



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

**MEETING MINUTES FOR MARCH 5, 2019**

**VIA TELECONFERENCE**

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

**Board Members Absent:** Bryan

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

**Others present:** Jenna Howell (DPS), Arin Diedrich (DPS), Dawn Hill (DPS), Paul Bachand, Andrew Singer (Comtech)

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

The meeting was called to order at 1:00PM Central Time by McPeek. Roll call was taken and a quorum was present.

**II. Adoption of Agenda**

Motion to approve the meeting agenda with the addition of "911 Authority New Member" as Item C under number IV and "DPS Day Hats/Visors" as Item B under number VI for Other Business.

Moved by: Kippley      Seconded by: DeNeui

Discussion: None

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

**III. Approval of Meeting Minutes**

Motion to approve the February 4, 2019 meeting minutes; no changes.

Moved by: Harding      Seconded by: Littau

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, Arin), and Paul Bachand.

Moved by: Brown      Seconded by: Miller

Discussion: None

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

The board went into executive session at 1:11PM Central Time. The board came out of executive session at 1:37PM Central Time. Rejoined original conference bridge at 1:38PM and resumed meeting at 1:39PM.

Littau did not join Executive Session due to a prior commitment.

**B. RFP Review Committee**

Existing members: McPeek, Ruffledt, DeNeui, King, Eugene Thomas (BIT), and Jeff Pierce (BIT). With Haines' seat open, we are missing another current PSAP operations individual on the committee. The Governor's Office will not be meeting to appoint anyone to this position until after session ends later this month.

Joel, Sara, and Jen with 911 Authority will be available for technical support; however, they will not participate in the scoring. The question during the last meeting was asked if another PSAP supervisor would be allowed to be a part of the review committee. After discussing with Procurement, it was recommended that if we choose someone not on the Board or with the State, they would be able to assist during the review process and share their input. They would be similar to 911 Authority in that they would not be allowed to participate in the scoring process.

Jenna had 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 and select the top RFP candidate to negotiate a proposed contract.

Motion to name McPeek, Ruffledt, DeNeui, King, Eugene Thomas (BIT), and Jeff Pierce (BIT) to the RFP Review Committee with assistance from the 911 Authority team and give the RFP Review Committee the authority to select the top RFP candidate and negotiate a proposed contract.

Moved by: Harding                      Seconded by: Kippley

Discussion: None

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

**C. 911 Authority New Member**

911 Authority has added Jennifer Haag to the team. Maria read her bio to the board and shared insight into Jennifer's role going forward. Wendy Day will not be able to participate in the RFP review process to assist with technical questions, so Jennifer will help in this regard. Jennifer's hourly rate will be \$115. Her time and her travel expenses will be billed as part of the RFP review process.

Motion to approve funds for additional 911 Authority personnel to assist with future projects.

Moved by: Serr                      Seconded by: Brown

Discussion: None

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

**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.

**VI. Other Business**

- A. Next regularly scheduled meeting will be April 11, 2019.
- B. DPS Day at the State Fair – 911 Coordination asked to support DPS Day at the State Fair by purchasing hats / visors to give away during that event. 2,000 hats and 1,000 visors ordered last year for a cost of approximately \$12,000. Serr asked if there are any limitations in statute for use of surcharge funds. King explained we've used those funds to purchase promotional items in the past, such as the 911 mobile device screen cleaners, pencils, pens, post-it notes, magnets, etc. Other board members expressed concerns as well. King will advise DPS team of the board members' feedback.

**VII. Public Comment**

There was no public comment.

**VIII. Adjourn**

Motion to adjourn the meeting.

Moved by: Miller                      Seconded by: Ruffedt

Discussion: None

Vote: 8 yeas, 0 nays. Motion Carried unanimously. Meeting adjourned at 2:20PM Central Time.