## Panhandle Regional 9-1-1 Network Advisory Committee

Friday February 7<sup>th</sup>, 2025 2:00 PM



#### **NOTICE OF MEETING**

A meeting of the Panhandle Regional 9-1-1 Network Advisory Committee will be held on Friday, February 7<sup>th</sup>, at 2:00 p.m. in the Board Room, Panhandle Regional Planning Commission, 415 Southwest Eighth Avenue, Amarillo, Potter County, Texas.

A copy of the full agenda packet for this meeting can be found on the PRPC's website at <a href="http://theprpc.org/Programs/911Network/20250207.pdf">http://theprpc.org/Programs/911Network/20250207.pdf</a>.

**AGENDA** 

- 1. Call to Order
- 2. <u>Introductions</u>
- Minutes

Consideration of Approval of the Minutes From the Last Meeting Held on November 8th, 2024.

4. <u>Director's Report</u>

Oral Report Explaining the Current Activities of the 9-1-1 Network.

5. Advisory Committee Nominations

Discuss and Consider for approval, the appointment of three new members to the Advisory Committee

6. Training Activities

Staff Report on Emergency Communication Training Opportunities in the Region.

7. <u>Public Education Activities</u>

Staff Report on Public Education Activities in the Region.

8. Renewal of Interlocal Agreements

Discuss the process of renewing interlocal agreements throughout the region.

9. <u>Call Handling Equipment (CHE) Software Support Renewal</u>

Discuss and Consider for Approval, the Contract Extension for CHE Software Support.

10. Performance Report

Fiscal Year 2025 Quarter One Performance Report.

- 11. Open Discussion
  - 1. Open Discussion
  - 2. Next Meeting Date

#### **PUBLIC NOTICE**

This notice complies with Texas Government Code Chapter 551, Open Meetings Act, Section 551.041 (Notice of Meeting Requirements); Section 551.043 (Time and Accessibility of Notice Requirements); and Section 551.053 (Notice Requirements of a Political Subdivision Extending into four or more Counties). The notice has been filed at least 72 hours before the scheduled time of the meeting with the Secretary of State's Office; the Potter County Clerk's Office and has been posted in the administrative Office of the Panhandle Regional Planning Commission.

Posted this	day of	, 2025, at 41!	5 Southwest Eighth Avenue,	Amarillo, Texas, at	a.m./p.m.
Khasi Campos					

# PANHANDLE REGIONAL 9-1-1 NETWORK ADVISORY COMMITTEE

#### **Minutes**

#### November 8, 2024

A meeting of the Panhandle Regional 9-1-1 Network Advisory Committee was held on Friday, November 8<sup>th</sup>, 2024 at 2:00 p.m. in the PRPC Board Room, 415 West Eighth Avenue; Amarillo, Texas; Potter County.

## **MEMBERS PRESENT:**

Vance Easley, Childress County Sheriff's Office; Jeannie Rogers, Tulia Police Department; Kirsten Williams, Hereford Police Department; Kris Hogan, Hemphill County Sheriff's Office; Kalee Massey, Carson County Sheriff's Office; Sidney Jordan, City of Borger; Melissa Anderson, Armstrong County Sheriff's Office; Misty Garrett, Hansford County Sheriff's Office; Rebekah Baucom, Parmer County Sheriff's Office.

## **MEMBERS ABSENT:**

Jessica Mann, Pampa Police Department; Vicki Groneman, Oldham County Sheriff's Office; Robin Grice, Moore County Sheriff's Office; Kent Riley, Collingsworth County Sheriff's Office; Johnny Carter, Wheeler County Sheriff's Office; Rafael Gonzalez, Perryton Police Department; Kimberly Weatherly, Sherman County Sheriff's Office; Diann Guffy, Dallam-Hartley County Jail; Sal Rivera, Castro County Sheriff's Office; Cheryl Phillips, Donley County Sheriff's Office; Tom Heck, Hall County Sheriff's Office; Ty Lane, Lipscomb County Sheriff's Office; Kyle Ray, Windstream Representative; Manuel Almanza, AT&T Representative; Mark Garcia, Suddenlink Representative.

