbaugh informed Eggert the grant program had been suspended,

but agreed to bring the request to the board for consideration. Serr noted, until we know the full costs of NG911, he was against reopening the grant program. Haines also the request didn't appear to align with the purpose of the grant program, so may not have been eligible anyway. Board members agreed the board would not take any action at this time related to the grant program. Rechtenbaugh will notify Eggert.

**D. Other misc. updates:** The Annual Report will be due August 1<sup>st</sup> to the Governor, Legislature, and GOAC. Rechtenbaugh has begun work on the report which covers the state FY13.

The annual report to the FCC has been received as well and I have begun work on that report.

Deadline is July 31, 2014.

DPS is working on annual report as well, so I will prepare information for that document in the next few weeks.

PSAP Site Visits: Need to visit all 11 this summer.

#### **VII. Subcommittee Reports:**

**A. Administrative Subcommittee** – Ruffedt, Serr and Price. Kimball has prepared a scope of work for the committee for NG911 Project Management. The duties would likely begin once the contract(s) with vendors for the two NG911 RFPs are in place. Kimball is working on pricing the scope of work and should have that to the subcommittee for review by the July 3<sup>rd</sup> board meeting.

**B. Operations Subcommittee** – Haines. The subcommittee had a conference call on Feb. 12. Minutes were provided to the board previously. This item will be put on the next agenda to allow board members a bit more time to review the notes.

**C. Legislative Subcommittee** – Need to select a new chair the next time they meet.

#### **VIII. Other Business**

**Dakota 911 Conference** will be held Sept. 16-18, 2014 at the Ramada in Mitchell. The Mitchell 911 Center is hosting the conference. Rechtenbaugh, Ruffedt, Serr and Jaeger are all planning to attend and have been registered. If any other board members are interested, let Rechtenbaugh know. There will also be Dakota APCO and NENA chapter meetings during lunch on day two. On the third day there will be a round table session with board members in attendance providing an update on NG911 project.

**Next meeting date** will be Thursday, July 3, 2014 via conference call at 9:00am central time. Agenda and call in number will be distributed a few days prior to the meeting.

#### **IX. Public Comment**

No public comment.

#### **X. NG911 RFP's**

Ruffedt noted vendor designators would be used to refer to the recommended vendor(s) instead of the company name in order to maintain confidentiality. Once an award has been made all responding vendor names will become public.

#### **A. Recommendation from ESInet Workgroup**

Jeff Pierce, Telephony Manager for the SD Bureau of Information & Telecommunications spoke on behalf of the workgroup. The workgroup members individually reviewed the responses that were received by March 21<sup>st</sup>. The workgroup then met in Pierre on March 30 through April 2<sup>nd</sup> to discuss the responses, and during that time selected the top three responders for in-person interviews and

presentations. Those three responders were in Pierre from March 30<sup>th</sup> through April 2<sup>nd</sup> for oral presentations and questions from the workgroup. These presentations were followed up with reference checks and additional follow-up questions to the responders in order to finalize a recommendation to this board. With all things considered the work group would like to recommend the board enter into contract negotiations with Vendor 1.

**B. Recommendation from GIS Workgroup**

Don Jarvinen, GIS Manager for the City of Rapid City and Pennington County spoke on behalf of the workgroup. The workgroup members individually reviewed the responses that were received by March 21<sup>st</sup>. The workgroup then met in Pierre on April 3-4<sup>th</sup> to discuss the responses, and during that time selected the top four responders for in-person interviews and presentations. Those four responders were in Pierre on April 22-23 for oral presentations and questions from the workgroup. These presentations were followed up with reference checks and additional follow up questions to the responders in order to finalize a recommendation to this board. With all things considered the workgroup would like to recommend the board enter into contract negotiations with Vendor 7.

**C. Executive Session per SDCL 1-25-2(4)**

Motion: To go into Executive Session for the purpose of preparing for contract negotiations per SDCL 1-25-2.

Moved by: Serr                      Seconded by: Jaeger

Discussion: Ruffedt noted for members of the public, the board would not be taking any action on the recommendations when coming out of executive session as State law requires no action be taken until the next meeting.

Motion carried unanimously.

The board went into Executive Session at 11:20am.

Motion: To come out of executive session.

Moved by: Serr      Seconded by : Jaeger

Discussion: None

Motion carried unanimously.

The board came out of Executive Session at 12:32pm.

The public calling bridge was re-opened.

**XI. Adjourn**

Motion to adjourn the meeting.

Moved by: MePeek                      Seconded by: Harding

Discussion: None

Motion carried unanimously.

Meeting adjourned at 12:33pm central time.