



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

Minutes – September 3, 2020

Zoom Videoconference Link: <https://nctcog.zoom.us/j/96894480392>

Public Toll-Free Call-In Number: 1-855-965-2480

Meeting ID: 968 9448 0392#

President, Roger Deeds called the meeting of the NCT9-1-1 Board of Managers to order at 12:31 PM on September 3, 2020.

**Members of the Board Present:**

1. Roger Deeds – President, Sheriff, Hood County
2. Jeff Hodges – Vice-President - Councilmember, City of Prosper
3. Hal Richards – Secretary, County Judge, Kaufman County
4. N. Lane Akin – Sheriff, Wise County
5. Jennifer Berthiaume – Mayor Pro Tem, City of Murphy
6. Gary Caplinger – Mayor Pro Tem, City of Allen
7. Danny Chambers – County Judge, Somervell County
8. Kerry Crews – Justice of the Peace #2, Hunt County
9. Harold Eavenson – Sheriff, Rockwall County
10. Shane Long – County Judge, Palo Pinto County
11. La’Shadion Shemwell – Councilmember, City of McKinney
12. Jim Skinner – Sheriff, Collin County
13. Randy Stinson – Commissioner, Ellis County
14. Jerry Stringer – Commissioner, Johnson County

**Members of the Board Absent:**

1. Matt Coates – Sheriff, Erath County
2. Eddie Perry – Commissioner, Navarro County
3. Will Sowell – Councilmember, City of Frisco

**Members of the Staff Present:**

1. Mike Eastland – Executive Director of NCT9-1-1
2. Christy Williams – Director of NCT9-1-1
3. Clay Dilday – 9-1-1 Technology Manager
4. Kari Gamez – 9-1-1 Sr. Administrative Assistant
5. Ken Kirkpatrick – Counsel for NCT9-1-1
6. Norman Marquart – NCTCOG Fiscal Manager
7. Monte Mercer – NCTCOG Deputy Executive Director
8. Hilaria Perez – 9-1-1 Administrative Program Coordinator
9. James Powell – Deputy Counsel for NCT9-1-1
10. Jessie Shadowens-James – 9-1-1 Strategic Services Manager

- 11. Jason Smith – 9-1-1 Operations Supervisor
- 12. Randy Richardson – NCTCOG Fiscal Manager

**REGULAR SESSION**

**Action:**

**Item 1 Approval of June 4, 2020, Minutes**

President Roger Deeds stated that the minutes to be approved were from the June 4, 2020, Board meeting.

Attachment A

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 June 4, 2020, Board of Managers meeting.

**Item 2 Resolution Approving the Fiscal Year 2021 Strategic Plan**

NCT9-1-1 develops a strategic plan annually to outline the proposed projects for the upcoming fiscal year, as well as forecast what projects are anticipated in the proceeding four fiscal years. The Strategic Plan provides high-level direction for the funding of projects and reflects each of the District’s six teams’ areas of focus for the five-year period. The District’s annual budget is crafted based on the projects supplied in the plan. In accordance with the District’s bylaws, the Board of Managers is required to approve an annual strategic plan.

Discussion:

Mayor Pro Tem Gary Caplinger – wants to make sure that we are discussing the Strategic Plan items with the cities to make sure we are integrating what they already have in place, and prevent duplicating processes.

Councilmember La’Shadion Shemwell – wants to make sure that future board members will have their own voice and not be locked into the decision that the prior Board set.

Attachment B

Upon a motion by County Judge Hal Richards (seconded by Judge Kerry Crews) and by unanimous vote of all members present, the Board approved the resolution as presented.

**Item 3 Resolution Approving the Fiscal Year 2021 Budget and Setting the 9-1-1 Emergency Service Fee**

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. Per the District’s bylaws, the Board of Managers is required to approve an annual budget, which includes setting the amount of the 9-1-1 emergency service fee. The statute provides the following related to the fee:

- 1. The amount of the fee may not exceed 50 cents per month for each line.
- 2. The fee must have uniform application throughout the District and be imposed in each participating county or municipality in the District.

3. The fee may be imposed only on the base rate charge or the charge's equivalent, excluding charges for coin-operated telephone equipment.
4. The Board shall set the fee each fiscal year and notify each supplier in the District of any change to the fee by the 91st day after the effective date of the change.

