



A G E N D A
GULF COAST REGIONAL 9-1-1 EMERGENCY
COMMUNICATIONS DISTRICT
Board of Managers May 21, 2024
11:00 a.m. or upon adjournment of H-GAC Board
3555 Timmons Lane, 2nd Floor
Houston, TX 77027

1. CALL TO ORDER
 - a. Roll Call of Board Members (Staff Contact: Kim Ward)
 - b. Public Comments

ACTION ITEMS

2. Consent Agenda
 - a. Minutes of the March 19, 2024, Board of Managers Meeting
Request approval of Minutes from March 19, 2024, Board of Managers meeting.
(Staff Contact: Kim Ward)
 - b. Text to 911 Control Center Services Contract Renewal
Request approval to renew the Text to 911 Control Center Services Contract for a period of one-year; amount \$47,322. (Staff Contact: Kim Ward)
3. Financial Report
Request approval of the April 2024 Financial Report. (Staff Contact: Christina Ordonez-Campos)
4. Next Generation 9-1-1 Service Funds
Request approval to accept Next Generation 9-1-1 Service Funds in the amount of 3,463,035.59.
(Staff Contact: Kim Ward)
5. Request to Amend Contract with Mission Critical Partners for Next Generation 9-1-1 Implementation Support; amount \$45,904. (Staff Contact: Kim Ward)
6. Gulf Coast Regional 9-1-1 Emergency Communications District By-Laws Amendment
Request approval of amendment to By-Laws as presented. (Staff Contact: Chuck Wemple)
7. Election of 2024 Chair and Vice-Chair
Annual election of Chair and Vice-Chair of the Gulf Coast Regional 9-1-1 Emergency Communications District Board of Managers. (Staff Contact: Chuck Wemple)

INFORMATION ITEMS

8. Next Generation 9-1-1 Project Update. (Staff Contact: Kim Ward)
9. Geo-spatial Database Status Report. (Staff Contact: Kim Ward)
10. Public Safety Answering Point Call Statistics Report. (Staff Contact: Kim Ward)

11. 2024 Public Hearing. (Staff Contact: Kim Ward)
12. Adjourn. (Board Chair)

**Gulf Coast Regional 9-1-1 Emergency Communications District
Board of Managers Meeting
March 19, 2024**

ATTENDANCE ROSTER

The following members of the Board of Managers of the Gulf Coast Regional 9-1-1 Emergency Communications District attended all or a portion of the March 19, 2024, Board meeting:

Brazoria County Commissioner Stacy Adams (Chair)
Colorado County Judge Ty Prause
Liberty County Judge Jay Knight
Walker County Commissioner Brandon Decker
Waller County Judge Trey Duhon
Wharton County Judge Phillip Spenrath (Vice-Chair)

1. **CALL TO ORDER**

Chairman Adams called the meeting of the Gulf Coast Regional 9-1-1 Emergency Communications District Board of Managers to order at 11:00 a.m. on Tuesday, March 19, 2024. The meeting was held in person at 3555 Timmons Lane, 2nd floor, Conference Room D.

a. **Roll Call of Board Members**

Chairman Adams certified there was a quorum.

b. **Public Comments**

There were no public comments.

ACTION ITEMS

ITEM 2. Consent Agenda

Chairman Adams asked if there were any items that the Board members would like to pull from the Consent Agenda to discuss. There were none. Judge Spenrath made a Motion to approve items. Judge Knight seconded the Motion. The Board of Managers voted and approved the Consent Agenda.

ITEM 3. Financial Report

Mrs. Christina Ordonez-Campos presented the February 2024 Balance Sheet. She first discussed the \$5 million dollar CD which has a current interest rate of 4.73 percent. The CD has earned about \$52,000 in interest and the plan is to renew it. The \$12,000 in accounts receivable is the amount owed to the District from the Commission on State Emergency Communications (CSEC). In Accounts Payable in the amount of \$836,000, is money owed to H-GAC for expenses that were paid on behalf of the District.

