

**MINUTES OF THE MEETING OF THE 9-1-1 EMERGENCY COMMUNICATIONS DISTRICT BOARD OF MANAGERS HELD ON WEDNESDAY, AUGUST 13, 2003 IN THE CITY COUNCIL CHAMBERS OF CITY HALL, 555 WALNUT, ABILENE, TEXAS.**

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Public notice having been duly given, the 9-1-1 Board met at 3:00 p.m. in the City Council Chambers of City Hall.

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**Board Members Present:** Dr. Alan Stafford, President, County Representative  
Roy McDaniel, Vice President, Cities Representative  
Jo Moore, Secretary, Cities Representative  
Don Russom, County Representative  
John Bogart, Volunteer Fire Department Representative

**Others Present:** Alan Plumlee, Assistant Fire Chief  
Renee Scott, Assistant City Secretary  
Tracy Phillips, Management Assistant  
Greg Brown, GIS Coordinator  
Mike Saxton, 9-1-1 Program Coordinator  
Ronnie Kidd, 9-1-1 District and Administrative Services Director  
Donna Littlefield, Abilene Police Dept.  
Carol Taylor, Taylor County Sheriff's Office  
Pete Monroe  
Sharon Hicks, City Attorney  
Cindy Steele, SBC  
Gary B. Young  
David Wright, Director of Finance  
Kevin Burks

Vice President, Roy McDaniel called the meeting to order. Mr. McDaniel stated that due to the resignation of Judge Newman Dr. Alan Stafford has been appointed to the Board as a Taylor County representative.

Renee Scott, Assistant City Secretary, administered the oath of office to Dr. Stafford.

No Board action was required.

Don Russom made a motion to elect Dr. Stafford as President of the 9-1-1 Board. John Bogart seconded the motion and the motion carried unanimously.

Mr. McDaniel made a motion to approve the 9-1-1 Board minutes of the March 26, 2003 meeting as printed. Mr. Russom seconded the motion and the motion carried unanimously.

Mike Saxton, 9-1-1 Program Coordinator, briefed the Board on the E911 Wireless Phase II Upgrades for Cingular Wireless, Nextel Partners, Inc., Sprint PCS, T-Mobile, and Western Wireless (Cellular One).

No Board action was required.

Greg Brown, Geographic Information Systems (GIS) Manager, briefed the Board on the 9-1-1 mapping status. Mr. Brown noted the GIS products come in two forms, Analog and Digital. The analog are the paper plots of the maps and the digital are the computerized forms that are manipulated with mapping software. Mr. Brown reviewed the products and their status for both the Analog & Digital.

Mr. Brown distributed to, and reviewed with, the Board the 9-1-1 new address form and the new County address flow chart.

No Board action was required.

Prior to presenting the 911 Legislative and Regulatory Summary Report Mr. Saxton noted for the Boards information that he has had discussions with Dyess Air Force Base personnel concerning possibly locating a Call Center at DAFB. Mr. Saxton further noted that there is a greater concerted effort at Dyess to establish a primary answering point (PSAP) on the base, which would greatly aid any emergency responders within the confines of the base. Mr. Saxton stated he would be meeting with Dyess personnel to further review this possibility.

No Board action was required.

Following the Summary Report Mr. Saxton briefed the Board on a future technology issue known as "Voice over IP". Mr. Saxton reviewed the technical and regulatory issues that the use of the Internet connection to make phone calls will be faced with.

No Board action was required.

Mr. Saxton discussed with the Board the Public Review Requirement. Mr. Saxton noted that Chapter 772.319, of the Texas Health and Safety Code, states, "Periodically, the board shall solicit public comments and hold a public hearing on the continuation of the district and the 9-1-1 emergency service fee."

The three-fold purpose of this hearing is:

- 1) To solicit comments on the participation of the district in the regional 9-1-1 plan (COG).
- 2) To determine if the Board desires to participate in the regional plan.
- 3) To determine the continuation or dissolution of the district and the 9-1-1 emergency service fee.

The Board has been utilizing their annual budget discussions to satisfy this requirement; however, staff has determined the need for different hearings. Mr. Saxton relayed to the Board that since public reviews should be held every three years now is the appropriate time to call a meeting to conduct the public review.

Following Board discussion Mr. McDaniel made a motion to hold the Public Review in conjunction with the 9-1-1 Board's March meeting (3<sup>rd</sup> Wednesday). Mr. Bogart seconded the motion and the motion carried unanimously.

