

North Central Texas Council Of Governments

October 15, 2018

RECEIVED
COMMISSIONER'S COURT
2018 OCT 15 PM 12:34

Keith Self
County Judge
2300 Bloomdale Rd., Suite 4192
McKinney, TX 75071

Dear County Judge Self:

The North Central Texas COG (NCTCOG) currently administers 9-1-1 services on your behalf under the direction of the Texas Commission on State Emergency Communications. To pay for the provision of these 9-1-1 services, state law provides for a \$.50 fee to be collected each month on individual and business telephone bills. These fees are collected by the State Comptroller's office and the State Legislature determines how much of the funds from these fees are returned to our region. At this time, the state is holding a large amount of the funds generated by these fees.

In the 84th Session of the Legislature, a law was passed (SB 1108) allowing councils of governments to form 9-1-1 Districts whereby all fees collected from citizens and businesses within these districts are remitted directly to the districts to be used solely for the provision of 9-1-1 services. It also called for these districts to be governed by local elected officials from member counties and cities.

During the past year, your jurisdiction passed a resolution supporting the formation of the 9-1-1 District within the NCTCOG region. This district will be created on December 3, 2018. State law stipulates that an initial board meeting be held to determine the size and qualification of a permanent board and to conduct other necessary business. The initial board will be comprised of elected officials appointed by their governing bodies through an official resolution. As an eligible jurisdiction, you are entitled to appoint said representative, but you are not required to do so. A sample resolution is enclosed for your convenience and is due no later than Friday, November 16, 2018.

If you decide to officially appoint a representative, please be certain that the person selected is committed to attend the initial board meeting as this will affect quorum requirements and meeting logistics.

Even if you do not officially appoint an initial board member, individuals from your jurisdiction are welcome to attend and observe the meeting. Please RSVP if you plan to have lunch with us.

The initial Board meeting will be held as follows:

DATE: December 5, 2018
TIME: 10:30 am – 12:30 pm (lunch will be served)
LOCATION: NCTCOG Transportation Council Room
616 Six Flags Drive
Arlington, TX 76011

Please mail or email your Resolutions and RSVP by no later than Friday, November 16, 2018 to:
9-1-1 Projects, NCTCOG, PO Box 5888, Arlington, TX, 76005; or 911Projects@NCTCOG.org.

Should you have questions regarding the formation of the district or initial board meeting please contact me at (817) 695-9101.

Sincerely,



Mike Eastland
Executive Director

cc: Christy Williams, Director of 9-1-1, NCTCOG

Enclosures: Sample Resolution
Draft Bylaws

RESOLUTION APPOINTING MEMBER TO INITIAL 9-1-1 DISTRICT BOARD

WHEREAS, the North Central Texas Council of Governments (NCTCOG) is the regional planning commission for the 16-county North Central Texas region and provides 9-1-1 service under contract with the Texas Commission on State Emergency Communications (CSEC); and,

WHEREAS, the jurisdictions receiving 9-1-1 services from NCTCOG have determined creating a regional emergency communication district pursuant to Texas Health & Safety Code Chapter 772.601 to locally administer such services is preferable; and,

WHEREAS, on INSERT DATE, JURISDICTION passed a resolution/ordinance approving the district's creation; and,

WHEREAS, NCTCOG will serve as the fiscal and administrative agent for the district consistent with Texas Health & Safety Code Chapter 772.609; and,

WHEREAS, the district will be governed by a board of managers, with an initial board composed of primarily elected officials appointed by the governing bodies of participating counties and municipalities responsible for establishing the size of the board and the qualifications of board members; and,

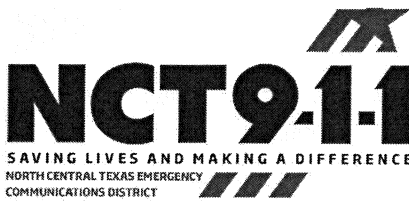
WHEREAS, JURISDICTION wishes to have an appointee serve on the initial board, count toward purposes of determining a quorum, and has identified a qualified individual to attend the initial board meeting anticipated to occur on December 5, 2018, in Arlington, Texas.

NOW, THEREFORE, BE IT HEREBY RESOLVED THAT:

Section 1. The JURISDICTION appoints INSERT NAME to serve on the initial North Central Texas 9-1-1 Emergency Communications District Board.

Section 2. This resolution shall be transmitted to NCTCOG.

Section 3. This resolution shall be in effect immediately upon its adoption.



