



SOUTH DAKOTA 9-1-1 COORDINATION BOARD
MEETING MINUTES FOR AUGUST 13-14, 2013
AMERICINN, FT PIERRE, SD

Board members present: Carmon, Haines, Harding, Jaeger, Price, Ruffledt, Sawvell, Serr.
Ex Officio Member – Krause.

Board members absent: Falken, McPeek, Turbak

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

Others present: Scott McMahon (Watertown Police Department) on behalf of board member Lee McPeek, Sara Weston (LR Kimball), RD Porter (LR Kimball), Lori Kleckner (LR Kimball), Scott Strom (LR Kimball), Marshall Sheerer (LR Kimball), Wendy Day and Sherri Powell (LR Kimball by phone), Lori Thompson (DOR), Harry Redmon (1st District), Ryan Hartley (1st District), Don Jarvinen (Pennington Co),

I. Call to Order and Roll Call

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

II. Approval of Agenda

Motion to approve agenda.
Moved by: Carmon Seconded by: Price
Discussion: Add item B – Conference Phone Purchase under XI.
Motion carried unanimously.

III. Approval of Meeting Minutes

Motion to approve July 18, 2013 meeting minutes.
Moved by: Haines Seconded by: Price
Discussion: None
Motion carried unanimously.

IV. Surcharge Remittance Update

Lori Thompson from the Department of Revenue presented an update to the board of how the surcharge collection process has gone during the first full year. DOR is not able to provide a list of the licenses due to state statute. However, if anyone has a particular company they would like to know if is registered, they can contact DOR and they will check to see if they are indeed licensed. If the company is not, and should be, DOR will follow up to get them licensed. Thompson reported that according to state law, any surcharge that is collected by a company, must be remitted and this information would be checked via an audit. In order for a telecom to receive their collection allowance they have to file and pay timely. If they file or pay late or do not file electronically they forfeit their allowance.

If a PSAP has questions or concerns about their payments or line counts, they should contact DOR.

V. LET 911 Program Manager and Staff Instructor update

The Law Enforcement Training program has opened a position for a 911 Program Manager and Staff Instructor. Visit the LET website for more information. <http://dci.sd.gov/LawEnforcementTraining.aspx>

VI. Yankton County Update

Rechtenbaugh advised no formal response has been received from Yankton County and that a Yankton County Commissioner brought a resolution to the SDACC Resolution Committee last Friday requesting possible legislation for more allowable expenditures with 911 surcharge funds. The resolution was withdrawn.

VII. Codington County Inquiry

The board received an inquiry from Sheriff Toby Wishard of Codington County requesting the board allow for the use of 911 funds to pay 50% of the recurring costs for a dedicated fiber optic line between the Codington County Sheriff's Office and the Watertown Police Department 911 Center. The board reviewed a draft document outlining possible cost allocation methods for use of 911 funds related to public safety software systems. The board agreed this should be drafted into a policy and added to the FAQs document on the 911 webpage. Ruffedt will draft the policy for the board to review at its next meeting.

VIII. State 9-1-1 Master Plan

Sara Weston and the team from L.R. Kimball led the board through a PowerPoint presentation of the draft State 9-1-1 Master Plan. The board made several minor edits to the plan.

McMahon asked if the board has a vision for the percent of local 911 costs that the 911 surcharge will cover in the future, noting that currently the surcharge covers about 43% of the local costs. Ruffedt advised that was a legislative issue, and that the legislators who led efforts in 2012 to pass SB 174 felt that local government should always have "skin in the game" as they put it. The board collects and reports financial data from the counties and PSAP related to 911 to ensure the legislature has good data when they consider things such as how much the 911 surcharge should be and how much of it should go to local government for PSAP costs.

The board then discussed each of the goals and objectives listed in the plan. Kimball advised the board will need to determine measures for the goals and objectives.

Meeting recessed at 4:08pm until 8:30am central time on August 14, 2013.

