



**MINUTES**  
**TARRANT COUNTY 9-1-1 DISTRICT**  
**BOARD OF MANAGERS MEETING**

October 19, 2020

According to Section 551.021 of the Government Code, minutes of a meeting must state the subject of each deliberation and indicate each vote, order, decision, or other action taken. These minutes do not include a summary of the discussion but only reflect the action taken by the body. A complete audio recording of this meeting is available on the District's website [www.tc911.org](http://www.tc911.org).

A meeting of the Tarrant County 9-1-1 District Board of Managers was held at 12:00 PM, Monday, October 19, 2020, in the training room of Tarrant County 9-1-1, 2600 Airport Freeway, Fort Worth, TX 76111. Don Crowson presided.

**Board Members Present:**

Don Crowson, City of Arlington – Chair  
Rick Brunson, Tarrant County Commissioners – Vice Chair  
Aubry Insko, City of Grand Prairie - Treasurer  
Brian Johnson, City of Kennedale  
Jeff Spivey, City of Irving  
Robert Brooks, Secretary, AT&T

**Board Members Absent:**

Jim Davis, City of Fort Worth

**Staff Members Present:**

Shinar Haynes, Executive Director  
Renee Boeglin, Executive Assistant  
Aniel Austin, Finance Manager  
Kevin Kleck, Director of Technical Services  
Shantelle Oliver, Director of Support Services  
Sarah Sellers, Systems Support Manager  
Travis Trevino, Interoperability Coordinator  
Levi Larkin, Implementation Specialist

**Others Present:**

Wayne Olson, TOASE  
Bill Paxton, The Eppstein Group

**CALL TO ORDER**

Don Crowson called the meeting to order at 12:00 PM.

**AGENDA ANNOUNCEMENTS**

No agenda announcements.

**CONSENT AGENDA**

- A. Approve Minutes – September 21 & 24, 2020 meetings
- B. Accept Monthly Financials
- C. Accept Quarterly Financial Reports
- D. Accept Report of Payments over \$5,000

**Motion to approve the consent agenda items was made by Rick Brunson and seconded by Chief Spivey. Motion passed unanimously.**

**ASSISTANCE PROGRAM**

- A. Reinstate Assistance Programs (RN21-001) – Shinar Haynes stated a 6-month moratorium was placed on the assistance program when the FY21 budget was initially approved. The program was not reinstated when the budget was approved the second time, requesting official reinstatement as of November 1.

**Motion to approve the Assistance Programs reinstatement was made by Aubry Insko and seconded by Chief Spivey. Motion passed unanimously.**

## **PURCHASES OVER \$25,000**

- A. RN21-002 – Texas County and District Retirement System CY2021 Plan Provisions - \$167,605.00  
Aniel Austin requested approval for the 2021 retirement benefit employee contribution for \$167,605.00 – a 2.5% reduction from last year due to budget constraints.  
**Motion to approve the 2021 retirement benefit employee contribution for \$167,605.00 was made by Rick Brunson and seconded by Mayor Johnson.**
- B. RN21-003 –SUA II, Advanced Warranty Plus, and Astro Connectivity Service - \$695,397.00  
Travis Trevino presented the District’s request of \$695,397.00 for RBU site connectivity (Astro) to Motorola (year-to-year payment) and Advanced Warranty Plus and SUA II for years 2-5. Concerns were raised regarding the structure of the contract.  
**Motion to postpone until the next meeting was made by Mayor Johnson and seconded by Chief Spivey. Motion passed unanimously.**
- C. RN21-004 – HVAC Replacement for RBU NE - \$36,050.00  
Sarah Sellers presented the District’s request of \$36,050.00 for the HVAC replacement for RBU-NE (Colleyville location). The quote is for a stand-alone unit and three portable units, a water detection system, permits, material, and labor.  
**Motion to approve the HVAC replacement for RBU-NE was made by Chief Spivey and seconded by Rick Brunson. Motion passed unanimously.**

## **PRESENTATIONS**

- A. Text to 9-1-1 – Shinar Haynes reported the District sent approximately 600 texts and transfers in the last five business days, and Text to 9-1-1 is installed and working correctly. The training document will be finished today and uploaded into Talent, and the PSAP managers will be notified. The initial soft go-live date is still November 1, with the first official text being sent out on the 3rd by Commissioner Johnson. Jeff Spivey thinks it’s a bad idea to have Commissioner Johnson text 9-1-1 because it’s an abuse of 9-1-1, which against the law, and other residents will want to test their phones to see if they can text to 9-1-1. Recommended using a picture of him holding a phone instead of a video of him texting.

