



**SOUTH DAKOTA 9-1-1 COORDINATION BOARD**  
**MEETING MINUTES (DRAFT) FOR FEBRUARY 4, 2019**  
**SDACC, PIERRE**

**Board members present:** Brown, Bryan, DeNeui, Harding, Littau, McPeek, Miller, Rufledt, Serr

**Board Members Absent:** Kippley

**Staff Present:** Maria King (NG911 Project Manager)

**Others present:** Jenna Howell (DPS), Dawn Hill (DPS), Sara Weston & Joel McCamley (911 Authority), Paul Bachand, Andrew Singer (Comtech), Bob Mercer (Keloland), Tony Mangan (DPS)

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

The meeting was called to order at 12:00PM Central Time by McPeek. Roll call was taken and a quorum was present. Harding arrived at 12:05PM.

**II. Adoption of Agenda**

Motion to approve the meeting agenda with the addition of “RFP Review Committee” as Item C under number IV.

Moved by: Littau                      Seconded by: Miller

Discussion: None.

Vote: 8 yeas, 0 nays; Harding not present for vote. Motion carried unanimously.

**III. Approval of Meeting Minutes**

Motion to approve the December 12-13, 2018 meeting minutes; no changes.

Moved by: Harding                      Seconded by: DeNeui

Discussion: None.

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

**IV. NG911 Project Update**

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

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 (Maria, Jenna, Dawn), Paul Bachand, and technical consultants (Sara and Joel).

Moved by: Littau                      Seconded by: DeNeui

Discussion: None

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

The board went into executive session at 12:06PM Central Time. The board came out of executive session at 12:59PM Central Time.

**B. RFP Status Update**

King informed the Board that 17 Letters of Intent have been received and are currently working through the written inquiry responses which are due Friday, February 8<sup>th</sup>. RFP response deadline is March 6<sup>th</sup>.

**C. RFP Review Committee**

King brought up the need for individuals to be selected for the RFP review committee. Ruffedt had volunteered previously. Eugene Thomas and Jeff Pierce with BIT are also on the committee. King will also need to be on the committee, but with Haines' seat open on the board, we are missing another PSAP operations individual on the committee. The Governor's Office will not be meeting to appoint anyone to this position until after session ends in March. King asked for volunteers and DeNeui volunteered.

Joel and Sara with 911 Authority will be available for technical support, however they will not participate in the scoring. The question was asked if another PSAP supervisor would be allowed to be a part of the review committee. We could possibly choose from one of the individuals interested in the APCO Board seat. Ruffedt recommended that it would be beneficial to have someone on from a mid-size or smaller PSAP. Serr recommended that the Admin Committee be a part of the review team. King to check with Kipley on her availability/interest. Harding recommended Cindy Gross from CSDC; Ted recommended Scott McMahon from Watertown.

Jenna also recommended that we determine what authority to give the RFP review committee. Due to the confidential nature of the RFP process and responses, the full Board cannot review all of the responses. Discussion followed about how the last RFP review was handled and it was suggested that the RFP review committee narrow down to the short list presentations. This needs to remain on the agenda to discuss at the next meeting.

**V. Condition Statement and Collections Report**

The most recent condition statement and collections report were provided. Amounts are in line with what we have seen in past months. Ruffedt asked about Personal Services being lower in December; King would research. King pointed out low Contractual amounts for August and October of 2018, but when you look in the corresponding contractual breakdown, there are larger Comtech payments on following months that explain the variances.

**VI. Other Business**

**A. 9-1-1 Administrative Rules and Subcommittee Reports**

Motion to continue Administrative Rules and Subcommittee Reports agenda item to a future date.

Moved by: Serr                      Seconded by: DeNeui

Discussion: None

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

- B. Next regularly scheduled meeting will be April 11, 2019.  
There may need to be another meeting prior to the regularly scheduled quarterly meeting; King will coordinate and set up as necessary. Ruffedt suggested that the RFP review committee meet in advance of the board meeting scheduled on April 11<sup>th</sup>.

**VII. Public Comment**

There was no public comment.

**VIII. Adjourn**

Motion to adjourn the meeting.

Moved by: Miller      Seconded by: Harding

Discussion: None

Vote: 9 yeas,0 nays. Motion Carried unanimously. Meeting adjourned at 1:30PM Central Time.