



**SOUTH DAKOTA 9-1-1 COORDINATION BOARD**

**MEETING MINUTES FOR MARCH 14<sup>TH</sup>, 2024 AT 3:00 PM CT**

**VIA TEAMS**

**Board Members Present:** Boyd, DeNeui, Olson, Serr, Sutton, Tooley, Toomey, Wollmann

**Board Members Absent:** Bryan, Leon

**Staff Present:** Jason Husby, State 9-1-1 Coordinator, Dawn Hill (DPS), Dan Lusk (DPS)

**Others Present:** Kara Semmler (SD Telecommunications Association)

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

The meeting was called to order at 3:00 PM Central Time by DeNeui. Roll call was taken and a quorum was present.

**II. Adoption of Agenda**

Motion to approve the meeting agenda as presented.

Moved by: Sutton      Seconded by: Toomey

Discussion: None

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

**III. Approval of Meeting Minutes**

DeNeui asked board members to review draft meeting minutes from the March 7<sup>th</sup> meeting. Wollmann advised her name is spelled incorrectly in the notes. Husby said he would make the correction.

Motion to approve the minutes as corrected.

Moved by: Tooley      Seconded by: Sutton

Discussion: None

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

**IV. Ratify Subcommittee Appointments**

DeNeui proposed the following changes for subcommittee membership:

Administrative Subcommittee – no change

Technical Subcommittee – Anderson is no longer on the board. Add Tooley and Leon.

Committee members are: Serr, Olson, Boyd, Tooley and Leon.

Operations Subcommittee – Anderson is no longer on the board. Add Tooley and Wollmann.

Committee members are: DeNeui, Olson, Tooley, Toomey and Wollmann.

Funding Subcommittee – Replace Miller with the new board member named as his replacement and add Sutton and Wollmann.

Committee members are: Bryan, DeNeui, Wollmann, Sutton and open DPS.

Special Legislative Subcommittee – Replace Miller with new board member named as his replacement.

Committee members are: Toomey, Sutton, Leon and open DPS.

Special Nominations Subcommittee – Add Serr.

Committee members are: Bryan, Boyd and Serr.

Motion to ratify appointments to the existing subcommittees as proposed.

Moved by: Toomey      Seconded by: Wollmann

Discussion: None

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

DeNeui indicated the newly passed legislation (HB 1092) would require updating Administrative Rules of South Dakota (ARSD) for Public Safety Answering Points (Chapter 50:02:04). She said this would be a good time to review the Administrative Rules in their entirety and propose any necessary changes.

DeNeui proceeded by assigning sections of Chapter 50:02:04 to existing subcommittees to review specifically, but also advised all board members to review the current rules and propose changes. DeNeui assigned

Sections 2, 3, 4 & 5 to the Operations Subcommittee

Section 6 to the Technical Subcommittee

Sections 7, 8, 9 & 10 to the Funding Subcommittee

Sections 11, 12 & 13 to all committees

Jason Husby (DPS) felt Section 1, which includes the glossary/definitions, needs to be updated to reflect industry changes and bring the language up to current standards. DeNeui assigned this task to the Technical Subcommittee.

Dan Lusk (DPS) provided information about the Administrative Rules promulgation process. He advised the Interim Rules Review Committee of the legislature only meets when legislature is not in session. They meet monthly. The dates for 2024 are: April 15, May 7, June 10, July 16, August 20, September 10, and October 22.

Lusk also advised the Board should have the rules package in a form that is somewhat complete at least 45 days prior to presenting the package to Interim Rules Review Committee. If the Board doesn't get the rules package presented by October 22, 2024, they will have to wait until April 2025 when the Interim Rules Committee begins to meet again after the 2025 legislative session. Part of the process includes serving the cabinet secretary of the SD Department of Public Safety. Once approved, the Board must publish a notice and hold a public hearing on the proposed rule changes. There is a brief period following the public hearing for the public to submit written comments. Once the public comment period closes, the Board would need to consider any public comment received. The Board must notify the Interim Rules Committee at least 5 days prior to the scheduled hearing date that they intend to present rules. Lusk advised notification should be made more than 5 days ahead so Interim Rules Committee members have time to review the rules prior to the hearing. DPS leadership would reach out to the Interim Rules Committee member assigned to the Department ahead of time so they can discuss the proposed rules.

DeNeui added it will be important to include input from PSAPS and the industry as the board considers making changes to the Administrative Rules. She felt there needs to be a balance. DeNeui noted the next tentatively scheduled board meeting will be June 6, 2024. She asked if everyone felt that would be enough

time for the subcommittees to meet and review their assigned section of the rules. Tooley felt there is not much choice other than to get it done due to the timeline. DeNeui asked the subcommittees to report back on their assigned rule sections during the June 6 meeting.

Boyd indicated the Board may want to consider calling a special board meeting in late May to discuss the proposed rule changes instead of waiting until June.

Lusk advised not to compress your timeline too much. He suggested Husby could put together a backward timeline starting with the October 22<sup>nd</sup> date, then the Board could decide if they want to try to get everything done by the October, September, or August meeting dates. Lusk advised Arin Diedrich (DPS) can support Husby/the Board and assist with the Administrative Rules promulgation process, including getting the proper notices posted in newspapers, on the open meetings website, etc.

DeNeui felt comfortable waiting until the June 6 meeting date to allow the subcommittees enough time to review their assigned sections of the admin rules. Serr suggested committee members find a way to share their proposed changes with other board members and stay within the open meeting laws.

DeNeui recommended keeping the next scheduled meeting date as June 6. Husby can help put subcommittee meetings together, arrange Teams meetings, etc. Lusk recommended the subcommittees use a strong watermark on all internal working papers, documents, etc. so it is clear those items are internal working documents under review and not subject to open record requests.

DeNeui asked for a motion from the floor to ratify the admin rule section assignments to the subcommittees.

Motion to ratify the admin rule section assignments to the subcommittees.

Moved by: Sutton      Seconded by: Boyd  
Discussion: None  
Vote: 8 yeas, 0 nays. Motion carried unanimously.

#### **V. Public Comment**

There was no public comment.

#### **VI. Adjourn**

Motion to adjourn the meeting.

Moved by: Serr      Seconded by: Wollmann  
Discussion: None  
Vote: 8 yeas, 0 nays. Motion carried unanimously.

Meeting adjourned at 3:31PM Central DST.