Mrs. Christina Ordonez-Campos informed the Board that on the Income Statement the Comptroller payment appears low because it reflects only the January payment because the February payment was not received until early March. She then provided an overview of expenditures of the remaining line items including Personnel - \$143,000 wages and benefits for ten staff members, Consultants - \$214,000 in which some are related to National Public Safety Solutions monitoring in the amount of \$72,000, GIS Data Manager \$44,000, and Intrado monitoring \$63,000. Commissioner Decker asked why there is a bank fee of \$35. Shaun Downey stated that staff is in discussion with the bank to eliminate the fee.

Chairman Adams asked for a Motion to approve the February 2024 Financial Report. Commissioner Decker made a Motion to approve, and Judge Duhon seconded the Motion. The Board of Managers voted and approved the February 2024 Financial Report.

ITEM 4. Fiscal Year 2024 Strategic Plan and Budget

Ms. Kim Ward presented the 2024 Strategic Plan and Budget. She first reported on the FY2023 accomplishments. In FY2024, grant funds will be used to implement Next Generation 911 compliant system and anticipate being complete by the second or third quarter of FY2025. She reported that the work will not include just deploying technology, but staff will also be reviewing current workflows and agreements. She stressed that staff will be maintaining the current legacy system as we are deploying the new system. She reported on public education initiatives and is working with the H-GAC Communications Department. Resources will include training videos for 911 call center staff.

Chairman Adams asked for a Motion to approve the 2024 Strategic Plan and Budget. Judge Prause made a Motion to approve, and Judge Duhon seconded the Motion. The Board of Managers voted and approved the 2024 Strategic Plan and Budget.

ITEM 5. Adoption of 9-1-1 Service Fee

Ms. Kim Ward stated that as per the District's Statute the Board of Managers is required to adopt the 911 service fee of \$0.50 per month for each access line. Ms. Ward requested approval to adopt the 911 service fee of \$0.50 cents per access line to be imposed by the District in accordance with Chapter 772, Sub-Chapter H, of the Health and Safety Code, for fiscal year 2024.

Chairman Adams asked for a Motion to approve the 911 Service Fee. Commissioner Decker made a Motion to approve, and Judge Spenrath seconded the Motion. The Board of Managers voted and approved the 911 Service Fee for fiscal year 2024.

ITEM 6. Recognition of National Public Safety Telecommunicator Week

Ms. Kim Ward presented a Resolution to recognize National Public Safety Telecommunicator Week April 14 – 20, 2024 in the GCRECD region. She reported that there are approximately 250 telecommunicators region-wide who answered over 345,000 911 calls in 2023.

Chairman Adams asked for a Motion to approve the Resolution recognizing National Public Safety Telecommunicator Week. Judge Knight made a Motion to approve, and Judge Spenrath seconded the Motion. The Board of Managers voted and approved the Resolution recognizing Public Safety Telecommunicator Week.

INFORMATION ITEMS

ITEM 7. Discussion on Possible Amendment to By-Laws.

Staff will conduct an analysis and bring language to the Board of Managers at the May Board meeting for possible amendment to the By-Laws. No action taken.

ITEM 8. Geo-spatial Database Status Report.

This was an information only report. No action taken.

ITEM 9. Public Safety Answering Point Call Statistic Reports.

This was an information only report. No action taken.

ITEM 10: Adjourn.

Chairman Adams adjourned the meeting at 11:30 a.m.

TEXT TO 911 CONTROL CENTER SERVICES CONTRACT RENEWAL

Background

The GCRECD currently contracts with Intrado Life and Safety Solutions, Corporation to provide Text-to-911 Control Center Services. This service allows for the delivery of text calls to 911 to all 23 Public Safety Answering Points.

Current Situation

The existing contract will expire July 17, 2024. The contract renewal will be billed monthly until such time that the District transitions to the AT&T provided Next Generation 9-1-1 system.