#### **STAFF PRESENT**:

John Schaumburg, Regional 9-1-1 Network Director; Mandi Jones, Regional 9-1-1 Network Program Specialist; Melissa Devenport, Regional 9-1-1 Network GIS/Technical Program Specialist; Khasi Campos, Regional 9-1-1 Network Program Specialist.

#### **NON-MEMBERS PRESENT:**

Dustin Henderson, Borger Regional Communications; Gabriela Bloomer, Dallam-Hartley County Jail; Robert Napp, Pantex Plant; Brian Veach, Pantex Plant; Cynthia Bartlett, Hall County Sheriff's Office.

## 1. CALL TO ORDER

Sidney Jordan called the meeting to order at 2:00 p.m.

## 2. INTRODUCTIONS

Introductions were made by Committee members and staff. No action was required.

## 3. MINUTES

Members considered the minutes from our August 23<sup>rd</sup>, 2024 meeting of the Regional 9-1-1 Network Advisory Committee. Kris Hogan, made a motion to accept the minutes and the motion was seconded by, Kirsten Williams. The motion carried by a unanimous vote.

## 4. REGIONAL 9-1-1 NETWORK DIRECTOR'S REPORT

Members heard a report from John Schaumburg regarding current activities of the Regional 9-1-1 Network. No action was required.

#### 5. MPLS CIRCUIT UPGRADE CONFIGURATION

John Schaumburg discussed with the board and recommended for approval, a plan to procure services for the network configuration to assist with the MPLS circuit upgrades. Vance Easley, made a motion to approve the plan, and Kalee Massey, seconded. The motion carried by a unanimous vote.

## 6. REGIONAL 9-1-1 NETWORK RURAL TRAINING OPPORTUNITIES

Mandi Jones informed the committee about recent emergency communication training opportunities in the region. No action was required.

#### 7. REGIONAL 9-1-1 NETWORK RURAL PUBLIC EDUCATION ACTIVITIES

Mandi Jones updated the committee on current 9-1-1 public education activities in the region. No action was required.

## 8. ADVISORY COMMITTEE MEMBER RECOMMENDATIONS

John Schaumburg discussed with members and recommended for approval, new membership nominations to the 9-1-1 Network Advisory Committee. Kalee Massey, made a motion to approve the memberships, and Jeannie Rogers, seconded the motion. The motion carried unanimously.

## 9. CALL HANDLING EQUIPMENT (CHE) SOFTWARE SUPPORT RENEWAL

John Schaumburg informed board members and recommended for approval, a contract extension for CHE Software Support. Vance Easley, made a motion to approve the contract extension, and Kris Hogan, seconded the motion. The motion carried unanimously.

## 10. FY2024 4th QUARTER PERFORMANCE REPORT

John Schaumburg reviewed and recommended for approval the Panhandle Regional 9-1-1 Network performance report for the fourth quarter of FY2024 covering the months of June, July, and August. Vance Easley, made a motion to approve the fourth quarter performance report, and Kirsten Williams, seconded the motion. The motion carried unanimously.

## 11. OPEN DISCUSSION

The next meeting scheduled is for Friday, February 7, 2025 at 2:00 p.m.

#### 12. ADJOURNMENT

There being no further business to come before the Committee, Vance Easley made a motion to adjourn, and Kalee Massey, seconded the motion. The motion carried unanimously and the meeting was adjourned at 3:06 p.m.



**DATE:** February 7<sup>th</sup>, 2025

**TO:** Panhandle Regional 9-1-1 Network Advisory Committee

FROM: John Schaumburg, Regional 9-1-1 Director

**SUBJECT:** Agenda Item 4

Director's Report

## **BACKGROUND**

Oral report explaining the current activities of the 9-1-1 Network.

## **RECOMMENDATION:**

Information only, no action required.





