



**TARRANT COUNTY 9-1-1 EMERGENCY ASSISTANCE DISTRICT  
BOARD OF MANAGERS WORKSHOP**

2600 Airport Freeway, Fort Worth, Texas

**MINUTES**

Presiding Officer, Don Crowson called the Tarrant County 9-1-1 Emergency Assistance District Board of Managers workshop to order at 9:00 a.m. on May 20, 2022.

**Members of the Board Present:**

Don Crowson – Chair, City of Arlington  
Rick Brunson – Vice-Chair, Commissioners Court  
Jim Davis – City of Fort Worth  
Aubry Insko – City of Grand Prairie  
Ray Richardson – Mayors' Council  
Darren Steele – City of Irving  
Julie Swearingin – City of Fort Worth  
Robert Brooks – Secretary, AT&T

**Members of the Staff Present:**

Sherry Decker – Executive Director  
Aniel Austin – Chief Financial Officer  
Renee Boeglin – Executive Assistant  
Thomas Coomer – Network Analyst  
Kevin Kleck – Deputy Director  
Stephanie Lang – Chief Human Resources Officer  
Levi Larkin – Support Services Manager  
Shantelle Oliver – Director of Support Services  
Phillip Rohrbough – Director of GIS  
Sarah Sellers – Director of Technical Operations

**Other Members Present:**

Wayne Olson – TOASE  
Bill Paxton – The Eppstein Group  
David Jones – Mission Critical Partners  
Richard Newcomb – Mission Critical Partners

**WELCOME**

Sherry Decker provided an overview of the workshop.

**MISSION CRITICAL PARTNERS**

David Jones and Richard Newcomb, Mission Critical Partners (MCP), presented the Next Generation 9-1-1 (NG911) Readiness Assessment prepared for the District. The assessment evaluates the District's current environment and provides recommendations to transition to NG911. The NG911 Readiness Assessment addressed the following key subjects: Governance and Planning, Next Generation Core Services (NGCS), Emergency Services IP Network (ESInet), Call Handling Equipment (CHE), Security, Geographic Information Systems (GIS), and Operations. TC911 is in the transitional stage towards NG911 – strengths in governance, ESInet, and CHE, but has not selected a NGCS provider. MCP provided recommendations and next steps for transitioning to NG911.

**STRATEGIC PLAN**

Technical Operations Team – Kevin Kleck and Sarah Sellers presented the NGCS procurement process. The NGCS projects are divided into eight categories: Network (NG911 and ESInet), 9-1-1 Call Routing and Location, GIS, NGCS, PSAP 9-1-1 Call Handling Systems and Applications, Security, Operations, and Operational Planning. The project categories match the categories on the grant application. The grant application is due June 30, and the funds must be expended by December 31, 2024. TC911 can receive up to \$12,062,443.93 grant funds. The NG911 cost analysis is projected from what the District is expecting from grant money. The costs are based on DIR pricing since the District does not have a NGCS provider. The total estimated cost to transition to NG911 is \$30,154,051.

GIS Team – Phillip Rohrbough presented the GIS projects. GIS is a critical component of NG911.

- Sub-Addressing Pilot
- Research and Identify Potential Partners for Data Sharing
- Research Dispatch Mapping Upgrade

- Research Industry Trends for Unmanned Aircraft Systems (UAS)/3D/Z-axis-Phase I
- Implementation of 3D Data in the PSAPs – Phase II
- Preparation for Artificial Intelligence Projects

Network & Technology Team – Thomas Coomer presented network, technology, and security projects.

- Ancillary Data Interface
- Security Gap Assessments
- Document Review for Homeland Security Exemptions to the Public Information Act (PIA)
- Streaming Services
- Identification of Mitigation Options – Phase I
- Identification of Mitigation Options – Phase II
- Preparation for Alternate Technologies Trends

Support Services Team – Shantelle Oliver presented projects related to telecommunicators, training, quality assurance, Public Safety Answering Points (PSAPs), and public education.

- 9-1-1 Telecommunicator Scholar Academia Project
- Telecommunicator Cardiopulmonary Resuscitation (T-CPR) Implementation
- Commission on Accreditation for Law Enforcement Agencies (CALEA)
- Telecommunicator Hiring Crisis Assistance Project
- Automated Secure Alarm Protocol (ASAP) to PSAP Research
- Quality Assurance Program
- Public Education Digital Strategy
- Marketing and Media Project
- NG911 Call Center Research
- Text Translation Services Integration
- Disaster Series Presentations
- Research of Computer Aided Dispatch Services
- Vendor Vetting Project

Executive Director Team – Sherry Decker, Stephanie Lang, and Aniel Austin presented various strategic plan projects.

- TC911 Legacy Project
- TC911 Personnel Policy Review
- Document Approval Process Research and Development
- Emergency Assistance Crisis Communications Plan (CCP) Review
- Record and Retention Management Project
- Frost LockBox Treasury Management Project Phase I and II
- Research Financial Software Solution for Procurement
- Electronic Signature Software Research
- Budget Automation Software Research
- Research Non-Traditional Funding Options

## **FY 2023 BUDGET**

Aniel Austin presented the FY 2023 Budget.

Chief Davis inquired if a consolidation study is budgeted for FY 2023. Chief Crowson recommended the study be a part of the NG911 project.

The Board called a Special Meeting for June 9, 2022, at 12:00 p.m. to discuss and consider action on the FY 2023 Budget.

