



**NORTH CENTRAL TEXAS EMERGENCY COMMUNICATIONS DISTRICT
9-1-1 BOARD OF MANAGERS MEETING**

Minutes – March 5, 2020
9-1-1 Training Center Room A
600 Six Flags Drive
Arlington, Texas

President Stephen Terrell called the meeting of the NCT9-1-1 Board of Managers to order at 12:30 PM on March 5, 2020.

Members of the Board Present:

1. Stephen Terrell – President, Mayor, City of Allen
2. Jerry Stringer – Vice-President, Commissioner, Johnson County
3. Danny Chambers – County Judge, Somervell County
4. Roger Deeds – Secretary, Sheriff, Hood County
5. N. Lane Akin – Sherriff, Wise County
6. Jeff Hodges – Councilmember, City of Prosper
7. La’Shadion Shemwell – Councilmember, City of McKinney
8. Jim Skinner – Sheriff, Collin County
9. Randy Stinson – Commissioner, Ellis County

Members of the Board Absent:

10. Matt Coates – Sheriff, Erath County
11. Harold Eavenson – Sheriff, Rockwall County
12. Shane Long – County Judge, Palo Pinto County
13. Hal Richards – County Judge, Kaufman County
14. Will Sowell – Councilmember, City of Frisco

Members of the Staff Present:

15. Christy Williams – Director of NCT9-1-1
16. Brittney Burross – 9-1-1 Quality Assurance Coordinator
17. David Dean – 9-1-1 GIS Project Coordinator
18. Clay Dilday – 9-1-1 Technology Manager
19. Kari Gamez – 9-1-1 Sr. Administrative Assistant
20. Steven Gorena – 9-1-1 Field Support Supervisor
21. Rodger Mann – 9-1-1 GIS Manager
22. Norman Marquart – NCTCOG Fiscal Manager
23. Hilaria Perez – 9-1-1 Administrative Program Coordinator
24. James Powell – Deputy Counsel for NCT9-1-1
25. Randy Richardson – NCTCOG Senior Fiscal Manager
26. Jessie Shadowens-James – 9-1-1 Strategic Services Manager
Tommy Tran – 9-1-1 Solutions Architect

Visitors Present:

- 27. Chris Breaux – Partner, Whitley Penn
- 28. Anthony Carter
- 29. Rebecca Charles – GIS 911 Addressing, Ellis County
- 30. Jarod Rosson – Rockwall County

REGULAR SESSION

Action:

Item 1 Election of NCT9-1-1 Board of Managers Officers

In accordance with Section 2.6 of the North Central Texas Emergency Communications District (NCT9-1-1) Bylaws, the officers of the Board shall be President, Vice-President, and Secretary, who shall be elected by the Board at the first meeting of each calendar year. Elected officers shall hold office for one (1) year, said term to begin immediately following the aforementioned meeting and continuing until the next election or until such time a replacement has been elected.

The following individuals expressed interest in being considered for election to serve as officers for the June 2020- March 2021 year.

President- Sheriff Roger Deeds, Hood County
Vice-President- Councilmember Jeff Hodges, City of Prosper
Secretary- Judge Hal Richards, Kaufman County

Mayor Stephen Terrell asked if there were any additional nominations and no nominations were presented. The slate was voted on as presented.

Upon a motion by Commissioner Randy Stinson (seconded by Councilmember La’Shadion Shemwell) and by unanimous vote of all members present, the Board approved the officers as presented.

Item 2 Resolution Acknowledging Receipt of the Annual Financial Report for the 10 Months Ending September 30, 2019

Randy Richardson presented the Annual Financial Report for the 10 months ending September 30, 2019. NCT9-1-1, in accordance with requirements outlined in Chapter 772 of the Texas Health and Safety Code, is responsible for administering 9-1-1 service within its service area. Section 772.610 requires an annual report to include amount and source of receipts, expenditures, and the results of an audit prepared by an independent certified public accountant. The North Central Texas Council of Governments (NCTCOG), acting as fiscal and administrative agent of the District, procured financial audit services on behalf of the District.

NCT9-1-1’s Annual Financial Report, and the accompanying independent auditor’s report for the 10 months ending September 30, 2019, were presented for acknowledgment by the District’s Board of Managers. Representatives from NCTCOG’s independent auditing firm, Whitley Penn, were in attendance to answer any questions from the Board.

The report focused on internal controls and on compliance based on an audit of financial statements performed in accordance with government auditing standards. Whitley Penn issued an unmodified “clean” opinion.

Attachment A

Upon a motion by Councilmember Jeff Hodges (seconded by Sheriff N. Lane Akin) and by unanimous vote of all members present, the Board acknowledged receipt of the annual financial report.

Item 3 Approval of September 5, 2019, Minutes

President Stephen Terrell stated that the minutes to be approved were from the September 5, 2019, Board meeting.

Attachment B

Upon a motion by Sheriff N. Lane Akin (seconded by Sheriff Jim Skinner) and by unanimous vote of all members present, the Board approved the minutes of the September 5, 2019, Board of Managers meeting.

Item 4 Resolution Endorsing an Interlocal Agreement with North Texas SHARE for Access to Cooperative Purchasing Contracts

In September, the Board of Managers authorized NCT9-1-1 to enter into contracts with Federal Engineering, Inc. and Mission Critical Partners, LLC for public safety consulting services (Item #2019-09-04). These contracts were accessed using North Texas SHARE. North Texas SHARE is the North Central Texas Council of Governments' (NCTCOG) cooperative purchasing program designed to deliver a customer-focused marketplace and meet the needs of public sector entities. Although NCTCOG acts as the fiscal and administrative agent for NCT9-1-1, it is a separate legal entity. Therefore, in order to access the cooperative contracts, the Executive Director of NCT9-1-1 executed an (ILA) with NCTCOG joining the North Texas SHARE program.

