

# 911 Coordination Board Meeting

St. Charles Hotel & Restaurant Conference Room

207 East Capitol Avenue

August 13, 2009

## **Board Members Present:**

Doug Barthel, Jason Bechtold, Jeff Carmon, Marlene Haines, Ted Ruffedt, Jr., Jody Sawvell, Clayton Tucholke, Kristi Turman. Matthew Jorud, Ron Goldschmidt and Tracy Turbak via teleconference.

## **Board Members Excused:**

Dennis Falken, Lou Sebert

## **Coordinator Present:**

Lee Axdahl

## **Department of Public Safety Staff & Guests**

Michael Houdyshell, Rolf Kraft, Virgil Novotny

## **I. Call to order**

Ted Ruffedt, Jr., Chair called the meeting to order at 10:00 am, August 13, 2009 and roll call was taken

## **II. Adoption of August 13, 2009 Agenda**

**Motion:** Motion by Jason Bechtold and seconded by Kristi Turman

**Conclusion:** The motion carried unanimously.

## **III. Approval of June 11, 2009 Meeting Minutes**

**Motion:** Motion by Doug Barthel and seconded by Clayton Tucholke.

**Conclusion:** The motion carried unanimously.

#### **IV. Discussion of New, Exiting and Reappointed Board Members**

Grant County Commissioner, Clayton Tucholke was appointed to replace Bill Floyd. A letter was sent to Bill, thanking him for his participation. Diane Mellan will be taking the minutes for the meeting.

#### **V. Discussion and Adoption of Amended Bylaws**

The board discussed the Bylaws and proposed a change to Article III, Section 1 Striking the last two sentences and editing to: Chair and Vice Chair can be re-elected to multiple one-year terms.

**Motion:** Motion by Tracy Turbak to adopt the amended Bylaw and seconded by Jeff Carmon.

**Conclusion:** The motion carried unanimously

**Motion:** Motion by Jeff Carmon and seconded by Marlene Haines to adopt the amended Bylaw.

**Conclusion:** The motion carried unanimously

#### **VI. Nomination and Election of Officers:**

The floor was opened for nominations for Chair and Vice Chair.

**Motion:** Doug Barthel nominated current Chair Ted Ruffledt, Jr to the Chair position, Jeff Carmon seconded the nomination.

**Motion:** Jason Bechtold made motion that nominations cease, Doug Barthel seconded the motion.

**Conclusion:** The motion carried unanimously.

**Motion:** Jason Bechtold nominated current Vice Chair Marlene Haines to the Vice Chair position, Tracy Turbak seconded the motion.

**Conclusion:** The motion carried unanimously

**Motion:** Clayton Tucholke made the motion that nomination cease, Jeff Carmon seconded the motion.

**Conclusion:** The motion carried unanimously.

## **VII. Report of Legislative Subcommittee & Board Discussion**

Kristi Turman briefed the Board on the Legislative Subcommittee meeting held at Cedar Shores, Oacoma, SD. They discussed financial standards and Rules promulgation. Michael Houdyshell, DPS Staff, gave an overview of rule making, the process and time lines the Board will follow.

**Motion:** Jeff Carmon made a motion that the Administrative Committee assign dates for the standards to be implemented as they see fit. Kristi Turman seconded the motion.

**Conclusion:** The motion carried unanimously.

## **VIII. Administrative Rules were discussed and Approved by the Legislative Subcommittee.**

### **(A) Definitions**

The discussed the Administrative Rules and the effect they have on the agencies and the companies the Board Members represent.

**Motion:** Kristi Turman made the motion to approve the definitions of the Administrative Rules, Jason Bechtold seconded the motion.

**Conclusion:** The motion carried unanimously.

### **(B) General Operations 1-6 (Except #2 & #3)**

**Motion:** Kristi Turman made the motion to approve General Operations Rule #s 1, 4, 5, & 6, Doug Barthel seconded the motion.

### **(C) General Operations Rule #2**

A PSAP must be continually staffed with at least two 911 telecommunicators on duty at all times. Clayton Tucholke stated it would be a strain on most PSAPs in the state. Kristi Turman discussed the view of the Subcommittee on the Rule.