**DATE:** February 7<sup>th</sup>, 2025

**To:** Panhandle Regional 9-1-1 Network Advisory Committee

**FROM:** John Schaumburg, Regional 9-1-1 Director

**SUBJECT:** Agenda Item 5

**Advisory Committee Nominations** 

## **BACKGROUND**

The Panhandle Regional 9-1-1 Network Advisory Committee is comprised of 21 members representing each of the Public Safety Answering Points (PSAPs) of the Texas Panhandle. Historically, the Advisory Committee had representation from the telecommunications industry. Over the past year, the Committee changed its policies and procedures to remove the telecommunications verbiage within the document. The Panhandle Regional 9-1-1 Network took recommendations from the Advisory Committee of potential agencies within the region that would benefit the Committee. The following agencies were recommended:

- Pantex
- Region 16
- Texas Parks and Wildlife

The 9-1-1 Network reached out to each of these entities for possible membership, and the following people were recommended by each respective agency:

- William "Reeves" Easley-McPherson, Pantex
- David Calabrese, Region 16
- Cpt. Lance May, Texas Game Warden

#### **RECOMMENDATION:**

Staff recommends that the Regional 9-1-1 Advisory Committee approve the Committee Nominations as proposed.





**DATE:** February 7<sup>th</sup>, 2025

**TO:** Panhandle Regional 9-1-1 Network Advisory Committee

**FROM:** Mandi Jones, 9-1-1 Program Specialist

**SUBJECT:** Agenda Item 6

Panhandle Regional 9-1-1 Network Training Activities

#### **BACKGROUND**

Staff update on emergency communications training opportunities available in the region.

## **Guest Speakers**

Douglas Beck dbeck@westtexasgas.com

Douglas Beck works for West Texas Gas in damage prevention and public awareness.

Jonathan Hood jhood@apollomedflight.com

Jonathan Hood will be available to answer any questions you might have.

#### **General Training Information**

Our training website is www.Panhandle911.org

This website offers training information available to TCs at their stations. We continue to develop walk-throughs, documents, and tutorials that are available at the click of a mouse for new and veteran dispatchers.

#### **OCCURRED**

<u>Panhandle Telecommunicator Symposium November 25<sup>th</sup> – 26<sup>th</sup> Borger Dome</u>

The 2<sup>nd</sup> annual FREE training went well. We welcome suggestions.



#### **Carbyne Training Tutorials**

Everyone should be receiving training emails from Carbyne. On site training occurred at PRPC this morning.

#### **UPCOMING**

TXAPCO/TXNENA Texas Public Safety Conference April 3-6th McAllen, TX

Call for papers is still open.

#### **Texas 9-1-1 Trainers Meetings**

#### www.Texas9-1-1Trainers.com

- January 16<sup>th</sup>, 2025 in San Antonio at AACOG (Alamo Area Council of Governments)
- April 2<sup>nd</sup>, 2025 McAllen during the TXPSC
- July 16<sup>th</sup>, 2025 Amarillo
- October, 2025 TBD (will be during the TXAPCO/TXNENA Fall Symposium)

#### **TEEX Peer Support TBD**

Support That Saves: A Guide to Building and Sustaining Peer Support. Watch for information.

#### **TCOLE Training Cycle**

Telecommunicators are required to obtain 20 hours of continuing education each TCOLE cycle. The current cycle began September 1st, 2023. Each person can check their own hours on the TCOLE website.

#### www.tcole.texas.gov

- The TCOLE website has a variety of free classes.
- Crisis Communications is no longer offered on the website, but can still be taken.
- TTY/TDD is required every 6 months. Free TTY/TDD classes can be accessed on the TCOLE website.
- TCPR is now required. TCs need to take CPR as a prerequisite to TCPR.

### **Websites**

911derwomen — <u>www.911nderwomen.com</u>

TCOLE – <u>www.tcole.texas.gov</u>

TCOLE is attempting to update their website and stay accurate with online training. You can volunteer for committees here. It is a great way to make sure TCs have a voice in TCOLE decisions.

Commercial Electronics – www.comelectronics.com

Under the 'webinars' tab, there are some really good free 9-1-1 related webinars.