The execution of the North Texas SHARE ILA provides access not only to the public safety consulting services, but other contract opportunities for goods and services available through the cooperative purchasing program. Individual contracts accessed via the SHARE program will be presented to the Board for approval consistent with the annual budget resolution.

Upon a motion by Councilmember Jeff Hodges (seconded by Commissioner Randy Stinson) and by unanimous vote of all members present, the Board approved the resolution as presented.

Item 5 Resolution Adopting the NCT9-1-1 Policy for Public Safety Answering Point (PSAP) Logging Reimbursement

NCT9-1-1's PSAPs may be eligible for reimbursement following the upgrade or purchase of a new logging function. A logging recorder is a device used by PSAPs to record, store, and is capable of playing back all communication media within the domain to which it is assigned. Media can include, but is not limited to: voice, radio, text, and network elements involved with routing a 9-1-1 call. Logging recorders should have the capability to simultaneously record from several sources. An established five-year schedule identifies PSAPs who are eligible for reimbursement based on the age of the current logging function, reimbursement amount, and availability of funds. This current schedule is attached for reference. The number of current 9-1-1 positions within a PSAP determines the reimbursement amount and ranges from \$15,000 to \$25,000. A PSAP may submit for reimbursement regardless of purchase year, as long as the purchase was made during the period since its last scheduled reimbursement year.

The Strategic Advisory Committee reviewed the policy at its November 2019 meeting and recommends it for adoption.

Future changes to the policy will require Board approval. In addition, procedures and guidelines will be maintained internally to guide staff on the details of program operation.

Attachment C

Discussion

Councilmember Jeff Hodges pointed out that based on the attached schedule, some PSAPs declined and asked if all PSAPs knew they were eligible and to take part. Jessie Shadowens-James answered, that the Operations Team communicates extensively with the PSAPs and documents their communications regarding logging reimbursement opportunities.

Councilmember La'Shadion Shemwell asked how often they are allowed to request reimbursement. Jessie Shadowens-James and Brittney Burross answered that it is every five years.

Upon a motion by Sheriff Jim Skinner (seconded by Councilmember Jeff Hodges) and by unanimous vote of all members present, the Board approved the resolution as presented.

Item 6 Resolution Adopting the NCT9-1-1 Policy for Public Safety Answering Point (PSAP) Monitoring and Compliance

NCT9-1-1 requires its PSAPs to meet and maintain certain standards as part of the NCT9-1-1 PSAP Interlocal Agreement for 9-1-1 Service. NCT9-1-1 conducts quarterly monitoring site visits for each of its more than forty (40) PSAPs to ensure compliance, as well as address PSAP questions, issues, and/or onsite training needs. The NCT9-1-1 Quality Assurance Coordinator serves as the primary point of contact for the PSAPs and is generally responsible for conducting monitoring. Site visits are documented using a monitoring checklist and will be provided as part of the quarterly reporting to the Board of Managers.

The Strategic Advisory Committee reviewed the policy at its November 2019 meeting and recommends it for adoption.

Future changes to the above policy will require Board approval. In addition, procedures and guidelines will be maintained internally to guide staff on the details of program operation.

Attachment D

Upon a motion by Sheriff N. Lane Akin (seconded by Sheriff Jim Skinner) and by unanimous vote of all members present, the Board approved the resolution as presented.

INFORMATIONAL ITEMS

Item 7 Unmanned Aircraft Systems (UAS) Flying Consent Process

David Dean, NCT9-1-1 GIS Project Coordinator, presented a brief history of the unmanned aircraft system program and the need to address new developments early in the process to limit the number of consent forms require. Each owner is required to sign consent forms for UAS flyovers and as each lot sells that becomes more complicated and extends the time to address new developments. The best way to alleviate this is to build the consent form to fly new developments into a county's/city's permitting process.

Current County Participation:

Collin County
Ellis County
Hood County
Kaufman County
Navarro County

Current City Participation:

City of Seagoville
City of Terrell
City of Midlothian
City of Corsicana

David Dean asked the Board for assistance in placing the consent form in the permitting stage so NCT9-1-1 can fly the new subdivisions as early in the development process as possible.

Item 8 Quarterly Financial Report

Norman Marquart presented the quarterly financial report through the month of January 2020 which covered four months of activity.

Attachment E

Item 9 Director's Report

Christy Williams led a discussion with the Board concerning for lack of quorum at the December 2019 meeting. At the initial District Board meeting held December 2018, staff presented a one-third quorum in the bylaws for consideration; however, the initial Board settled on a simple majority. In addition to quorum, the ability to send alternates and teleconference were discussed. NCT9-1-1 staff committed to bringing additional information to the June meeting. Since changes to the bylaws require a two-thirds vote from the Board, the September 2020 Board meeting would likely be the most advantageous as it is also the meeting where other important items like budget and service fee are passed and generally has higher attendance.

Christy requested Board members to confirm their contact information on the sign-in sheet at each meeting.

The following were included in the Board packet for review: accomplishments from the previous two meetings, quarterly reporting, and Board attendance.

OTHER BUSINESS

Christy Williams informed Board members that all PSAPs have scripts from the CDC regarding COVID-19. Christy committed to sending the scripts from the CDC out to the Board members.

Upon a motion by Councilmember La'Shadion Shemwell (seconded by Sheriff N. Lane Akin) and by unanimous vote of all members present, the Board approved to end the meeting at 1:52 PM.