



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

December 5, 2022  
**MINUTES**

**Board Members Present:**

Don Crowson – Chair, City of Arlington  
Rick Brunson – Vice-Chair, Commissioners Court  
Aubry Insko – City of Grand Prairie  
Ray Richardson – Mayors’ Council  
Darren Steele – City of Irving  
Robert Brooks – Secretary, AT&T

**Board Members Absent:**

Jim Davis – City of Fort Worth  
Julie Swearingin – City of Fort Worth

**Members of the Staff Present:**

Sherry Decker – Executive Director  
Aniel Austin – Chief Financial Officer  
Renee Boeglin – Executive Assistant  
Monte Cockrum, Director of Network and Technology  
Kevin Kleck – Deputy Director  
Stephanie Lang – Chief Human Resources Officer  
Shantelle Oliver – Director of Support Services  
Phillip Rohrbough - Director of GIS

**Others Present:**

Wayne Olson – TOASE  
Bill Paxton – The Eppstein Group  
Sherri Griffith Powell – Mission Critical Partners  
Elaine Williams, United Way Healthcare  
Kathy Jones, United Way Healthcare  
Mark Grace, United Way Healthcare  
Phil Rotheram – Atos  
J.T. Manoushagian, City of Lake Worth  
J. Connolly, City of Lake Worth  
Whitney Moore, City of Lake Worth  
Katrina Ziegel, City of Lake Worth  
Georgia Abraham, City of Lake Worth

**CALL TO ORDER**

Presiding Officer Don Crowson called the Tarrant County 9-1-1 Emergency Assistance District (TC9-1-1 or District) Board of Managers (Board) meeting to order at 10:00 AM.

**AGENDA ANNOUNCEMENTS**

No agenda announcements.

**CONSENT AGENDA**

Minutes – October 17 & November 14, 2022. Monthly Financials. Report of Payments over \$5,000.

**Rick Brunson motioned to approve the consent agenda items. The motion, seconded by Chief Steele, passed unanimously. Aubry Insko was not present for the vote.**

**EXECUTIVE DIRECTOR REPORT**

Monthly Stats – Sherry Decker presented the October statistics for the PSAP call volume, social media data, and community events.

Board Action Items – Sherry Decker presented the letter sent to stakeholders regarding the PSAP Regionalization Study and the regionalization talking points that Mission Critical Partners (MCP) put together for the town hall meetings. Shantelle Oliver gave an update on the Regionalization Study, stating the project is currently in the data collection phase. MCP is coordinating a two-hour special meeting on January 12, 2023, for the Board and elected officials, including mayors, city councils, and county commissioners. There will also be two PSAP tours, including North Richland Hills and Azle, and potentially other site visits based on the information submitted. Sherri Griffith Powell, MCP, reported that after the two sessions, they are gathering useful data. She stated MCP would be working

closely with Shantelle Oliver before the January 12 meeting on the invitations, and they will share the agenda with the Board members. They will also share the slide deck. Rick Brunson confirmed the January 12 meeting would only include the four large cities, Arlington, Fort Worth, Grand Prairie, Irving, Tarrant County Government, and the Mayors' Council. The Mayors' Council will represent the smaller agencies. Shantelle Oliver reported the meeting would be in Everman.

PSAP Consolidations – Sherry Decker reported Westworth Village consolidated with White Settlement on October 25. On December 7, Sansom Park will consolidate with Blue Mound, and on December 28, Tarrant County Fire Alarm will move to Everman.

**Don Crowson requested a synopsis report of the local consolidation efforts – where we were before we started the study and where we are now.**

Board Appointments – An email was sent on October 28 requesting current board appointment documentation. All but one of our appointments are over two years old and expired.

Legislation – Bill Paxton reported a meeting this week in Senator Hancock's office with lobbyists, attorneys for the Alliance, the Alliance Board President, CSEC, and representatives from AT&T, T-Mobile, and Verizon. This is the first time the carriers will be with everybody else to discuss wireless fee legislation issues.

**Don Crowson requested an example of what it would look like for the District if the wireless fee increased to \$0.85.**

## **RECOGNITION**

Lake Worth Police Department Communications Center – Sherry Decker and Shantelle Oliver recognized the Lake Worth Police Department's Communications Center for achieving the Association of Public Safety Communications Officials (APCO) P33 Training Program Certification. Sherry Decker reported Lake Worth is the fourth PSAP in Texas to receive certification.