Training 911 Heroes - www.training4911heroes.com

Look under 'all courses' for some free training courses and worksheets to use for training TXAPCO – www.txapco.org

Watch for updates to this website.

APCO - www.apcointl.org

NENA - www.nena.org

Both of these organizations offer free and discounted training for members.

#### **One on One Training**

Mandi is available for one-on-one training with your people.

#### **RECOMMENDATION:**

Information item only, no action required.



**DATE:** February 7<sup>th</sup>, 2025

**To:** Panhandle Regional 9-1-1 Network Advisory Committee

**FROM:** Mandi Jones, 9-1-1 Program Specialist

**SUBJECT:** Agenda Item 7

Panhandle Regional 9-1-1 Network Public Education Activities

#### **BACKGROUND**:

Staff's update on 9-1-1 public education activities. The Commission on Emergency Communications (CSEC), provides funding and encouragement to educate the public on important topics related to when, why, and how to dial 9-1-1. Cell phones, text to 9-1-1, various legislative updates, and ever-changing technology have all created the need to educate the public on contacting emergency services.

#### **OCCURRED:**

<u>Farm and Ranch Show</u> December 3<sup>rd</sup> – 5<sup>th</sup> Amarillo Civic Center We met lots of people of all ages. Cell Phone Sally and Red E Fox taught 9-1-1 to all ages.

#### **COMING UP:**

<u>Wranglers Hockey First Responder Night</u> February 15<sup>th</sup> Amarillo Civic Center The Wrangler organization is looking for tactical vehicles for display. Contact <u>Brandi@amarillohockey.com</u> for more info. First responders will have free entry.

### **Public Educators of Texas Meetings**

www.911publiceducatorsoftexas.com

- o January 17<sup>th</sup>, 2025 AACOG Alamo Council of Governments, San Antonio
- o April 2<sup>nd</sup>, 2025 during the Texas Public Safety Conference in McAllen
- o July 23<sup>rd</sup>, Amarillo
- October, 2025 during the Fall Symposium

#### **RECOMMENDATION:**

Information item only, no action required.





**DATE:** February 7<sup>th</sup>, 2025

**TO:** Regional 9-1-1 Network Advisory Committee

FROM: John Schaumburg, Director, Regional 9-1-1 Network

**SUBJECT:** Agenda Item 8

Interlocal Contracts for E9-1-1 Service and Call Handling Equipment

## **BACKGROUND**

A requirement of the Commission on State Emergency Communications is to maintain interlocal contracts between the Councils of Government and the agencies responsible for each 9-1-1 Public Safety Answering Point (PSAP). The interlocal agreement stipulates the duties and responsibilities of the Panhandle Regional Planning Commission and the represented PSAP.

Currently, the Regional 9-1-1 Network and the Cities are covered under agreements that were renewed and passed for all of the 21 PSAPs in 2023. The existing contracts have a two-year term that expire at the end of August of this year. Over the next several months, Regional 9-1-1 staff will renew these agreements with each respective agency's governing body.

## **RECOMMENDATION**

This is an information only item.

Attachments:

Sample Resolution

Sample 9-1-1 Services Contract



#### INTERLOCAL AGREEMENT FOR E9-1-1 SERVICE & PSAP EQUIPMENT

## Article 1: Parties & Purpose

- 1.1 The Panhandle Regional Planning Commission (PRPC) is a regional planning commission and political subdivision of the State of Texas organized and operating under the Texas Regional Planning Act of 1965, as amended, Chapter 391 of the Local Government Code. PRPC has developed a Strategic Plan (Plan or Strategic Plan) to establish and maintain 9-1-1 emergency telephone service in State Planning Region 1, and the Commission on State Emergency Communications (CSEC or Commission) has approved its current Plan.
- 1.2 **WHEELER COUNTY TEXAS** is a local government that operates one or more Public Safety Answering Points (PSAPs) that assist in implementing the Plan as authorized by Chapter 771 of the Health and Safety Code.
- 1.3 This contract is entered into between PRPC and Local Government under Chapter 791 of the Government Code so that Local Government can participate in the enhanced 9-1-1 emergency telephone system in the region.
- 1.4 The Commission on State Emergency Communications as authorized by Health & Safety Code, Chapter 771, is the oversight and funding authority for regional councils implementing 9-1-1.

