



SOUTH DAKOTA 9-1-1 COORDINATION BOARD

MEETING MINUTES FOR AUGUST 10, 2017

VIA TELECONFERENCE

Board members present: Brown, DeNeui, Haines, Kippley, McPeek, Miller, Reinesch, Rufledt, Sawvell, Serr

Board Members Absent: Harding, Serr

Staff Present: Shawnie Rechtenbaugh (State 9-1-1 Coordinator)

Others present: Dawn Hill (DPS), Mark Mills, Bob Mercer, Don Kettering (Chairman, Yankton County Commission), Patty Hojem (Yankton County Auditor)

I. Call to Order and Roll Call

The meeting was called to order at 10:01am CDT by Rufledt. Roll call was taken and a quorum was present.

II. Approval of Agenda

Shawnie Rechtenbaugh proposed a change to the agenda to add the topic of Smart Software Solutions contract amendment under Other Business.

Motion to approve the meeting agenda with changes noted.

Moved by: Kippley Seconded by: McPeek

Discussion: None.

Vote: 9 yeas, 0 nays. Motion Carried unanimously.

III. Approval of Meeting Minutes

Motion to approve the June 8, 2017 meeting minutes.

Moved by: Haines Seconded by: DeNeui

Discussion: None

Vote: 9 yeas, 0 nays. Motion carried unanimously.

IV. Member Appointments

We were notified by the Governor that three of our Board members were reappointed to another 3 year term - Don Reinesch (SDACC), Steve Harding (SDML) and Marlene Haines (APCO). An updated copy of the board membership listing with term dates was provided to the board and this information has been updated on the SD Boards and Commissions website.

V. PSAP Follow Up

- A. Letter from Metro dated June 27, 2017 asking for consideration to be given for legislative item to give DOR ability to release detailed line count and telco remit information to PSAPS so they can monitor and resolve discrepancies themselves. Shawnie advised the issue is on the radar of DPS, DOR, legislators, and other PSAPs. Don Reinesch noted the County Commission Association convention is rapidly approaching in September. He asked if we should ask for a letter of support from the SDACC, if we could get this in front of them during their meeting. Shawnie indicated she will keep any letters of support we receive regarding this issue.

- B. Yankton County Letter dated June 20, 2017. In 2013, the board sent a letter to the Yankton County Commission regarding non-allowable expenditures from the County 911 fund. Per the letter, the board and DLA agreed that reimbursement to the 911 fund would be an appropriate resolution. We had asked the county to reply with the amount of funds improperly paid from the 911 fund for the two items (Zuercher software and maintenance and the narrow banding project). In addition, the county was asked to communicate what correction action has or would be taken. The county did not respond to the letter until June 2017. Yankton County asked if they needed to reimburse the E911 fund. Rechtenbaugh responded via email to Patty Hojem inviting someone from the county to attend today's board meeting to visit with the board. Commissioner Kettering and Patty Hojem joined the call to provide comment. Yankton County will look through detailed invoices and contact Zuercher to get the break down of the costs for the LEDS Suite. Don Kettering asked if the board would allow 30 days to get the issue resolved. The board agreed that would be a reasonable timeframe.

VI. NG911 Project Updates

A. GeoComm Report.

- Jessica Frye from GeoComm presented at the SD State GIS Conference.
 - SD NextGen 911 Project: Past, Present and Future (co-presented with Shawnie)
 - Tips and Tricks for NextGen 911 GIS Data Maintenance
- To date, 60 of 66 counties have submitted data into the SD DIMES system (includes 3 tribal counties that are not participating).
 - Butte, Hand, Moody (tribal: Dewey, Shannon, Ziebach)
- The current statewide GIS data match rate (or accuracy) average is 92.4%.
- 27 counties are at over 95% (threshold set by ComTech)

B. NG911 Project Management Update.

- CPE (customer premise equipment) installation complete
- We are being diligent about monitoring trouble tickets. Ted noted, going back 4-5 weeks ago, we were getting 40-45 trouble tickets per week, now we get around 20-30 trouble tickets per week – which is more normal. This is a good trend.
- We are getting heavy into the ESInet portion
- LOAs are scheduled to be sent out on Thursday. Ted explained these Letters of Authorization were sent to telephone companies informing them to begin migration of customer's 911 calls over to ComTech ingress points.
- We hope to have an updated project schedule by next week.
- The State Team is about to start discussions on the details of text-to-911 over the new network
- Ted mentioned that the 5-year renewal is coming up with ComTech. He indicated the board will need to be looking at that and making recommendations in plenty of time. Shawnie noted that we're about 2.5 years out from the end of the contract.

