



## SOUTH DAKOTA 9-1-1 COORDINATION BOARD

MEETING MINUTES FOR JUNE 5, 2018

### VIA CONFERENCE CALL

**Board members present:** DeNeui, Haines, Harding, McPeek, Miller, Ruffledt, Sawvell, Serr (joined at 9:33am)

**Board Members Absent:** Brown, Kippley, Reinsch

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

**Others present:** Jenna Howell (DPS), Dawn Hill (DPS), Wendy Day (911 Authority), Julie Wegener & April Dunham (Lake County 911), Joel King (Synergem Technologies), Bob Mercer (Reporter), Jude Warner (Spearfish PD)

#### I. Call to Order and Roll Call

The meeting was called to order at 9:11a.m. CDT by Ruffledt. Roll call was taken and a quorum was present.

#### II. Approval of Agenda

Motion to approve the meeting agenda.

Moved by: McPeek      Seconded by: Harding

Discussion: None.

Vote: 7 yeas, 0 nays. Motion Carried unanimously.

#### III. Approval of Meeting Minutes

Motion to approve the April 26<sup>th</sup> meeting minutes as amended.

Moved by: McPeek      Seconded by: DeNeui

Discussion: None.

Vote: 7 yeas, 0 nays. Motion Carried unanimously.

Motion to approve the May 3<sup>rd</sup> meeting minutes.

Moved by: Haines      Seconded by: McPeek

Discussion: None.

Vote: 7 yeas, 0 nays. Motion Carried unanimously.

#### IV. Board Member Terms

DeNeui and Kippley were interested in serving another term. Their names have been submitted to the Governor's Office. Sawvell has been serving on the board since July of 2008. He is ready to step down and let someone else serve in the service provider seat. This is his last meeting. Several board members extended their gratitude to Jody for his years of service. A list of service provider names has been submitted to the Governor for consideration.

#### V. NG911 Project Updates

ESInet – King reported that last week on May 30<sup>th</sup>, we completed our first PSAP cutover to the network. Watertown was our beta PSAP and the cutover went very smooth. Thank you to Chief McPeek and Captain

Scott McMahon for being the first and their work to prepare. Lake County is next on June 13<sup>th</sup> followed by Bon Homme and Lincoln Counties after that.

PUC – Howell explained that filing an intervention in Comtech’s CLEC docket as previously discussed, was not possible since the docket had been closed.

Howell submitted the approved request for declaratory ruling to the PUC on May 11<sup>th</sup> per the board direction at the last meeting. NextGen and SDTA have been submitted requests to intervene in our docket. The PUC meets on June 12<sup>th</sup> and will consider the intervention petitions at that time. We have the option to support or not support the intervention requests. Howell suggested we could support the intervention but note we would appreciate it if the PUC would make sure the intervening parties keep their comments focused on the legal question we submitted in our docket.

Motion to acknowledge we are ok with allowing the intervention petitions of NextGen and SDTA in our docket, but request the PUC have them keep the intervener comments to the issue at hand.

Moved by: Ruffedt      Seconded by: Harding

Discussion: None.

Vote: 7 yeas, 0 nays. Motion Carried unanimously.

Howell noted the PUC will also be meeting on June 26<sup>th</sup> and we believe they will rule on our question then.

Howell updated the board on the response we received from NextGen to our letter. We had asked for a breakdown of the monthly payment, a current project plan and that they file bona fide requests per SDCL 49-31-79. They responded that a payment breakdown is not available based on how the rate was negotiated, the project plan was provided on May 21<sup>st</sup> and they will not file bona fide requests as they don’t believe the law applies. Howell stated she does not feel the board needs to respond at this time, since this issue will be ruled upon by the PUC at the June 26<sup>th</sup> meeting.

## **VI. Administrative Rules and By-Laws**

Rechtenbaugh sent a copy of the current administrative rules to the board members prior to the meeting. It has been many years since we have taken a thorough look at these and considered any changes. 50:02:04:02, item 2 is the main item we are going to need to address in the upcoming months. This “two person” rule was put on hold back in 2012 with the passage of SB174. Once NG911 is operational, the PSAPs are required to comply with this rule. Rechtenbaugh suggested one of the board’s subcommittees review this rule and the 3 options discussed to see if it is still applicable and/or how to best modify it. Rechtenbaugh felt all of the rules could benefit from a thorough review for any other items that could be cleaned up as well.

Should the board want to make any admin rule changes, we would need to have them reviewed and draft proposed changes by April 2019 in order to make the August 2019 Rules Review committee meeting.

Serr joined the meeting at 9:33am.

By-Laws: During the 2018 session there were a couple changes made to open meeting laws which prompted me to review the current by-laws. In doing so Rechtenbaugh found some items that should be cleaned up. Rechtenbaugh sent changes to the board for review. Changes to the by-laws require a 2/3 vote from board members to approve. Ruffedt suggested the vote be held and put on the next board meeting agenda.

Harding suggested it would be worthwhile to go through all of the rules and update everything at one time instead of doing in several intervals. Ruffledt suggested himself, McPeek, and Haines review the rules and propose changes for the board to review. He asked Rechtenbaugh to send out the rules and they would try to have things back to her in 2-3 weeks.

## **VII. Annual Reports**

Rechtenbaugh provided a copy of the 911 Annual Financial Report summary to the board. This is a summary of the financial reports submitted by each county and PSAP who maintain a 911 budget. This will become an exhibit of the 911 Annual Report which gets submitted to the Governor and legislature each year in August.

The FCC Annual Report request has been received. Rechtenbaugh will complete this report and submit it by the June 29<sup>th</sup> deadline.

The National 911 office usually collects the 911 Profile Database, however they were not able to received permission from OMB, so the collection will not happen. However, Rechtenbaugh did receive a request yesterday stating the state 911 coordinators will be collecting the usual data and retaining it with the hope approval comes through. We do not want to lose the trend data by missing a year of collection. REchtenbaugh will complete this report by July 13<sup>th</sup>.

## **VIII. Other Business**

Promo Items – Rechtenbaugh asked if board would want to proceed with ordering promotional items to promote the new web address for SD 9-1-1. She suggested an assortment of pens, pencils, stickers, and sticky phone screen cleaners. She reported that a nice pen would cost around .75 each; 5,000 pencils would cost around \$11,000. Screen cleaners like the ones bought in the past would be about \$2000 for 1500-2000. 5,000 stickers would cost about \$500.

Motion to authorize the state coordinator to purchase up to \$7,000 for a variety of promotional items.

Motion: Ruffledt      Seconded: Haines

Disucssion: None.

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

Next regular board meeting in scheduled for August 9, 2018 which is the day Rechtenbaugh returns from APCO and is during the Sturgis Motorcycle Rally. Rechtenbaugh will propose a new date later in August and send it to the members.

## **IX. Public Comment**

There was no public comment.

## **X. Adjourn**

Motion to adjourn the meeting.

Moved by: McPeek      Seconded by: DeNeui

Discussion: None

Vote: 8 yeas, 0 nays. Motion Carried unanimously. Meeting adjourned at 10:07 a.m. Central Time.