### **Article 2: Stipulations**

As required by the Memorandum of Understanding (MOU) that has been executed between the PRPC and the CSEC, the PRPC shall execute interlocal agreements between itself and its member local governments and/or PSAPs relating to the planning, development, operation, and provision of 9-1-1 service, the use of 9-1-1 funds and adherence to applicable law. At a minimum, the parties of this contract agree:

- 2.1 To comply with applicable provisions of the state's Uniform Grant Management Standards (UGMS);
- 2.2 That the PRPC may withhold, decrease, or seek reimbursement of 9-1-1 funds in the event that those 9-1-1 funds were used in noncompliance with applicable law and/or CSEC Rules;
- 2.3 That local government and PSAPs shall return or reimburse the PRPC and/or the Commission, as applicable, any 9-1-1 funds used in noncompliance with applicable law and/or CSEC Rules;
- 2.4 That such return or reimbursement of 9-1-1 funds to the PRPC and/or the Commission, as applicable, shall be made by the Local Government or PSAP within 60 days after demand by the PRPC, unless an alternative repayment plan is approved by the PRPC and then submitted to the Commission for approval;
- 2.5 To comply with the UGMS applicable law and/or CSEC Rules in regards to the ownership, transfer of ownership, and/or control of equipment acquired with 9-1-1 funds; in connection with the provision of 9-1-1 services (9-1-1 equipment);
- 2.6 To maintain a current inventory of all 9-1-1 equipment consistent with UGMS, applicable law and/or CSEC rules;

- 2.7 To reimburse PRPC and/or Commission for damage to the 9-1-1 equipment caused by intentional misconduct, abuse, misuse or negligence by PSAP employees; though this provision shall not include ordinary wear and tear or ordinary day to day use of equipment;
- 2.8 That the PRPC and Local Governments and/or PSAPS will maintain accurate fiscal records and supporting documentation of all 9-1-1 funds distributed to such Local Governments and PSAPs and all 9-1-1 funds spent by such Local Governments and PSAPs for 9-1-1 service, consistent with UGMS, applicable law and/or CSEC Rules, and as approved in the Prep's current strategic plan;
- 2.9 That the Commission or its duly authorized representative shall have access to and the right to examine all books, accounts, records, files, and/or other papers, or property pertaining to 9-1-1 service, belonging to or in use by the Local Government and/or the PSAP;
- 2.10 To recognize that the Commission reserves the right to perform on-site monitoring of the PRPC and/or its performing Local Governments or PSAPs for compliance with applicable law, and the PRPC and Local Government agree to cooperate fully with such on-site monitoring.

## Article 3: Program Deliverables - 9-1-1 Equipment & Data

Local Government agrees to comply with all applicable law, CSEC Rules and PRPC policies in providing the following deliverables to this contract. To the extent that PRPC policies are not consistent with applicable law, the applicable law will prevail.

## Ownership, Transference & Disposition

- 3.1 The PRPC shall establish ownership of all property and equipment located within Local Government's jurisdiction. The PRPC may maintain ownership, or it may agree to transfer ownership to the Local Government. Before any such transfer of ownership, the PRPC should evaluate the adequacy of controls of the prospective receiver to ensure that sufficient controls and security exist by which to protect and safeguard the equipment purchased with 9-1-1 funds for the purpose of delivery of 9-1-1 calls.
- 3.2 Equipment shall be categorized by type, according to CSEC Rules.
- 3.3 Ownership and transfer-of-ownership documents shall be prepared by the PRPC upon establishing ownership, or transference of ownership of any such equipment, in accordance with UGMS and the State Comptroller of Public Accounts.
- 3.4 The Local Government shall provide adequate insurance policies on any equipment owned by the PRPC and housed at Local Government offices. Such insurance must provide for the replacement of the equipment in cases of loss where applicable.
- 3.5 Responsibilities over property and equipment should be properly segregated among employees.
- 3.6 Upon disposition of equipment due to obsolescence, failure, or other planned replacement, transfer documents and Capital Recovery Asset Disposal Notices (as

required by CSEC Rules) shall be prepared by PRPC in accordance with UGMS and the State Comptroller of Public Accounts.