Retention Plan – Stephanie Lang presented the Proposed Retention Plan, including revised longevity benefits and sick leave payout upon separation. Research included contacting TC911 District Stakeholders and other state 9-1-1 entities.

- District-wide Longevity Benefits spanned from \$4.00 to \$10.00
- Recommendation: After one year of continuous service, employees will receive \$8.00 for each month of service, up to a maximum amount of \$1,500. Employees will receive an annual one-time payment in September before the fiscal year's end.
- Recommendation: Sick accrual is unlimited. Employees are eligible to be paid out their earned, unused sick leave upon exit after three years of service up to the capped leave based upon their years of service.
  - 3 years and less than 8 years: 240 hours
  - Over 8 years and less than 15 years: 480 hours
  - Over 15 years and less than 20 years: 600 hours
  - Over 20 years: 720 hours (maximum amount)

### **TEXAS EMERGENCY SERVICE DISTRICT SURVEY**

Sherry Decker presented the results of a survey of the 28 Emergency Service Districts (ESD) in Texas governed by the Health and Safety Code 772 via the Texas 9-1-1 Alliance and recommended updates to the Purchasing Policy. Once the Board of Managers has approved the budget, the Executive Director has the approval to sign projects under \$50,000 except professional services contracts. The Board must review all professional services contracts regardless of the dollar amount. The Executive Director has the authority to sign checks up to \$25,000. A second signature via Board Member or Deputy Director is required for checks \$25,000 and over.

The workshop closed, and the official Board of Managers meeting was called to order at 1:18 p.m.



**TARRANT COUNTY 9-1-1 EMERGENCY ASSISTANCE DISTRICT  
BOARD OF MANAGERS MEETING  
2600 Airport Freeway, Fort Worth, Texas**

**MINUTES**

Presiding Officer, Don Crowson called the meeting of the Tarrant County 9-1-1 Emergency Assistance District Board of Managers to order at 1:00 p.m. on May 20, 2022.

**Members of the Board Present:**

Don Crowson – Chair, City of Arlington  
Rick Brunson – Vice-Chair, Commissioners Court  
Jim Davis –City of Fort Worth  
Aubry Insko –City of Grand Prairie  
Ray Richardson – Mayors’ Council  
Darren Steele – City of Irving  
Julie Swearingin –City of Fort Worth

**Members of the Board Present:**

Robert Brooks – Secretary, AT&T

**Members of the Staff Present:**

Sherry Decker – Executive Director  
Aniel Austin – Chief Financial Officer  
Renee Boeglin – Executive Assistant  
Kevin Kleck – Deputy Director  
Stephanie Lang – Chief Human Resources Officer  
Levi Larkin – Support Services Manager  
Shantelle Oliver – Director of Support Services  
Phillip Rohrbough – Director of GIS  
Sarah Sellers – Director of Technical Operations

**Other Members Present:**

Wayne Olson – TOASE  
Bill Paxton – The Eppstein Group  
David Jones – Mission Critical Partners  
Cayce Lay Lamas – City of Fort Worth

**AGENDA ANNOUNCEMENTS**

Sherry Decker rescinded FY 2023 Budget (RN22-019), Longevity Policy (RN22-020), and Holiday and Leave Policy (RN22-021); rescheduled for the June meeting.

**CONSENT AGENDA**

April 18, 2022, meeting minutes; Monthly Financials; and Report of Payments over \$5,000

**Rick Brunson motioned to approve the Consent Agenda items. The motion, seconded by Aubry Insko, passed unanimously.**

**EXECUTIVE DIRECTOR REPORT**

Kevin Kleck reported the network project update is complete, and the District is off the SONET Ring.

**FY 2023 BUDGET**

RN22-019 – Rescinded by Sherry Decker.

**POLICIES**

RN22-020 - Longevity Policy – Rescinded by Sherry Decker.

RN22-021 - Holiday & Leave Policy – Rescinded by Sherry Decker.

RN22-022 – Requested the Board of Managers to authorize the District to update the Purchasing Policy. Once the Board of Managers has approved the budget, the Executive Director has the approval to sign projects under \$50,000 except professional services contracts. The Board must review all professional services contracts regardless of the

dollar amount. The Executive Director has the authority to sign checks up to \$25,000. A second signature via Board Member or Deputy Director is required for checks \$25,000 and over.

**Chief Steele motioned to approve the Purchasing Policy as recommended. The motion, seconded by Rick Brunson, passed unanimously.**

**ASSISTANCE PROGRAMS (RN22-001)**

P22-083 – Tarrant County Sherriff's Office Dispatch Computer Replacement

**Aubry Insko motioned to approve \$31,819.59 of PSAP Assistance funds for the Tarrant County Sherriff's Office to purchase nine computers. The motion, seconded by Chief Steele, passed 6-0-1. Rick Brunson abstained from voting.**

P22-090 – Mansfield Police Department Dispatch Center Relocation and Radio Connectivity

R22-021 – Mansfield Police Department Dispatch Center Relocation and RF Site Connectivity

**Rick Brunson motioned to approve \$31,955.00 of PSAP Assistance funds and \$55,615.00 of Interoperability Assistance funds for the Mansfield Police Department to pay for dispatch radio connectivity during relocation. The motion, seconded by Chief Davis, passed unanimously.**

**BRIEFINGS**

Bill Paxton provided a legislative update.

**PUBLIC COMMENT**

No public comment.

**ADJOURN**

The meeting adjourned at 1:18 p.m.



Don Crowson  
Chair



Robert Brooks  
Secretary