



**SOUTH DAKOTA 9-1-1 COORDINATION BOARD
MEETING MINUTES FOR NOVEMBER 16, 2018**

SDACC, PIERRE

Board members present: Brown, Bryan, Haines, Kippley, McPeek, Miller, Reinesch, Ruffedt, Serr

Board Members Absent: DeNeui, Harding

Staff Present: Shawnie Rechtenbaugh (State 911 Coordinator), Maria King (NG911 Project Manager)

Others present: Jenna Howell (DPS), Arin Diedrich (DPS), Sara Weston, Joel McCamley and Wendy Day (911 Authority), Andrew Singer and Kent Hellebust (Comtech), Bob Mercer (Keloland), Tony Mangan (DPS), Joe Fick (Motorola)

I. Call to Order and Roll Call

The meeting was called to order at 10:00a.m.CDT by Ruffedt. Roll call was taken and a quorum was present.

II. Adoption of Agenda

Motion to approve the meeting agenda with changes.

Moved by: Brown Seconded by: Kippley

Discussion: None.

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

III. Election of Chair and Vice Chair

Nomination subcommittee members Brown facilitated the election of the chair and vice chair. Brown called for nominations for the chair. Reinesch nominated McPeek for chair. Seconded by Miller. Ruffedt nominated Serr. No second. No other nominations were made. Nominations ceased.

Motion to elect Lee McPeek as the chair.

Moved by: Reinsech Seconded by: Miller

Discussion: None.

Vote: 9 yeas, 0 nays. Motion carried.

Brown called for nominations for the vice chair. Haines nominated Kippley as Vice Chair. No other nominations were received. Nominations ceased.

Motion to elect Rachel Kippley as vice chair.

Moved by: Haines Seconded by: McPeek

Discussion: None.

Vote: 9 yeas, 0 nays. Motion carried.

IV. Approval of Meeting Minutes

Motion to approve the meeting minutes for September 20, 2018 and November 2, 2018.

Moved by: Haines Seconded by: Bryan

Discussion: None.

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

V. NG911 Project Update

A. Executive Session per SDCL 1-25-2 (3)

Motion: Motion to go into Executive Session to consult with legal counsel about possible litigation and contractual matters per SDCL 1-25-2 (3). Including board members, staff and technical consultants.

Moved by: Kippley Seconded by: Brown

Discussion: None

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

The board went into Executive Session at 10:14am

The board rejoined the public bridge at 1:03 pm Central Time. Roll call was taken and a quorum was present. Jenna requested to bring on outside counsel. She spoke with Paul Bachand and he indicated he would be interested in assisting the board.

Motion: Motion to authorize Jenna to execute an engagement letter under the existing AG contract for legal services with Morino, Lee and Bachand at the contractual rate of \$180 per hour.

Moved: Ruffledt Second: Haines

Discussion: none.

Vote: 9 yeas, 0 nays

Motion carried unanimously.

B. RFP status update: Maria

The 911 Authority team have been working on the draft RFP. We are tentatively scheduled to have it ready for final review and approval by the board at the next board meeting. We could then look to release it in January 2019. Rechtenbaugh noted that releasing a RFP gives the state more options to consider. We do not have to award it. We can always stay with our current vendor and review under the existing contract but with the project this big it is a good idea to make sure we are considering all of our options.

C. 911 Authority SOW – need to amend contract.

King stated we did a contract amendment in May of this year, but due to the outage, work on the RFP and the rural carrier issue, we have expended those funds faster than expected. We need to add additional funds into the current contract if the board wishes to continue the services provided by 911 Authority. Kippley asked if it was sole source and if there are other companies who do this type of work. Howell reported it was originally put out to RFP and that was how LR Kimball was selected. The staff has worked on our project since the beginning, so if we did have to do a new contract it would certainly be an option to sole source due to their historical knowledge on our project.

Ruffledt noted for continuity of this project we should do the amendment to ensure we have their continued support on the project.

Motion to amend the existing 911 Authority contract to add an additional \$150,000 for on-going support outlined in the statement of work.

Moved: Ruffledt Second: Bryan

Discussion: none.

Vote: 9 yeas, 0 nays

Motion carried unanimously.

VI. 9-1-1 Administrative Rules

Due to the impending weather in the northern part of the state, Haines suggested we consider postponing this discussion until the next board meeting to allow members to get on the road before the travel conditions worsen. It was noted that the subcommittees could review the document sent out for this meeting and work to provide additional recommendations or wording to move towards consensus.

Motion to postpone the administrative rules discussion until our meeting in December.

Moved: Haines Second: Kippley

Discussion: none.

Vote: 9 yeas, 0 nays

Motion carried unanimously.

VII. Condition Statement and Collections Report

The most recent condition statement and collections report were provided. The bottom half of the sheet is a break out of our contractual payments. We average about \$300,000 in monthly payments to our vendors and contractors. We average just over \$100,000 in 2% pre-paid revenue. The states portion of the \$1.25 was \$226,243. Ending cash balance in the fund is \$7 million. If you look at the collections report, you will see the lines for the month were 813,349. As with past months, around \$700,000 of the \$1.25 surcharge was distributed back to the counties. We also distributed \$79,000 in incentive funds to the 11 eligible PSAPs. This is in line with past months. Revenues and expenses seem to be remaining steady at this time.

McPeek asked if any PSAPs have reported seeing issues with their disbursements since receiving the additional data. Rechtenbaugh said she is not aware that they have, though the PSAPs could reach out directly to DOR.

VIII. Other Business

- A. Next regular board meeting in scheduled for December 13, 2018 in Pierre. Brown and Miller cannot attend. Rechtenbaugh will reach out to the other board members to see if this date will work.
- B. Marlene Haines announced she plans to retire on Feb 1st. The board commented that it has been a pleasure to serve with her and they wish her well. Haines holds the SD APCO chapter seat on the board. Rechtenbaugh will contact the chapter to request a list of names of those who are interested in being on the board.

IX. Public Comment

Andrew Singer asked for a repeat of the motion made after executive session. The motion was repeated. There was no other public comment.

X. Adjourn

Motion to adjourn the meeting.

Moved by: Reinesch Seconded by: Miller

Discussion: None

Vote: 9 yeas, 0 nays. Motion Carried unanimously. Meeting adjourned at 1:25 pm Central Time.