#### <u>Inventory</u>

- 3.7 The owner of the equipment shall maintain property records, reconciled to the entity's general ledger account at least once per year, in accordance with CSEC Rules, UGMS and the State Property Accounting Policy and Procedures manual.
- 3.8 The owner of the equipment, or the party to whom responsibility is assigned, shall cooperate with the PRPC to provide inventory information for the Annual Certification of 9-1-1 Program Assets, as required by CSEC Rules.
- 3.9 All property and equipment should be tagged with identification labels.
- 3.10 A physical inventory shall be conducted at least once per year.
- 3.11 Any lost or stolen equipment shall be reported to the PRPC as soon as possible, and shall be duly investigated by Local Government and PRPC.

## Security

- 3.12 Protect the 9-1-1 equipment and secure the premises of its PSAP against unauthorized entrance or use.
- 3.13 Operate within standard procedures, as established by PRPC, and take appropriate security measures as may be necessary, to ensure that non-CSEC approved third-party software applications cannot be integrated into the PSAP Customer Premise Equipment or Integrated Workstations as outlined in CSEC Rules,
- 3.14 Adhere to Health & Safety Code, Section 771, Confidentiality of Information in maintaining 9-1-1 and other databases.

#### Maintenance

- 3.15 Practice preventive maintenance of the 9-1-1 equipment, software and databases.
- 3.16 Upgrade its 9-1-1 equipment and software, as authorized in the current Plan.
- 3.17 In instances of damage to any equipment purchased with 9-1-1 funds due to intentional misconduct, abuse, misuse or negligence by Local Government employees, Local Government agrees to reimburse PRPC for the cost of replacing and/or repairing said equipment.

## **Supplies**

3.17 Purchase supplies necessary for the continuous operation of its 9-1-1 CPE, and ancillary equipment, as outlined in the approved PRPC Strategic Plan, and in compliance with proper procurement procedures.

### **Training**

- 3.19 Provide calltakers and/or dispatchers access to emergency communications training as approved in the Strategic Plan, or as determined by Local Government.
- 3.20 Notify PRPC of any new 9-1-1 calltakers/dispatchers and schedule for training as soon as possible.

## **Operations**

- 3.21 Designate a single point of contact for PRPC and provide related contact information.
- 3.22 Coordinate with PRPC and local elected officials in the planning for, implementation and operation of all 9-1-1 equipment.
- 3.23 Monitor the 9-1-1 calltakers/dispatchers and equipment and report any failures or maintenance issues immediately to the appropriate telco or vendor and PRPC.
- 3.24 Keep a log of all trouble reports and make copies available to PRPC as needed.
- 3.25 Notify PRPC of any and all major service-affecting issues or issues needing escalation within a service provider's organization.
- 3.26 Test all 9-1-1 and Ancillary equipment for proper operation and user familiarity for basic call scenarios, including at a minimum:
  - a. Daily recommended testing of the following, and required documentation of the following tests at a minimum of once a week:
    - 1. Wireline voice call to 9-1-1,
    - 2. Wireless voice call to 9-1-1,
    - 3. Text to 9-1-1.
  - b. Monthly testing of:
    - 1. ANI/ALI verification,
    - 2. Recording,
    - 3. Printer,
    - 4. Call transfer functionality,
    - 5. Abandoned call and return dial,
    - 6. TTY/TDD call (stand-alone TTY and/or built in TTY function),
    - 7. ANI call back,
    - 8. Ancillary equipment functionality.
- 3.27 Log all TTY/TDD calls, as required by the Americans with Disabilities Act and submit copies of the logs to the PRPC on an as-needed basis.
- 3.28 Limit access to all 9-1-1 equipment and related data only to authorized public safety personnel. Notify PRPC of any and all requests for such data prior to release of any 9-1-1 data.
- 3.29 Make no changes to 9-1-1 equipment, software or programs without prior written consent from PRPC.
- 3.30 Provide a safe and healthy environment for all 9-1-1 calltakers/dispatchers.
- 3.31 PSAP will provide continuous personnel/staff to receive 9-1-1 calls and, as appropriate, to dispatch public safety services or to extend, transfer, or relay 9-1-1 calls to appropriate public safety agencies.