Funding Source: 911 Service Fee

Budgeted: Yes

Action Requested

Request authorization to extend contract with Intrado Life and Safety Solutions, Corporation effective July 17, 2024, for a period of one year; amount of \$47,322.

**GULF COAST REGIONAL 9-1-1
BALANCE SHEET AS OF 04/30/2024**

ASSETS

Cash	\$	4,078,731
Investment		5,163,499
Accounts Receivable		18,161
Total Assets	\$	9,260,391

LIABILITIES AND FUND BALANCES

Liabilities:

Accounts Payable-H-GAC	\$	405,520
Total Liabilities	\$	405,520

Equity:

Unrestricted Retained Earnings	\$	8,264,821
Net Income		590,050
Total Fund Balance	\$	8,854,871

Total liabilities and fund balance	\$	9,260,391
---	-----------	------------------

GULF COAST REGIONAL 9-1-1
INCOME STATEMENT 1/1/2024 through 4/30/2024

REVENUE

State Comptroller Payments	\$	1,162,349
Telephone Company Fees		180,670
Grant Revenue		6,765
CD Interest		111,499
Bank Interest		25,097
Total Revenue	\$	1,486,380

EXPENSE

Personnel	\$	299,327
Indirect		39,870
Travel		11,093
Consumable Supplies		49
Rent		12,926
Communications		26,586
Network (AT&T)		138,968
Consultants/Other		302,526
Equipment		2,769
Bank Fees		72
Other		62,144
Total Expenses	\$	896,330

NET INCOME \$ **590,050**

NEXT GENERATION 9-1-1 SERVICE FUND

Background

In 2023 the 88th Texas Legislature (House Bill 9) and the passage of Proposition 8 in the November election resulted in \$155,200,000 in state funds to be appropriated to the Next Generation 9-1-1 Service Fund (NG9-1-1 Fund). State funds in the NG9-1-1 fund are distributed to Texas 9-1-1 Entities in accordance with the Commission on State Emergency Communications (CSEC) population-based distribution percentages.

Current Situation

The GCRECD is scheduled to receive \$3,463,035.59. In order to receive the funds, the District must certify to the Commission on State Emergency Communications on behalf of the State Comptroller that funds will be used only for 911 purposes. Allowable expense categories as follows:

Administration
Equipment
Operations

The GCRECD will receive funds in two dispersements. The initial \$1,731,517.80 immediately upon certification to the Commission on State Emergency Communications. The second dispersement of \$1,731,517.79 no later than September 1, 2024.

Funding Source: State of Texas Next Generation 9-1-1 Service Fund

Budgeted: N/A

Action Requested: Request authorization to execute certification agreement with Commission on State Emergency Communications in order to receive funds in the amount of \$3,463,035.59.

NEXT GENERATION 9-1-1 IMPLEMENTATION SUPPORT

Background

On July 19, 2022, the Board of Managers approved a contract in the amount of \$92,576 with Mission Critical Partners for the following Scope of Work: Task 1: review architectural design of the existing call handling system with intent to reduce host sites and replace six-year old call handling equipment; Task 2: design review for transition to an i3 Emergency Services Internet Protocol Network (ESINet), and Task 3: propose solutions for ANI/ALI data hosting and geo-spatial call routing. Optional Task 4, included implementation support for the Next Generation 9-1-1 system. The contract expires December 31, 2024.

Current Situation

Tasks 1 – 3 have been completed. Staff seeks to implement Task 4 for system implementation and transition support services that will include:

- Design and document review
- Project status call support
- Testing

Approval is requested to authorize amendment to add funds to the current contract in the amount of \$45,904 as itemized below:

Next Generation 9-1-1 Implementation Support	\$43,804
Other Expenses	\$2,100
Total:	\$45,904

Total contract amount after amendment will be \$138,480.

