



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

Minutes – September 14, 2022
9-1-1 Training Center Room A
600 Six Flags Drive
Arlington, Texas

President, Hal Richards called the meeting of the NCT9-1-1 Board of Managers to order at 12:30 PM on September 14, 2022.

Members of the Board Present:

1. Hal Richards – President, County Judge, Kaufman County
2. N. Lane Akin – Vice- President, Sheriff, Wise County
3. Danny Chambers – County Judge, Somervell County
4. Dave Cornette – Councilmember, City of Allen
5. Kerry Crews – Judge (JOP), Hunt County
6. Roger Deeds – Sheriff, Hood County
7. Darrell Hale – Commissioner, Collin County
8. Jeff Hodges – Councilmember, City of Prosper
9. Randy Stinson – Commissioner, Ellis County
10. Mike White – Commissioner, Johnson County

Members of the Board Absent:

1. Jennifer Berthiaume – Secretary, Councilmember, City of Murphy
2. Matt Coates – Sheriff, Erath County
3. Dr. Gere' Feltus – Councilmember, City of McKinney
4. Terry Garrett – Sheriff, Rockwall County
5. Shane Long – County Judge, Palo Pinto County
6. Eddie Perry – Commissioner, Navarro County

Members of the Staff Present:

1. Mike Eastland – NCTCOG Executive Director
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. Steven Gorena – 9-1-1 Field Support Supervisor
6. Maura Hickey – 9-1-1 Strategic Services Coordinator
7. Ken Kirkpatrick – Counsel for NCT9-1-1
8. Maggie Lira – NCTCOG Controller
9. Norman Marquart – NCTCOG Fiscal Manager
10. Monte Mercer – NCTCOG Deputy Executive Director
11. Kristin McKinney – 9-1-1 Visual Media Coordinator
12. Hilaria Perez – 9-1-1 Admin Program Coordinator
13. James Powell – Deputy Counsel for NCT9-1-1
14. Molly Rendon – NCTCOG Director of Administration
15. Randy Richardson – NCTCOG Assistant Director of Finance

16. Jessie Shadowens-James – 9-1-1 Strategic Services Manager
17. Jason Smith – 9-1-1 Operations Manager

REGULAR SESSION

Action:

Item 1 Approval of June 8, 2022, Minutes

President Hal Richards stated that the minutes to be approved were from the June 8, 2022, Board meeting.

Attachment A

Upon a motion by Councilmember Jeff Hodges (seconded by Councilmember Dave Cornette) and by unanimous vote of all members present, the Board approved the minutes of the June 8, 2022, Board of Managers meeting.

Item 2 Resolution Approving the Fiscal Year 2023 Strategic Plan

The North Central Texas Emergency Communications District (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 (4) 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.

NCT9-1-1 staff prepared the FY 2023 Strategic Plan, it was provided and recommended for approval.

Attachment B

A draft resolution approving the FY 2023 North Central Texas Emergency Communications District Strategic Plan was attached for Board consideration.

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

Item 3 Resolution Approving the Fiscal Year 2023 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 fifty (.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 prepared the FY 2023 budget and recommended the fee amount formerly imposed by CSEC and adopted for FY 2019 - FY 2022 of fifty (.50) cents per local exchange access line remain unchanged to meet forecasted expenditures of the District.

NCT9-1-1 has been awarded an approximately \$9.0 million federal grant from the Commission on State Emergency Communications (CSEC). These funds are primarily designated to purchase equipment and services that will enable the District to upgrade and operate next generation 9-1-1 services. The grant has a performance period from November 8, 2021, through December 31, 2024.

The FY 2023 proposed budget included one-half of the projected grant funds. The remainder of the available funds were budgeted within subsequent fiscal years as determined by the projected timing of the associated expenditures. The timing of the expenditures was currently an estimate which could result in budget amendments once the final plans are determined.

Grant funds will be requested by NCTCOG administrative staff for the reimbursement of the various expenditures incurred related to the grant scope of work. The amount of time required by CSEC to provide the requested funds to the NCTCOG is uncertain. Due to this uncertainty, staff proposed that the capital replacement fund balance, projected to total \$3.8 million at the end of FY 2022, be available to temporarily fund the grant related expenditures. Once the grant funds are received from CSEC, the capital replacement fund balance would be reimbursed. In addition, the capital replacement fund balance may be utilized for expenditures necessary to implement the next generation services but are not eligible for grant reimbursement.

A draft resolution approving the FY 2023 North Central Texas Emergency Communications District operating budget, including setting the 9-1-1 emergency service fee at 50 cents, was attached for Board consideration.

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

Item 4 Resolution Amending Authorization for FY 2022 and Authorizing a Contract for FY 2023 with Mission Critical Partners, LLC, for Public Safety Strategic Consulting

The North Central Texas Emergency Communications District (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, 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.

