



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

Minutes – September 13, 2023
9-1-1 Training Center Room A
600 Six Flags Drive
Arlington, Texas

Vice President, Lane Akin, called the meeting of the NCT9-1-1 Board of Managers to order at 12:30 PM on September 13, 2023.

Members of the Board Present:

1. Lane Akin – Sheriff, Wise County
2. Danny Chambers – County Judge, Somervell County
3. Dave Cornette – Councilmember, City of Allen
4. Roger Deeds – Sheriff, Hood County
5. Dr. Gere' Feltus – Councilmember, City of McKinney
6. Terry Garrett – Sheriff, Rockwall County
7. Skeet Phillips – Commissioner, Kaufman County
8. Randy Stinson – Commissioner, Ellis County
9. Mike White – Commissioner, Johnson County
10. Paul Paschall – Mayor, Parker County

Members of the Board Absent:

1. Jeff Hodges – Councilmember, City of Prosper
2. Kerry Crews – Judge (JOP), Hunt County
3. Brandon Huckabee – Judge, Erath County
4. Brett McGuire – Sheriff, Palo Pinto County
5. Eddie Perry – Commissioner Navarro County

Members of the Staff Present:

1. Mike Eastland – NCTCOG Executive Director
2. Monte Mercer – NCTCOG Deputy Director
3. Christy Williams – Director of NCT9-1-1
4. Bruno Blanco – 9-1-1 GIS Specialist IV
5. Clay Dilday – 9-1-1 Technology Manager
6. Victoria Griffin – 9-1-1 Administrative Assistant
7. Steven Gorena – 9-1-1 Field Support Supervisor
8. Maura Hickey – 9-1-1 Strategic Services Coordinator
9. Ken Kirkpatrick – Counsel for NCT9-1-1
10. Maggie Lira – NCTCOG Controller
11. James Powell – Deputy Counsel for NCT9-1-1
12. LeAnna Russell – 9-1-1 GIS/Data Manager
13. Norman Marquart – NCTCOG Fiscal Manager
14. Kristin McKinney – 9-1-1 Visual Media Coordinator
15. Hilaria Perez – 9-1-1 Admin Program Coordinator
16. Randy Richardson – NCTCOG Assistant Director of Finance
17. Jessie Shadowens-James – 9-1-1 Chief Administrative Officer

18. Jason Smith – 9-1-1 Operations Manager
19. Tommy Tran – 9-1-1 Chief Technology Officer

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.

NCT9-1-1 was notified in August that the current Board of Managers' President, Councilmember Jennifer Berthume, was relocating and therefore had to resign from the President position.

After careful consideration, NCT9-1-1 staff recommended the following succession plan be implemented for the remainder of the current officer period which ends immediately following the March 2024 Board of Managers meeting:

1. Sheriff Lane Akin, Wise County, currently serving as Vice President, be promoted to the position of President.
2. Judge Danny Chambers, Somervell County, currently serving as Secretary be promoted to the position of Vice President.
3. To fill the vacancy left by Judge Danny Chambers, NCT9-1-1 recommended Councilmember Dave Cornette, City of Allen, to serve as Secretary.

These changes would be effective immediately following this meeting and will remain in effect until the next officer election scheduled for the March 2024 meeting. This does not preclude these officers from serving another term.

Upon a motion by Sheriff Roger Deeds (seconded by Sheriff Terry Garrett) and by unanimous vote of all members present, the Board approved the election as presented.

Item 2 Approval of the June 14, 2023, Board of Managers Meeting Minutes

Vice President Lane Akin stated that the minutes to be approved were from the June 14, 2023, Board meeting.

Attachment A

Upon a motion by Councilmember Dave Cornette (seconded by Judge Danny Chambers). Nine members of the Board voted in favor. Mayor Paul Paschall abstained as he was not present for the June Board of Managers meeting. The Board approved the minutes as presented.

Item 3 Resolution Approving the Fiscal Year 2024 Strategic Plan

NCT9-1-1 requested the Board approve the FY 2024 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 (4) fiscal years. The strategic plan provides high-level direction for the funding of projects and reflects each of the District's 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.

Attachment B

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

Item 4 Resolution Approving the Fiscal Year 2024 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 requested Board approval of the FY 2024 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.

Attachment C

NCT9-1-1 has been awarded a \$9.0 million federal grant from the Commission on State Emergency Communications (CSEC). These funds will be primarily designated to purchase equipment that will enable the District to deploy and operate next generation 9-1-1 services. The grant has a performance period from November 8, 2021, through December 31, 2026.

The FY 2024 proposed budget includes one-half of the projected grant funds. The remainder of the available funds will be budgeted within subsequent fiscal years as determined by the projected timing of the associated expenditures. The timing of the expenditures is currently an estimate which could result in budget amendments once the final plans are determined.

Upon a motion by Sheriff Terry Garrett (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 for Fiscal Year 2024 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 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, (MCP) as part of its SHARE cooperative purchasing program. NCT9-1-1 is able to utilize this cooperative contract which satisfies local procurement requirements.

NCT9-1-1 requested Board approval to enter into a one-year agreement with MCP in an amount not to exceed \$100,000.

Upon a motion by Commissioner Skeet Philips (seconded by Sheriff Terry Garrett) and by unanimous vote of all members present, the Board approved the resolution as presented.

Item 6 Resolution Authorizing an Agreement with the Texas Department of Transportation (TxDOT) for Sharing Emergency Response to Roadway Incidents Using Traffic Speed, Deviation Alerts Data

NCT9-1-1 requested authorization to enter into an agreement with TxDOT as part of the Federal Highway Administration (FHWA) State Transportation Innovation Council (STIC) Program. The STIC Program provides resources to help foster a culture of innovation and make innovations standard practice in the states. Through the program, funding up to \$100,000 per State per Federal fiscal year is made available to support or offset the costs of standardizing innovative practices in a State transportation agency (STA) or other public sector STIC stakeholder.

