



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

Minutes – March 8, 2023  
9-1-1 Training Center Room A  
600 Six Flags Drive  
Arlington, Texas

President, Jennifer Berthiaume called the meeting of the NCT9-1-1 Board of Managers to order at 12:30 PM on March 8, 2023.

**Members of the Board Present:**

1. Jennifer Berthiaume – President, Councilmember, City of Murphy
2. N. Lane Akin – Vice President, Secretary, 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. Dr. Gere' Feltus – Councilmember, City of McKinney
8. Jeff Hodges – Councilmember, City of Prosper
9. Brandon Huckabee – Judge, Erath County
10. Brett McGuire, Sheriff, Palo Pinto County
11. Randy Stinson – Commissioner, Ellis County
12. Mike White – Commissioner, Johnson County
13. Matt Coates – Sheriff, Erath County
14. Terry Garrett – Sheriff, Rockwall County
15. Shane Long – County Judge, Palo Pinto County
16. Eddie Perry – Commissioner, Navarro County

**Members of the Board Absent:**

1. Paul Paschall, Parker County, Mayor
2. Skeet Phillips, Kaufman County, Commissioner
3. Dallas County Cities
4. City of Frisco, Vacant
5. Collin County, Vacant

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

Christy Williams, Director NCT9-1-1 stated:

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. If both President and Vice-President are absent at any meeting, Board members in attendance shall designate a presiding officer pro tem. A summary of officer duties includes:

President

- Attend all Board of Managers meetings
- Oversee Board of Managers meetings
- Call special meetings as necessary

Vice-President

- Attend all Board of Managers meetings
- Understand the responsibilities of the Board President and be able to perform these duties in the President’s absence

Secretary

- Attend all Board of Managers meetings
- Perform roll call and confirm the presence of a quorum at meetings
- Review Board of Managers minutes

The following individuals have expressed interest in being considered for election to serve as officers for the March 2023- March 2024 term:

- President – Councilmember Jennifer Berthiaume, City of Murphy
- Vice-President – Sheriff N. Lane Akin, Wise County
- Secretary – Judge Danny Chambers, Somervell County

**Item 2 Approval of December 14, 2022, Minutes**

President Jennifer Berthiaume stated that the minutes to be approved were from the December 14, 2022, Board meeting.

Attachment A – 2022\_12 Board Minutes

Upon a motion by Councilmember Jeff Hodges (seconded by Councilmember Jennifer Berthiaume) and by unanimous vote of all members present, the Board approved the minutes of the December 14, 2022, Board of Managers meeting.

**Item 3                      Resolution to Accept and Acknowledge Receipt of the Annual Financial Report and the Annual Single Audit Report for the Fiscal Year Ending September 30, 2022**

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 to be completed regarding the district's fiscal year 2022 fiscal transactions.

NCT9-1-1's Annual Comprehensive Financial Report, including the single audit report and the accompanying independent auditor's report for the fiscal year ended September 30, 2022, are presented for acceptance and acknowledgment by the District's Board of Managers. Representatives from NCTCOG's independent auditing firm, Whitley Penn, will be available to review the reports with Board members. Upon a motion by Commissioner Randy Stinson (seconded by Councilmember Dr. Gere' Feltus) and by unanimous vote of all members present, the Board approved the resolution as presented.

Attachment B – Annual Financial Report

**Item 4                      Resolution Authorizing an Interlocal Agreement with Sourcewell to Access Cooperative Purchasing Contracts**

The North Central Texas Emergency Communications (NCT9-1-1) utilizes various cooperative purchasing programs to secure goods and services when advantageous to the program. The North Central Texas Council of Governments (NCTCOG), as NCT9-1-1's fiscal and administrative agent, reviews cooperatives to ensure compliance with applicable grant program requirements, as well as federal, state, and local laws. NCTCOG also administers TXSHARE, its own cooperative purchasing program, of which NCT9-1-1 is a member and Sourcewell is a partner cooperative with numerous nationwide products and services.

NCT9-1-1 seeks approval to enter into an Interlocal Agreement with Sourcewell Cooperative Purchasing Program to access the goods and services available via that program. Individual contracts accessed via the Sourcewell program for Board approval will be presented to the Board for approval consistent with the Annual Budget Resolution.