Funding Source: SB 8 Coronavirus State Fiscal Recovery Funds/911 Service Fee

Budgeted: Yes

Action Requested: Request authorization to add an additional \$45,904 to the Mission Critical Partners contract through December 31, 2024 for Task 4 Next Generation 9-1-1 Implementation Support. (Staff Contact: Kim Ward)

PROPOSED AMENDMENTS TO GCRECD BYLAWS

Background

Currently every contract regardless of dollar amount is presented to the GCRECD Board of Managers for approval. At the March 19, 2024, Board of Managers meeting, staff discussed presenting possible amendments to the District bylaws to be in line with the H-GAC Board of Directors pertaining to contracts over \$50,000.

Current Situation

Article 6 of GCRECD's bylaws requires proposed amendments to be presented to the Board of Managers ten days (10) days in advance of the meeting at which amendments are to be acted upon.

Funding Source

N/A

Budgeted

N/A

Action Requested

Discussion and possible action on proposed amendments to GCRECD bylaws. (Staff Contact: Chuck Wemple)

PRELIMINARY DRAFT

Bylaws Gulf Coast Regional 9-1-1 Emergency Communications District

Article 1. Creation and Authority

1. The Gulf Coast Regional 9-1-1 Emergency Communications District (the District) was created pursuant to Chapter 772, Subchapter H, of the Texas Health and Safety Code effective February 9, 2016 through passage of resolutions by County Commissioners Courts and City Councils within the District service area.
2. The service area of the District consists of Brazoria, Chambers, Colorado, Liberty, Matagorda, Walker, Waller, and Wharton counties, and all cities therein, except for any city served by another emergency communications district.
3. The District is a political subdivision and carries out essential governmental functions by providing high quality 9-1-1 emergency communications services to all participating jurisdictions within the District.

Article 2. Board of Managers

1. The District shall be governed by a Board of Managers (the Board), consisting of at least one member from each county within the district, who shall also be members of the Board of Directors of the Houston-Galveston Area Council. Terms shall be concurrent with terms on the Board of Directors of the Houston-Galveston Area Council.
2. Members of the Board who are unable to attend District meetings may be represented by an alternate with vote, who shall be the member's alternate to the Board of Directors of the Houston-Galveston Area Council.
3. The Board shall be the governing body of the District and shall adopt plans, policies, procedures, budgets, orders, and motions as necessary to carry out the purpose of the District.
4. The Board shall meet at least quarterly, and may meet more frequently as it determines necessary, at a time and place it shall designate. Meetings may be called by: the Chair, the Executive Director, or by written request of at least three Board members.
5. The officers of the Board shall be a Chair and a Vice Chair, who shall be members of the Board, and who shall be elected by the Board at its first meeting of the year. If the Chair and Vice Chair are absent at any meeting, Board members in attendance shall designate a presiding officer pro tem.
6. A quorum of the Board shall consist of a majority of its members.
7. The Board shall annually adopt a strategic plan, budget, and service fee for the District.
8. The Board may appoint continuing and special committees as it determines necessary, including a technical advisory committee.

9. The District is subject to, and shall operate in accordance with, the Texas Public Information Act and **Texas Open Meetings Act.**

Article 3. Board of Managers Responsibilities

1. Annually adopt a Strategic Plan, Budget, and Service Fee providing for current operation of the District and, to the extent revenues allow, for the orderly development of an equipment upgrading and replacement program.
2. Ensure that an annual independent audit is performed on accounts of the District.
3. **Enter into agreements, memoranda of understanding, or contracts in the amount of \$50,000.01 or more, to carry out the District's purpose.**
4. Designate the District financial depository and authorize signatories on District accounts.
5. Take any and all actions necessary to carry out the purpose of the District, consistent with these Bylaws and applicable laws.

Article 4. Administration

1. The Executive Director of the Houston-Galveston Area Council shall be the Executive Director of the District and, consistent with the direction of the Board, shall function as the Chief Administrative Officer of the District in accordance with Sec. 772.609, Health and Safety Code. The Chief Financial Officer of the Houston- Galveston Area Council shall be the Chief Financial Officer of the District.
2. The Houston-Galveston Area Council shall function as planning, program, fiscal, and administrative agent for the District, in accordance with Sec. 772.609 of the Health and Safety Code.