Staff has prepared the FY 2021 budget and recommends the fee amount formerly imposed by CSEC and for FY 2019 and FY 2020 of 50 cents per local exchange access line remain unchanged to meet forecasted expenditures of the District.

#### Attachment C

Upon a motion by Councilmember La'Shadion Shemwell (seconded by Judge Kerry Crews) and by unanimous vote of all members present, the Board approved the resolution as presented.

#### **Item 4 Resolution Adopting Revised NCT9-1-1 Bylaws**

The NCT9-1-1 Bylaws currently require a majority of the appointed Board members be present to conduct regular business meetings. This quorum requirement is contained in Section 2.7 of the Bylaws. The Board and staff have reviewed and discussed several potential options to address the issue of not meeting quorum and determined amending the Bylaws was the preferred approach. A copy of the revision was transmitted to the Board and reflects the quorum change in Section 2.7 from a majority of the appointed Board members to one-third of the appointed Board members. The revised text is also shown below:

Section 2.7. ~~A majority~~ **One-third (1/3)** of the appointed Board members shall constitute a quorum for the transaction of business.

Upon a motion by Mayor Pro Tem Gary Caplinger (seconded by Judge Kerry Crews) and by unanimous vote of all members present, the Board approved the resolution as presented.

#### **Item 5 Resolution Authorizing a Contract with Mission Critical Partners, LLC. for Public Safety Strategic Consulting**

NCT9-1-1 utilizes public safety consultants to complete a variety of projects for the program. Examples include, but are not limited to: network design, contingency planning, equipment installation, contract negotiation, technical requirement writing, and pre-procurement research. These consultants are utilized to supplement in-house expertise and third-party contractors.

In previous years, these consultants have been procured utilizing cooperative purchasing mechanisms such as the Department of Information Resources contracts.

In coordination with NCT9-1-1 program staff, last year the North Central Texas Council of Governments (NCTCOG) SHARE cooperative purchasing program conducted a procurement for public safety strategic consulting services. In August 2019, NCTCOG entered into contract #2019-074 with Mission Critical Partners, LLC, as part of its SHARE cooperative purchasing program. NCT9-1-1 is able to utilize this cooperative contract which satisfies local procurement requirements.

Discussion:

Councilmember La'Shadion Shemwell asked why has this not gone out for an RFP? Why not put this out for bids for other companies?

Per Strategic Services Manager, Jessie Shadowens-James, and Deputy Council, James Powell, NCT9-1-1 staff worked with NCTCOG to complete the procurement process in a previous year. NCT9-1-1 served as subject matter experts, helping to develop the scope and serving on the selection committee.

Upon a motion by Councilmember La'Shadion Shemwell (seconded by Judge Kerry Crews) and by unanimous vote of all members present, the Board approved the resolution as presented.

**Item 6 Resolution Authorizing a Contract with SHI Government Solutions for Microsoft Licenses Renewals and Additional Licenses**

The core hardware components of the NCT9-1-1 infrastructure rely heavily on several Microsoft licenses components, such as SQL Server Enterprise Edition, Windows Server Datacenter Edition, Windows Server Standard Edition, Windows Remote Desktop Services, Software Assurance, etc.

NCT9-1-1 initially purchased these Microsoft licenses, which are up for renewal, from SHI Government Solutions via DIR cooperative contract #DIR-TSO-4092. Due to an increase in hardware infrastructure it is also necessary to purchase additional licenses to maintain compliance with Microsoft licensing requirements.

Upon a motion by Judge Kerry Crews (seconded by Mayor Pro Tem Jennifer Berthiaume) and by unanimous vote of all members present, the Board approved the resolution as presented.

**INFORMATIONAL ITEMS**

**Item 7 NCT9-1-1 2019 Award Winners**

Jason Smith informed the Board of the NCT9-1-1, APCO, and NENA yearly award winners.

Attachment E

**Item 8 Quarterly Financial Report**

Norman Marquart presented the quarterly financial report through the month of July 2020.

Attachment F

**Item 9 Director's Report**

Christy Williams informed the Board of the attachments that were in the packet. She reminded the Board that the new GIS mapping system will be rolling out in the next few months. Also, that NCT9-1-1 was featured in an article in the September issue of *Dallas Innovates*. Christy also updated the Board on the wireless fee process.

Attachment G and Attachment H

**OTHER BUSINESS**

The meeting was called to an end by President Roger Deeds at 1:21 PM.