A draft resolution authorizing an Interlocal Agreement (ILA) with Sourcewell to access its cooperative purchasing contracts is attached for Board consideration.

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

**Item 5                      Resolution Authorizing Contracts with DataVox, Inc. and General Datatech, L.P for Capital Network Gear**

The North Central Texas Emergency Communications District (NCT9-1-1) is requesting authorization to enter into contracts with DataVox, Inc. and General Datatech, L.P for capital network gear which includes network equipment, components, installation, and associate support services.

The North Central Texas Council of Governments (NCTCOG), in its capacity as the administrative entity for NCT9-1-1, issued an Invitation to Bid (ITB) for the required equipment and services (ITB #2023-025) which closed on February 23, 2023. Following the evaluation, DataVox, Inc. and General Datatech, L.P provided the requested items at the lowest price. A draft resolution authorizing contracts with DataVox, Inc. and General Datatech, L.P in an amount not to exceed \$2,600,000, is attached for Board consideration.

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

**Item 6 Resolution Authorizing a Contract with Dell for Call Handling Equipment (CHE)**

The North Central Texas Emergency Communications District (NCT9-1-1) is requesting Board authorization to enter into a contract with Dell for Call Handling Equipment (CHE). CHE is a communications software system and equipment used to receive and process calls. This purchase includes equipment and licenses and is a part of the normal refresh cycle for existing CHE. NCT9-1-1 intends to purchase these items utilizing Texas Department of Information Resources (DIR) cooperative contract # DIR-TSO-3763.

A draft resolution authorizing a contract with Dell in an amount not to exceed \$180,000, is attached for Board consideration.

Upon a motion by Judge Kerry Crews (seconded by Councilmember Dave Cornette) 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 which included 12 months ending September 2022.

Attachment C -Quarterly Financial Status Report 2023\_03

**Item 8 Recognition of Award Winners**

Staff were recognized for external and internal awards, including service awards.

Attachment D – Recognition of Award Winners 2023\_03

**Item 9 Director's Report**

NG9-1-1 Grant Fund Update – Christy presented an update on the grant progress including the reimbursement process.

Legislative update – members of NCT9-1-1 will be traveling to Austin for 9-1-1 goes to Austin hosted by Texas APCO and NENA from March 19<sup>th</sup> through the 21st. Our Strategic Services team took over the scheduling of meetings with legislators and have 16 of 20 scheduled thus far.

The upcoming NENA Conference was shared with the Board. Christy and a few members of staff will be traveling to Galveston to attend. Our team is instrumental in presentations as well as volunteering for the conference.

General Assembly will be held locally, an invitation was delivered to the Board. Should they want to attend and get a table for dinner with the NCT9-1-1 team, please advise us.

Periodic need for endorsement vs. approval was explained for the Board by Christy. Since we have procurements happening throughout the fiscal year, sometimes the Board meeting quarterly does not fit into the procurement schedule “neatly” so there are times we will need to gain an endorsement for purchase prior to the Board for approval.

Thank you to our officers:

President – Judge Hal Richards  
Vice President – Councilmember Jennifer Berthiaume  
Secretary – Sheriff Lane Akin

Welcome to our new members:

Judge Brandon Huckabee, Erath County  
Sheriff Brett McGuire, Palo Pinto County  
Mayor Paul Paschall, Parker County  
Commissioner Skeet Phillips, Kaufman County

Culture Champion – Over the past year, NCT9-1-1 has been without one of its network Engineers. Demonstrating perseverance, Ramya Cruz-Chacko was the sole person managing the 9-1-1 network during that time. She has been able to pass on her knowledge and methods of procedures to help the team maintain the network to the highest standard.

Accomplishments and Achievements – NCT9-1-1 accomplishments and achievements were reviewed for the period December 2022 – February 2023.

Attachment E – Accomplishments and Achievements 2023\_03

NCT9-1-1 Performance Report was reviewed. This is the NCT9-1-1 Quarterly reporting and the Interruption report.

Attachment F – Performance Report 2023\_03

Board Attendance – Attendance at the last Board meeting is included for review.

Attachment G – Attendance Report

### **OTHER BUSINESS**

Upon a motion by Judge Kerry Crews (seconded by Commissioner Randy Stinson) and by unanimous vote of all members present, the meeting was adjourned at 1:08 PM.