Article 5. Dissolution

1. The District may be dissolved by majority approval of a dissolution resolution by the Board.
2. Should the District be dissolved, 9-1-1 activities shall be carried on by the Houston-Galveston Area Council in accordance with Chapter 772.621 Health and Safety Code.

Article 6. Amendments

1. These Bylaws may be amended by majority vote of the Board at a duly called meeting.
2. The proposed text of any amendment shall be furnished to all Board members at least ten days prior to the meeting at which the amendment is considered by the Board.

TN Address to GIS Road Centerline Match Results 03/07/2024

Categories	BRAZORIA COUNTY	CHAMBERS COUNTY	COLORADO COUNTY	LIBERTY COUNTY	MATAGORDA COUNTY	WALKER COUNTY	WALLER COUNTY	WHARTON COUNTY	Grand Total
Matched	40241	11150	3549	5812	5690	20960	6848	6012	100262
Unmatched	969	73		569		383	108		2102
Total TNs	41210	11223	3549	6381	5690	21343	6956	6012	102364

% Matched	98%	99%	100%	91%	100%	98%	98%	100%	98%
------------------	------------	------------	-------------	------------	-------------	------------	------------	-------------	------------

Total Calls by PSAP January 1 through April 30, 2024

County	PSAP Name	Landline/ Other	Text	VOIP	Wireless	TOTAL 911 CALLS	Admin Calls (if avail)	TOTAL CALLS	Percent of Calls Answered <15 Seconds
Brazoria	Alvin Police Department	189	16	227	3746	4178	N/A	4178	94%
Brazoria	Angleton Police Department	315	2	199	2565	3081	N/A	3081	98%
Brazoria	Brazoria County Sheriffs Department	719	65	370	14716	15870	33023	48893	99%
Brazoria	Brazoria Police Department	210	2	50	810	1072	N/A	1072	94%
Brazoria	Clute Police Department	79	9	116	1414	1618	N/A	1618	98%
Brazoria	Freeport Police Department	48	170	49	1453	1720	N/A	1720	97%
Brazoria	Lake Jackson Police Department	359	10	229	2999	3597	N/A	3597	99%
Brazoria	West Columbia Police Department	400	0	15	739	1154	N/A	1154	94%
Chambers	Chambers County Sheriffs Office	239	19	121	5309	5688	18689	24377	99%
Chambers	Mont Belvieu Police Department	121	107	86	1367	1681	N/A	1681	97%
Colorado	Colorado County Sheriffs Office	225	11	253	3671	4160	N/A	4160	99%
Liberty	Cleveland Police Department	503	8	126	1923	2560	N/A	2560	96%
Liberty	Dayton Police Department	228	19	87	1572	1906	N/A	1906	96%
Liberty	Liberty County Sheriffs Office	570	38	144	10228	10980	N/A	10980	92%
Liberty	Liberty Police Department	226	1	120	1255	1602	N/A	1602	100%
Matagorda	Bay City Police Department	81	58	69	2092	2300	N/A	2300	99%
Matagorda	Matagorda County Sheriffs Office	289	24	48	2271	2632	N/A	2632	100%
Walker	Walker County Public Safety Communication Center	1206	227	550	10250	12233	22172	34405	98%
Waller	Brookshire Police Department	306	4	79	917	1306	N/A	1306	96%
Waller	Waller County Sheriffs Office	160	19	229	6521	6929	5636	12565	98%
Wharton	El Campo Police Department	556	5	100	1446	2107	N/A	2107	99%
Wharton	Wharton County Sheriffs Office	177	7	44	2818	3046	N/A	3046	96%
Wharton	Wharton Police Department	664	1	174	1582	2421	N/A	2421	98%
TOTAL ALL PSAPS		7870	822	3485	81664	93841	79520	173361	
	Percent Total 911 Calls	9%	1%	3%	87%				

Adjourn