**Motion:** Motion to approve by Jeff Carmon, seconded by Marlene Haines.

**Conclusion:** Motion carried unanimously.

### **(D) General Operations Rule #3**

**Motion:** Motion to approve Rule #3 by Kristi Turman, seconded by Clayton Tucholke.

**Conclusion:** Motion carried unanimously

**(E) Call Taking (#s 7-13)**

**Motion:** Motion to approve Rules 7-13 by Jason Bechtold and seconded by Jeff Carmon.

**Conclusion:** Motion carried unanimously.

**(F) Communication with Field Units #14**

**Motion:** Motion to approve Rule #14 by Clayton Tucholke and seconded by Doug Barthel.

**Conclusion:** Motion carried unanimously.

**(G) Communication with Field Units #15**

Amended as: A PSAP must have equipment and capability to have two-way radio communications with all public safety units in its 911 service area.

**Motion:** Motion to approve the amendment by Doug Barthel, seconded by Clayton Tucholke.

**Conclusion:** Motion carried unanimously.

**Motion:** Motion to approve Rule 15 as amended by Doug Barthel, seconded by Kristi Turman.

**Conclusion:** Motion carried unanimously.

**(H) Facilities and Equipment Rules 16-21**

**Motion:** Kristi Turman made the motion to approve Rules 16-21, Clayton Tucholke seconded the motion.

**Conclusion:** Motion carried unanimously

**(I) Technical Standards Rules #1 & #2**

The board decided the acronyms ESRK and ESN Should have the words Emergency Services Routing Key and Emergency Service Number in parenthesis.

**Motion:** Motion to approve Rules 1&2 made by Jeff Carmon and seconded by Marlene Haines.

**Conclusion:** Motion carried unanimously.

**(J) Financial Standards Rules #s 2,3,5,6,7,8 & 9**

**Motion:** Motion to approve Rules #s 2,3,5,6,7,8 & 9 made by Tracy Turbak and seconded by Marlene Haines.

**Conclusion:** Motion carried unanimously.

**(K) Financial Standard #1**

Chair Ruffedt, suggested the Administrative Committee look into Rule #1 and set the date of 7-1-2010 for implementation.

**Motion:** Motion to approve made by Jason Bechold, seconded by Jeff Carmon.

**Conclusion:** Motion carried unanimously.

**(L) Financial Standard #4**

Chair Ruffedt stated there is no specific date on the 911 emergency surcharge remittance.

**Motion:** Motion to approve Rule #4 made by Clayton Tucholke and seconded by Jody Sawvell.

**Conclusion:** Motion carried unanimously.

**(M) PSAP allowable recurring and nonrecurring costs.**

**Motion:** Motion to approve Rule by Kristi Turman and seconded by Tracy Turbak.

**Conclusion:** Motion carried unanimously.

**(Lunch Break)**

**IX. Approval of Legislative Subcommittee Legislative Issues**

DPS Staff Attorney Michael Houdyshell, briefed the Board on changes and corrections that could be made. The Board discussed the proposed changes to Chapter 34-45, Emergency Reporting System.

**Motion:** Motion to adopt all proposed Legislative changes made by Jeff Carmon, seconded by Kristi Truman.

**Conclusion:** The motion carried unanimously.

## **X. Coordinator Report**

911 Coordinator Lee Axdahl reported to the Board on the OnStar remittance issues and the Prepaid Wireless Remittance/Collection Report. The Coordinator also informed the Board on status of the ENHANCE 911 grant and the fact that some states have appropriated some of the 911 surcharge funds for general fund use.

## **XI. Other Business:**

Chair Ruffedt suggested that the Board draft a cover letter on the proposed Rules to send to the Agencies and Associations. There was discussion on the letter and Lee was asked to get dates and locations of various meetings, so the letter can be ready to give the members at those meetings.

## **XI. Public Comment:**

Virgil Novotny, Tripp County Commissioner spoke to the board and explained that his county has no extra funds to meet the additional demands placed on them by the Winner PSAP.

Rolf Kraft, Chairman of the Bennett Count Commission, discussed the problems the sparsely populated counties have paying the surcharge. Bennett county's tax base is small and the need the surcharge to cover services. They use Homeland Security money to buy hardware (computers etc.) Kraft suggested that the Legislature find a reasonable way that all counties in South Dakota can meet their 911 related expenses.

## **XII. Adjourn**

**Motion:** Marlene Haines moved to adjourn, seconded by Kristi Turman.

**Conclusion.** Unanimous aye