Rick Brunson reported the Chief of Staff for the County Judge reached out to him last week, and he is working on the State of the County Message he does twice a year. He asked for the absolute date for Text to 9-1-1; after talking to Shinar, Rick gave him the date of November 17.

Don Crowson requested a one or two-page synopsis sheet that can be converted into an informal staff report to councils.

- B. Grant Program Committee Update
1. FY2021 PSAP and Interoperability Assistance Program Guidelines – Travis stated he made revisions to the approval list based on discussions at the last meeting and sent it to the committee. Aubry Insko stated recruiting initiatives for communications personnel should be expanded. The only one currently listed is a personality assessment, and not everyone uses it. She suggested it include staffing assessments, advertising positions, and recruiting events. Aubry also suggested changing CALEA Communications Accreditation to CALEA or other Emergency Communications Professional Accreditations.
  2. Grant Program Approvals – Shinar Haynes suggested temporarily opening the approval process to other individuals or more individuals since the program was delayed, and the next Board meeting is not until December. The other option would be to have a virtual meeting in November solely addressing the PSAP Assistance requests. The Board agreed to a virtual meeting in November. Don Crowson requested the requests cite specifically the bullet in which the request complies with the allowable expenses. Aubry Insko will replace Doug Hooten on the committee to approve requests.

**EXECUTIVE DIRECTOR REPORT**

- A. Strategic Plan Update – Shinar Haynes reported the physical plant renovations are almost complete except for one ADA compliance bathroom. One toilet bowl had to be moved 2 inches, and we are waiting for the floor to be retiled so the toilet can be put back. She stated the District is still actively working on the design of the PSAP network switch replacement with expectations to implement in the spring.
- B. 9-1-1 Service Fee Notification Update (RN20-025) – Renee Boeglin reported 250 letters were by certified mail sent to carriers and tax preparers. 196 (78%) have been confirmed delivered, and 7 (3%) have been returned to the District. The remaining are waiting to be picked up by the company or will be returned to the District.
- C. 2021 Board Meeting Dates – Shinar Haynes requested the January Board meeting be moved from the 25th to the 11th due to a NENA/APCO Board meeting in Galveston. The Board agreed to move the meeting date. Renee will correct the year on December date and send out meeting requests.

**BRIEFINGS**

- A. Legislative Update – Bill Paxton reported one of the Alliance members met with Representative Phil King of Weatherford about the Wireless Funding Legislation. He met with Representative King because of his history and experience dealing with telecommunications issues and 9-1-1 issues. The meeting went well, and he was receptive and understanding of the need for this type of Legislation. He was more receptive to the option that allows each District to choose the increase but was concerned that the legislature maintains the ability to set the cap. He wants to make sure the process is open and transparent. All three versions of the bill have been provided to Senator Hancock and his Chief of Staff and should have a meeting to get their feedback. Working on meeting with Dennis Paul in the Harris County area; he’s the Chair of the House of Homeland Security & Public Safety.

**EXECUTIVE SESSION**

No Executive Session.

**PUBLIC COMMENT**

No public comment.

Don Crowson stated that if anyone has anything for him to hear regarding the Executive Director’s evaluation, please send it to him within a month.

**ADJOURNMENT**

The meeting adjourned at 12:50 PM.

**Upcoming Next Board Meetings:**  
**November 16, 2020 – Virtual Webex**  
**12:00 PM Monday, December 7, 2020**

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Don Crowson  
Chair, Board of Managers

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Robert Brooks  
Secretary, Board of Managers