August 14, 2013

Board members present: Carmon, Haines, Harding, Jaeger, Price, Ruffedt, Sawvell, Serr.
Ex Officio Member – Krause.

Board members absent: Falken, Harding, McPeek, Turbak

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

Others present: Scott McMahon (Watertown Police Department) on behalf of board member Lee McPeek, Sara Weston (LR Kimball), RD Porter (LR Kimball), Lori Kleckner (LR Kimball), Scott Strom (LR Kimball), Marshall Sheerer (LR Kimball), Wendy Day and Sherri Powell (LR Kimball by phone), Lori Thompson (DOR), Harry Redmon (1st District), Ryan Hartley (1st District), Don Jarvinen (Pennington Co)

The board meeting was called to order at 8:39am on August 14, 2013. A quorum was present.

Discussion continued on the draft State 911 Master plan. A discussion was held regarding board members whose employers are potential bidders. Carmon indicated that he would not be at all involved in the RFP drafting process and he may choose to abstain from the vote to approve the RFPs.

Motion to accept the plan with the changes noted in the meeting.

Moved by: Haines Seconded by: Carmon

Discussion: Proposed changes to the plan.

The motion maker and second agreed to withdraw their motion.

Board discussed and made additional changes to the plan.

Motion to adopt the South Dakota State 911 Master Plan with all changes as discussed.

Moved by: Haines Seconded by: Carmon

Discussion: None

Roll call vote was taken and the motion passed unanimously.

Weston will update the project schedule to reflect adoption of the State 911 Master Plan and adjust all subsequent dates.

IX. Project C and D Kickoff Discussion

Kimball staff briefed the board regarding the RFP process and workload that can be expected in coming months.

Motion to form a GIS RFP subcommittee and NG911 RFP subcommittee.

Moved by: Jaeger Seconded by: Price

Discussion: The GIS RFP Subcommittee will consist of Haines, Ruffedt and Jaeger. The NG911 RFP subcommittee will consist of McPeek, Ruffedt, and Serr. Absent board members will be asked if they would like to serve on either of the new committees. In addition, GIS subject matter experts will be asked to participate in the GIS RFP subcommittee calls and meetings.

Motion passed unanimously.

Kimball staff presented an overview of the Project C and D – GIS Data Collection and maintenance system.

Motion to combine projects C and D into one RFP.

Moved by: Carmon Seconded by: Haines

Discussion: None

Motion passed unanimously.

X. Project E, F and NG Kickoff and Discussion

Kimball staff presented an overview of projects E, F and NG. Kimball suggested the board consider combining projects E, F and NG into one RFP. Vendors can respond to the whole, part of the RFP, or can assemble a team response to the RFP.

Motion to combine projects E, F, and NG into one RFP.

Moved by: Serr Seconded by: Jaeger

Discussion: None

Motion passed 6 yea's with Carmon abstaining.

Howell advised these RFPs will need to go through the BIT review and approval process. Ruffedt asked Howell to meet with Attorney General's Office and BIT staff on this to double check due to the unique nature of this project.

XI. Other Business

Next meeting date will be Thursday, Oct. 24, 2013 at 10:00am central time. This is the Annual Meeting of the board. The meeting will be held at the AmericInn in Fort Pierre.

A conference call option is available for anyone wishing to join the board meetings by phone. However, the phone equipment in the various meeting locations is inconsistent and the sound quality is less than ideal for those dialing in. The board discussed the need to purchase its own conference call phone unit with remote microphones that could be used for all 911 board meetings to provide more consistent sound quality.

Motion to authorize Rechtenbaugh to purchase a conference phone system to use for board meetings.

Moved by: Serr Seconded by: Haines

Discussion: None

Motion carried unanimously.

XII. Public Comment

There was no public comment.

XIII. Adjourn

Motion to adjourn the meeting.

Moved by: Jaeger Seconded by: Sawvell

Discussion: None

Motion carried unanimously.

Meeting adjourned at 12:53pm central time.