## Performance Monitoring

3.31 Local Government agrees to fully cooperate with all monitoring requests from PRPC and/or Commission for the purposes of assessing and evaluating Local Government's performance of the deliverables specified in this contract, and as outlined in Performance Measures attached, and the Strategic Plan.

#### Article. 4: Procurement

- 4.1 The PRPC agrees to serve as Local Government's agent and purchase on Local Government's behalf the 9-1-1 equipment, software, services, and other items described in the current strategic plan.
- 4.2 The PRPC and the Local Government agree to use competitive procurement practices and procedures similar to those required by state law for cities or counties, as well as CSEC Rules.

#### Article 5: Vendor Contract Administration

Local Government may not assign its rights or subcontract its duties under this contract without the prior written consent of PRPC. An attempted assignment or subcontract in violation of this paragraph is void.

### Article 6: Financial

- 6.1 The PRPC shall develop a plan to meet Local Government needs for the establishment and operation of 9-1-1 service throughout the region served, according to standards established by the CSEC, and reviewed and approved by the CSEC.
- 6.2 The provisioning of 9-1-1 service throughout the region shall be funded by emergency service fees and/or equalization surcharge, based upon priority and need, as established and provided by the CSEC, through the regional councils.
- 6.3 Allowable and disallowable expenditures shall be determined by the rules, policies and procedures as established by the CSEC, and as provided for the Local Government in the PRPC's approved strategic plan.

#### Article 7: Records

- 7.1 Local Government agrees to maintain financial, statistical, and ANI/ALI records adequate to document its performance, costs, and receipts under this contract. Local Government agrees to maintain these records, at their offices for the current fiscal year and the previous two (2) fiscal years.
- 7.2 Local Government shall maintain records detailing the significant history of procurement, including the rationale for the method of procurement, the selection of contract type, the contractor selection or rejection and the basis for the contract price. Local Government agrees to maintain these records, at their offices, for the current fiscal year and the previous two fiscal (2) years.

- 7.3 Local Government agrees to preserve the records for three years after receiving final payment under this contract; if an audit of or information in the records is disputed or the subject of litigation, Local Government agrees to preserve the records until the dispute or litigation is finally concluded, regardless of the expiration or early termination of this contract;
- 7.4 The PRPC and/or Commission is entitled to inspect and copy, during normal business hours, at Local Government offices where the records are maintained under this contract for as long as they are preserved. The PRPC is also entitled to visit Local Government's offices, talk to its personnel and audit its records all during normal business hours, to assist in evaluating its performance under this contract;
- 7.5 The PRPC agrees to notify Local Government at least 24 hours in advance of any intended visit for the purposes described in paragraph 7.4.
- 7.6 The Commission and the Texas State Auditor have the same inspection, copying, and visitation rights as the PRPC.

## Article 8: Nondiscrimination and Equal Opportunity

Local Government shall not exclude anyone from participating under this contract, deny anyone benefits under this contract, or otherwise unlawfully discriminate against anyone in carrying out this contract because of race, color, religion, sex, age, disability, handicap, or national origin.