**PROPOSED BYLAWS
OF THE
NORTH CENTRAL TEXAS
EMERGENCY COMMUNICATIONS DISTRICT (NCT9-1-1)**

ARTICLE I: CREATION AND AUTHORITY

- 1.1. The North Central Texas Emergency Communications District (hereinafter "NCT9-1-1" or "District") was created pursuant to Chapter 772, Subchapter H, of the Texas Health and Safety Code through the passage of resolutions by County Commissioners Courts and City Councils within the District's service area.
- 1.2. The service area of the District consists of all cities within Collin, Ellis, Erath, Hood, Hunt, Johnson, Kaufman, Navarro, Palo Pinto, Parker, Rockwall, Somervell, and Wise counties not served by another emergency communications district, as well as the cities of Balch Springs, Cockrell Hill, Sachse, Seagoville, and Wilmer in Dallas County.
- 1.3. NCT9-1-1 is a political subdivision of the State and carries out essential governmental functions related to the provision of 9-1-1 emergency communications services to all jurisdictions served by the District.

ARTICLE II: BOARD OF MANAGERS

- 2.1. NCT9-1-1 shall be governed by a Board of Managers (hereinafter the "Board"), consisting of elected officials. Each member county may have one Board member, with the exception of the largest county by population, which may have up to six Board members. In addition, one Board member will represent all member cities located in Dallas County. Each Board member shall represent an entity that serves as a Public Safety Answering Point (PSAP). The Board shall be comprised of a maximum of 19 members.
- 2.2. The County Judge of each member county has responsibility to notify NCT9-1-1 of their Board member appointment, except that each member city in Collin County with a Public Safety Answering Point (PSAP) shall be responsible for notifying of its Board member's appointment and the member cities in Dallas County shall be responsible for mutually agreeing to and notifying of their Board member's appointment. Each Board member's term of office shall be two years. Terms will be staggered with half of the initial Board serving a one-year initial term. The length of a Board member's initial term will be determined by a lottery process at the first regularly scheduled meeting. Board members may serve multiple terms.
- 2.3. Regular meeting attendance is expected of Board Members. It is the responsibility of each jurisdiction with a serving Board member(s) to encourage and ensure attendance.
- 2.4. Vacancies occurring during the regular term of a Board Member will be filled for the remainder of the term through appointment consistent with Article 2.2. herein.
- 2.5. The Board shall meet at least quarterly and may meet more frequently as it determines necessary. Meetings will be held at NCT9-1-1 offices. Additional meetings may be called by the President, the Executive Director, or by written request of at least three Board members.
- 2.6. The officers of the Board shall be President, Vice-President and a Secretary, who shall be members



of the Board, and who shall be elected by the Board at its first meeting of each calendar year. Elected officers shall hold office for one (1) year, said term to begin immediately following the aforementioned meeting and continuing until the next election or until such time as a replacement has been duly elected. If both the President and Vice-President are absent at any meeting, Board Members in attendance shall designate a presiding officer pro tem. The President or other presiding Board Member shall vote only in case of a tie.

- 2.7. One-third (1/3) of the appointed Board members shall constitute a quorum for the transaction of business.
- 2.8. The Board shall appoint a technical advisory committee comprised of staff members from the public safety community within the District. Management level experience is preferred. The Board shall be empowered to appoint additional committees as deemed necessary to carry out Board business.
- 2.9. NCT9-1-1 is subject to, and shall operate in accordance with, the Texas Public Information Act and the Texas Open Meetings Act.
- 2.10.A Board member may be removed from his/her position on the Board for cause by a two-thirds majority vote by the total Board members.

ARTICLE III: BOARD OF MANAGERS RESPONSIBILITIES

- 3.1. The Board shall be the governing body of NCT9-1-1 and its duties shall include to name, control, and manage the district.
- 3.2. The Board shall annually adopt NCT9-1-1's strategic plan, budget, and service fee providing for current operation of the District.
- 3.3. The Board may adopt, alter or amend the policies of the District.

ARTICLE IV: ADMINISTRATION

- 4.1. In accordance with Sec. 772.609 of the Health and Safety Code, the Executive Director of the North Central Texas Council of Governments shall serve as the Executive Director of the District and be empowered to employ and compensate professional staff to perform NCT9-1-1 duties, which shall remain employees of the North Central Texas Council of Governments for all purposes
- 4.2. The North Central Texas Council of Governments shall function as the fiscal and administrative agent for the District, in accordance with Sec. 772.609 of the Health and Safety Code.

ARTICLE V: DISSOLUTION

- 5.1. The District may be dissolved by majority approval of a dissolution resolution by the Board (in accordance with Chapter 772.621 Health and Safety Code) and its duties will revert back to the North Central Texas Council of Governments.

ARTICLE VI: AMENDMENTS

- 6.1. The Board may amend these bylaws by a two-thirds (2/3) vote of the Board Members in office at a duly called meeting.
- 6.2. The proposed text of any amendment shall be furnished to all Board Members at least 10 calendar days prior to the meeting at which the amendment is to be considered by the Board.