During fiscal year 2022, MCP played a significant role in the procurement and contract negotiations for next generation core services. Since this negotiation process took significantly longer than expected, staff requested an increase of \$43,750 (25%) to the current authorization to accommodate the additional assistance.

A draft resolution amending contract authorization for fiscal year 2022, for a revised total not to exceed amount of \$218,750 and authorizing a fiscal year 2023 contract with Mission Critical Partners, LLC, in an amount not to exceed \$100,000, was attached for Board consideration.

Upon a motion by Councilmember Jeff Hodges (seconded by Councilmember Dave Cornette) 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 Next Generation 9-1-1 (NG9-1-1) Related Consulting Services

In May 2021, the Texas Legislature passed House Bill 2911 (“HB 2911”) amending Health and Safety Code Chapter 771 to establish September 1, 2025, as the target date for “all parts of the state [to] be covered by next generation 9-1-1 service.” HB 2911 includes new Health and Safety Code § 771.0713 creating the Next Generation 9-1-1 Fund (“NG9-1-1 Fund”) and authorizing it to be funded with “Coronavirus State and Local Fiscal Recovery Funds under Section 9901 of the American Rescue Plan Act of 2021 (Pub. L. No. 117-2) or from any other federal governmental source for purposes of this chapter.

The Commission on State Emergency Communications (CSEC) is the administrative agency for these funds and the North Central Texas Emergency Communications District (NCT9-1-1) was awarded approximately \$9,000,000, in initial funding for projects towards the NG9-1-1 efforts. As part of NCT9-1-1’s CSEC-approved application, \$400,000, has been designated for operational planning. NCT9-1-1 requested authorization to enter into a contract with Mission Critical Partners for services related to the fulfillment of the requirements of the NG9-1-1 Fund. All services under this agreement will be related to the execution of NG9-1-1 projects and may include items such as: network design, security policy documentation, contract negotiation, technical requirement writing, and pre-procurement research. These consultants are utilized to supplement in-house expertise and third-party contractors.

In coordination with NCT9-1-1 staff, 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 applicable procurement requirements.

A draft resolution authorizing an agreement with Mission Critical Partners, LLC, in an amount not to exceed \$400,000 and for a term expiring December 31, 2024, was attached for Board consideration.

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

Item 6 Resolution Amending the NCT9-1-1 Emergency Communications Center (ECC) Logging Reimbursement Policy

NCT9-1-1’s ECCs may be eligible for reimbursement following the upgrade or purchase of a new logging function. A logging recorder is a device used by ECCs to record, store, and that 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 ECCs which are eligible for reimbursement based on the age of the current logging function, reimbursement amount, and availability of funds. The number of current 9-1-1 positions within a ECC determines the reimbursement amount and ranges from \$15,000 to \$25,000.

The Board of Managers initially approved the ECC Logging Reimbursement policy at the December 2019 Board meeting. The following substantive changes are being presented for consideration:

1. In addition to the purchase of new logging recorders, upgrades and annual maintenance costs are now eligible for reimbursement.
2. If an ECC does a logger replacement, or upgrade outside of their eligible year, they can submit the required documentation during their eligible year as long it does not exceed five years since the replacement was made.

3. Addition of a section outlining the process for declining reimbursement during an ECC's designated year.

Attachment D

The Strategic Advisory Committee reviewed the amended policy at its August 2022 meeting and recommends it for adoption.

A draft amended NCT9-1-1 Emergency Communications Center Logging Reimbursement policy was attached for Board consideration.

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.

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

INFORMATIONAL ITEMS

Item 7 Quarterly Financial Report

Norman Marquart presented the Financial Status Report, it included nine months ending June 2022.

Attachment E

Item 8 Director's Report

Culture Champion – Kristin McKinney

Following the departure of the 9-1-1 Communications Coordinator, Kristin took over the responsibilities of the communications and public education programs. Kristin's duties doubled but her commitment and initiative ensured nothing fell through the cracks.

Attachment F

Accomplishments and Achievements – NCT9-1-1 accomplishments were reviewed for the period June 2022 – August 2022.

Attachment G

Quarterly Reporting – Quarterly reporting for the previous quarter was included for review.

Attachment H

Attendance – Attendance from the previous Board meetings was included for review.

Attachment I

Interim Contract Needs – Staff informed the Board of an expiring contract for various network licenses and renewals and indicated such contract would be brought back for Board endorsement at the next scheduled meeting.

OTHER BUSINESS

Upon a motion by Judge Kerry Crews (seconded Commissioner Randy Stinson) and by unanimous vote of all members present, the meeting was adjourned at 1:05 PM.