## **PURCHASES OVER \$50,000**

RN23-003 – 2023 Renewal of Employee Health Insurance Plan Benefits – Stephanie Lang presented a request of \$726,091.37 to renew employee health coverage with United Healthcare, Sunlife, Colonial Life, and VSP. There is a 2.4 % increase in the District's medical plan but no additional changes.

**Aubry Insko motioned to approve the request for the 2023 renewal of employee health insurance plan benefits. The motion, seconded by Ray Richardson, passed unanimously.**

## **PERSONNEL POLICY REVIEW**

RN23-004 – Section 7 - Holidays and Leave Time Policy – Stephanie Lang reported the policy was revised to include a section on excessive absenteeism and/or tardiness and the misuse of sick leave. Rick Brunson stated he would like the District to consider a lifetime total for the excessive absenteeism and tardiness. Aubry Insko asked why a provision regarding last-minute sick leave is not included in excused absence, especially with COVID and the flu going around. Stephanie Lang stated the list provided is only examples, but the section does not note they are examples. Don Crowson requested the two personal days be moved out of the holiday section.

**Item tabled until the next meeting. The Board requested the document with track changes, further clarification on excessive and excused absences, and additional information on excessive absenteeism and tardiness. The Board would also like a comparative analysis with other jurisdictions.**

RN23-005 – Section 8 - Longevity Pay Policy – Stephanie Lang reported no changes to the policy.

**Darren Steele motioned to approve the Longevity Pay Policy. The motion, seconded by Aubry Insko, passed unanimously.**

RN23-006 – Section 9 - Americans with Disabilities Act (ADA) Policy – Stephanie Lang reported the ADA Policy is a new standalone policy.

**Rick Brunson motioned to approve the ADA Policy. The motion, seconded by Aubry Insko, passed unanimously.**

RN23-007 – Section 10 - Injured Workers Policy – Stephanie Lang reported changes made based on legal review. **Item tabled until the next meeting. The Board requested the document with track changes.**

RN23-008 – Section 11 - Drug and Alcohol-Free Workplace Policy – Stephanie Lang reported changes to the policy. Don Crowson asked how the policy impacts the CJIS requirement and if CJIS is considered in the policy. **Item tabled until the next meeting. The Board requested changing the language in Section J. Drug or Alcohol Arrests or Convictions to immediate notification anytime an employee is issued a citation, arrested, and/or convicted. The Board would also like a comparative analysis with other jurisdictions.**

RN23-009 – Section 23 - Records Retention Policy – Stephanie Lang reported the Records Retention Policy is a new standalone policy. **Ray Richardson motioned to approve the Records Retention Policy. The motion, seconded by Rick Brunson, passed unanimously.**

RN23-010 – Resolution Approving A Records Management Policy and Naming A Records Management Officer – Stephanie Lang presented the Records Management Policy Resolution that will be filed with the Texas State Library and Archives **Aubry Insko motioned to approve the Records Management Policy Resolution. The motion, seconded by Darren Steele, passed unanimously.**

#### **BOARD OF MANAGERS BYLAWS**

RN23-011 – Board of Manages Bylaws – Stephane Lang presented the TC9-1-1 Board of Managers Bylaws. Currently, the Board does not have Bylaws in place. The Board has a Secretary and Treasurer, Robert Brooks and Aubry Insko, respectively. The Executive Director and her staff liaisons now perform the Secretary’s duties. The duties of the Treasurer can and are performed by all board members. The statute states the board may appoint from among its members a presiding officer and any other officers it considers necessary. The director or a board member may be appointed as Secretary.

**Item tabled until the retreat/workshop and will remain on the agenda as a regular discussion item.**

#### **BRIEFINGS**

Bill Paxton, The Eppstein Group, provided a legislative update.

#### **EXECUTIVE SESSION**

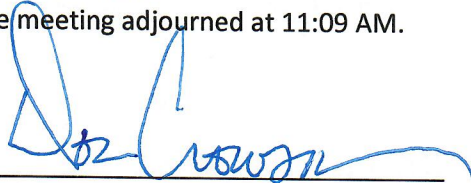
No executive session.

#### **PUBLIC COMMENT**

No public comment.

#### **ADJOURNMENT**

The meeting adjourned at 11:09 AM.



Don Crowson  
Chair



Robert Brooks  
Secretary