NCT9-1-1 partnered with the North Central Texas Council of Governments' (NCTCOG) Transportation Department to submit an application for funding. The proposed project was for NCT9-1-1 and its client agencies to be the first in the country to improve emergency response to roadway incidents by providing alerts of traffic speed deviations that may signal roadway incidents that will require emergency response. As part of the project, NCT9-1-1 will customize the existing traffic speed deviation alert tool to provide 9-1-1 centers notice of traffic speed anomalies in a manner that is helpful and will improve emergency response to roadway incidents. NCT9-1-1 will also document training materials for use by 9-1-1 centers and other emergency response agencies throughout the state and nation. NCT9-1-1 will actively engage in national outreach to expand the usage of this tool from the Dallas-Fort Worth region to the rest of the US.

The total amount of the award is \$125,000, which includes a \$25,000 local match.

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

Item 7 Resolution Amending Contract Authorizations with RapidDeploy Inc. for Data Analytics and Reporting

Prior to NCT9-1-1 formation, the NCTCOG's Executive Board authorized an agreement with RapidDeploy Inc. to provide a combination of products and services to implement an analytical reporting solution in an amount not to exceed \$1,650,000. This solution aggregates internal and external data sources and normalizes the data for system consumption. The contract has since been assigned from NCTCOG to NCT9-1-1 and staff requested NCT9-1-1 Board of Managers to amended contract authorization.

The initial contract term was for five (5) years and expires October 31, 2023, but included an optional renewal. NCT9-1-1 staff wishes to execute the renewal but anticipates costs over that timeframe to exceed initial estimates. As a result, staff recommended amending the contract authorization by \$412,500 (25%), for a revised total not to exceed amount of \$2,062,500.

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

Item 8 Resolution Authorizing a Contract with SHI Government Solutions for Microsoft Licenses Annual Software Support and Maintenance Renewals

NCT9-1-1 requested authorization to contract with SHI Government Solutions in an amount not to exceed \$400,000, for renewals of Microsoft licenses software support and maintenance, such as SQL Server Enterprise Edition, Windows Server Datacenter Edition, Windows Server Standard Edition, Windows Remote Desktop Services, etc. These licenses are utilized throughout the NCT9-1-1 network infrastructure.

Upon a motion by Sheriff Terry Garrett (seconded by Commissioner Skeet Philips) and by unanimous vote of all members present, the Board approved the resolution as presented.

Item 9 Resolution Authorizing a Contract with Rockdale Country Ford, LLC (dba Caldwell Country Chevrolet-Ford) for Fleet Vehicles

NCT9-1-1 requested Board authorization to enter into a contract with Rockdale County Ford, LLC for the purchase of up to four fleet vehicles in an amount not to exceed \$180,000.

Fleet vehicles are required for various uses within the 9-1-1 program. The current fleet includes nine vehicles consisting of passenger vans and trucks. NCT9-1-1 is on a six-year replacement schedule for each fleet vehicle and the goal is to replace two vehicles each year until all vehicles have been replaced.

As part of the capital replacement schedule, NCT9-1-1 has budgeted for the purchase of four fleet vehicles during FY2023 and FY2024. These four vehicles are to replace existing older vehicles used by NCT9-1-1's Technology Specialists to travel within the region. In addition, these vehicles can be taken home by the Technology Specialists so that they can drive directly to sites in the event of an urgent request.

NCT9-1-1 intends to purchase these items utilizing Texas BuyBoard (Contract # 601-19).

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

Item 10 Resolution Adopting the NCT9-1-1 Policy for Physical Facility Access

NCT9-1-1 requested Board adoption of the NCT9-1-1 policy for Physical Facility Access. The Director of NCT9-1-1 is responsible for establishing facility access requirements. The management and monitoring of physical access to NCT9-1-1 facilities is integral to ensure the security of the 9-1-1 network and other critical infrastructure.

The level of physical access restriction required is relative to the nature of the area. Due to the mission critical nature of NCT9-1-1 facilities and physical infrastructure, escorted access is required in NCT9-1-1 district offices. This policy has been created to reflect our existing security measures and ensure that our physical premises remain secure at all times.

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

Attachment D

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

INFORMATIONAL ITEMS

Item 11 Quarterly Financial Report

Norman Marquart presented the Financial Status Report which included nine months of the FY 2023 fiscal year.

Attachment E

Item 12 Conflict of Interest

James Powell briefed the Board on conflicts of interest and the proper protocol for notifying staff about potential conflicts.

Item 13 Director's Report

Auditor's Letter – NCTCOG's audit firm will be sending out a letter at the beginning of the fiscal year to Board members seeking feedback about the District.

Board Satisfaction Survey – Staff will review feedback from the Board satisfaction survey at the December Board meeting.

Legislative and Funding Updates – The Board was briefed on current grant status and potential additional state funding.

Culture Champion – Bruno Blanco was selected as the third-quarter culture champion for NCT9-1-1.

Attachment F

Accomplishments – NCT9-1-1 accomplishments and achievements were reviewed for the period June 2023 – August 2023.

Attachment G

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

Attachment H

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

Attachment I

EXECUTIVE SESSION

The Board of Managers convened in Executive Session pursuant to Open Meetings Act Section 551.071 to deliberate regarding:

- Next Generation Core Services and NG9-1-1 Call Aggregation Contracts

OTHER BUSINESS

Item 14 Other Business

Item 15 Adjourn

Upon a motion by Councilmember Dave Cornette (seconded by Commissioner Randy Stinson) and by unanimous vote of all members present, the meeting was adjourned at 1:37 PM.

Next Meeting: December 13, 2023