VII. Compliance Reviews

- A. Bon Homme County – They are working towards compliance – making excellent progress. Just need to complete three items to attain compliance. Mark Mills was able to complete their review before the board meeting today. Shawnie will notify the PSAP of the updated findings.
- B. Butte County – achieved compliance last week.

- C. Marshall County – submitted a plan to obtain compliance on July 12, 2017. Have just one item related to recording radio and telephone traffic. Plan to make a purchase by end of August. Once recorder is in place, they can be moved to compliant.
- D. Miner County – Submitted a letter stating the door to the Sheriff’s Office which contains the PSAP workstation would be locked 24 hours a day starting July 1. Rechtenbaugh responded with a follow up question about how Sheriff’s office business with the public will be handled as prior to this the public needed access to the office on a daily basis. If the door is now locked, but members of the public have to then be allowed into the office to conduct business it does not meet the requirements of security for the PSAP staff or the equipment. No response from Miner County has been received in response to the follow up question.
- E. Roberts County – no response or progress since the letters from the board were sent.

McPeek asked if official letters of non-compliance were sent to non-compliant PSAPS after July 1. Rechtenbaugh confirmed that the letters had been sent and she will forward a copy to the board after this meeting.

11:05am the board took a 5 minute comfort break.

Board member Kippley had to leave the meeting for another commitment.

11:10am the board resumed the meeting. Roll call was taken: Brown, DeNeui, Haines, McPeek, Miller, Reinesch, Rufledt, Sawvell were present. Harding, Serr and Kippley were absent.

VIII. Condition Statement and Collections Report

The FY2017 yearend condition statement and collections report were provided to the board. The July 2017 condition statement and collections report were provided also and are the first month in the new fiscal year. Please review and if you have questions, let Shawnie know. The FY17 ending balance in the 911 Coordination Fund was \$7.288 million. During FY17 we expended \$3.44 million on the NG911 contracts. Total expenditures for the year were \$3.76 million and total revenue for the year was \$3.9 million.

IX. Annual Reports

The County/PSAP Annual 911 Financial Reports are close to being finished. 71 of the 77 reports have been reviewed and approved to date. Two counties have not submitted any data (Jackson and Mellette). Huron and Mobridge reports are still open and in need of revisions. Douglas County entered data, but have never submitted and have not responded to multiple requests. Kingsbury County is actively working to provide some follow up data. Rechtenbaugh needs to review and respond back to them or approve.

Once complete this data will be used to complete the Annual 911 Report to the Governor and the Government Operations and Audit Committee.

X. Other Business

Smart Software Solutions contract has been utilized. Rechtenbaugh proposed an amendment to increase the total contract amount from \$10,000 to \$15,000 to carry it through the remaining 3 years. The amount of work by SSS has tapered off quite a bit each year, but there are still items that need to be handled, such as new operating system releases by Windows and ensuring the website will function correctly or fix an occasional bug. In the last year, they billed about \$1,288 of the contract.

Motion to amend the Smart Software Solutions contract from \$10,000 to \$15,000:

Moved by: McPeek Seconded by: Miller

Discussion: None

Vote: 8 yeas, 0 nays. Motion Carried unanimously.

Next meeting date will be the annual meeting of the board on October 12, 2017 at 10am Central Time in Pierre. Exact location to be determined. Haines/Miller indicated they will be unable to attend that day. Ted Ruffedt requested the meeting be scheduled for October 12 to be held in Pierre.

XI. Public Comment

There was no public comment.

XII. Adjourn

Motion to adjourn the meeting.

Moved by: DeNeui Seconded by: Miller

Discussion: None

Vote: 8 yeas, 0 nays. Motion Carried unanimously. Meeting adjourned at 11:25am Central Time.