Prior to briefing the Board on the 9-1-1 District's Revised FY 03 and Proposed FY 04 annual budgets Ronnie Kidd, Director of Administrative Services noted the Budget format was converted into a format that separates the traditional 9-1-1 District operations from the wireless operations. Mr. Kidd further noted this was done since not all wireless revenue is available for operations at this time and that the Wireless Cost Recovery negotiations continue to evolve. Some recovery payments are already being made and will be able to estimate some reserve requirements. Staff is in the process of adjusting the accounting processes to readily reflect this conversion.

Mr. Kidd reviewed the revised and proposed budgets and noted that there are fluctuations in object #4485 due to the position adjustment for the 9-1-1 Program Coordinator in FY 03, the same thing annualized for FY 04, the added position (now GIS/CAD Tech services) for FY 04, and average compensation and benefits increases for dispatchers in FY 04. Mr. Kidd further noted object #4500 is the vehicle that was purchased for Mike Saxton. Mr. Kidd stated the final cost could be less than the \$24,000 that was budgeted.

The Board and staff discussed the Board having given prior approval of an employee being added to the 9-1-1 staff, but that the position is not reflected in the budget being presented.

Mr. Kidd referenced his August 8, 2003 transmittal letter to the Board that addressed an additional staff person as follows:

“While the Board approved funding an additional staff person (a CAD tech position to work with the address databases and mapping integration) I have elected to delay hiring a new staff member since we have come up with an alternative solution to apply those funds to additional shared services in the GIS area instead.

- The interdisciplinary management team (the 9-1-1 Coordinator, the GIS Manager and myself) determined that we could arrive at a win-win situation for both the District and the City by providing the services we had planned to be delivered by the “new” 9-1-1 position with existing GIS staff. *The outcome remains the same...Mike Saxton will be freed up to focus upon more of the administrative duties for the District.*
- I think you will agree that we have recognized a tremendous benefit through the interlocal agreement for GIS application management we have had in place for several years. We believe that we can greatly enhance the addressing and database management functions by using the GIS staff to perform the bulk of the CAD tech services. There are *efficiencies to be gained by automating the process* from a forms management and change notification perspective. We think this strategy will *improve the timeliness of issue resolution.*
- Mike Saxton will still be involved in the *approval process* for changing and/or assignment of addresses. *This ensures that the 9-1-1 District's control processes remain in tact.*
- Further, we believe we can provide better customer service and response time by linking folks with needs or questions to a *real voice by providing real-time initial contact coverage* under the new process.
- If this arrangement does not work, we will adjust and address it differently”.

Mr. Kidd stated more than one employee would provide the services and that those employees would provide the 9-1-1 services in addition to other duties they provide.

The Board questioned, and discussed with staff, the fact that the City's budget process, as reflected on the City's web page, included reducing a position and moving that position into what the Board had agreed to fund. Mr. Bogart stated he personally has a problem with that and that he doesn't think that was what the Board agreed to fund. Mr. Russom agreed with Mr. Bogart noting that the motion he made was for one dedicated employee for the 9-1-1 position. Mr. Kidd agreed that that was the discussion but he felt the same functions could be accomplished through the alternative solution he had outlined. Mr. Kidd assured the Board if that solution does not work he would bring the issue back to the Board.

The Board requested staff provide a written job description on the employees that will be providing the 9-1-1 services.

Mr. McDaniel made a motion to approve the 9-1-1 Districts Revised FY 03 and Proposed FY 04 annual budgets. Ms. Moore seconded the motion and the motion carried unanimously with Mr. Bogart voting against Mr. Kidd's alternative solution to apply the CAD Tech position funds to additional shared services in the GIS area.

Mr. Kidd noted he placed agenda item 10, regarding the surcharge rate for non-wireless telephone lines, on today's agenda to provide the Board the opportunity to discuss the item and take action if they so choose. Mr. Kidd stated he is not proposing any action to adjust the surcharge be taken today, but that he will be placing the subject on the Boards future agendas for their discussion and possible action.

The Board and staff discussed that although the Board has not approved any funding for Phase II for the City of Abilene's Public Safety Communication Systems upgrade/replacement project they have discussed their willingness to participate in funding if it is appropriate to do so and if it can be determined the appropriate methodology for how the District could and should participate. Staff noted surveying other districts would be one method of determination and that the results of those surveys would be available to the Board.

There being no further business, the meeting adjourned at 3:55 p.m.

ATTEST:

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Jo Moore, Secretary

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Alan Stafford, President