## Article 9: Dispute Resolution

- 9.1 The parties desire to resolve disputes arising under this contract without litigation. Accordingly, if a dispute arises, the parties agree to attempt in good faith to resolve the dispute between them. To this end, the parties agree not to sue one another, except to enforce compliance with paragraphs 9.1 9.4, until they have exhausted the procedures set out in these paragraphs.
- 9.2 At the written request of either party, each party shall appoint one non-lawyer representative to negotiate informally and in good faith to resolve any dispute arising under this contract. The representatives appointed shall determine the location, format, frequency, and duration of the negotiations.
- 9.3 If the representatives cannot resolve the dispute within 30 calendar days after the first negotiation meeting, the parties agree to refer the dispute to a mutually designated legal mediator. Each party shall pay half the cost of the mediation services.
- 9.4 The parties agree to continue performing their duties under this contract, which are unaffected by the dispute, during the negotiation and mediation process.

## Article 10: Suspension or Unavailability of Funds

Local Government acknowledges that PRPC's sole source of funding for this contract are the 9-1-1 fees collected by service providers and received by the PRPC. If fees sufficient to pay Local Government under this contract are not paid to PRPC, or if the CSEC does not authorize PRPC to use the fees to pay Local Government, PRPC may suspend payment to Local Government by giving Local Government notice of the suspension. The suspension is effective 10 calendar days after Local Government's receipt of the notice. Upon suspension of payment, Local Government's obligations under this contract are also suspended until PRPC resumes payment.

#### Article 11: Notice to Parties

- 11.1 Notice under this contract must be in writing and received by the party against whom it is to operate. Notice must be mailed, registered or certified mail, return receipt requested to the party's address specified in paragraph 11.2. Notice is received by a party on the date shown on the return receipt.
- 11.2 PRPC's address is:

Panhandle Regional Planning Commission P.O. Box 9257 Amarillo, Texas 79105 Attention: Mike J. Peters, Executive Director

Local Government's address is:

Wheeler County P. O. Box 486 Wheeler, TX 79096

Attn: Pat McDowell, County Judge

11.3 A party may change its address by providing notice of the change in accordance with paragraph 11.1.

#### Article 12: Effective Date and Term of Contract

This contract takes effect when signed on behalf of PRPC and Local Government and shall continue through August 31, 2027 unless either party notifies the other party of their desire to terminate the contract. Notice to terminate the contract must be provided in writing. Notice must be mailed registered or certified mail, return receipt requested to the parties address specified in paragraph 11.2. Notice to terminate the contract must be received 180 days prior to the termination of the contract. Any termination must be reviewed and approved by CSEC.

## Interlocal Agreement 9-1-1 Service & Equipment

## Article 13: Miscellaneous

- 13.1 Each individual signing this contract on behalf of a party warrants that he or she is legally authorized to do so and that the party is legally authorized to perform the obligations undertaken.
- 13.2 This contract states the entire agreement of the parties, and an amendment to it is not effective unless in writing and signed by all parties.
- 13.3 The following Attachments are part of this contract:
  - a. Ownership Agreement;
  - b. Transfer of Ownership Agreement(s) if applicable;
  - c. PSAP Equipment & Operations Performance Measures;
  - d. CSEC Legislation, Rules, Policies and Procedures.
- 13.4 This contract is binding on and to the benefit of the parties' successors in interest.
- 13.5 This contract is executed in duplicate originals.

Wheeler County Texas	Panhandle Regional Planning Commission		
Pat McDowell County Judge	Mike J. Peters Executive Director		

#### **ATTACHMENTS**

Attachments to Interlocal Contract for E9-1-1 Service and PSAP Equipment:

The following documents are provided, hereafter, as part of this executed contract. Changes may not be made to the contract, or amendments to the contract, without written notice and modification of the original contract.

- A. Ownership Agreement;
- B. Transfer of Ownership Form(s), if applicable;
- C. PSAP Equipment & Operations Performance Measures;
- D. CSEC Legislation, Rules, Policies and Procedures.
- E. Daily and Monthly Test Log Sheets

#### Attachment A

## **Ownership Agreement**

As stipulated in Article 3: Program Deliverables - 9-1-1 Database Equipment & Data, the PRPC shall establish ownership of all property and equipment purchased with 9-1-1 funds, and located within the Local Government's jurisdiction.

With the exception of equipment listed on the attached Transfer of Ownership documents, the Panhandle Regional Planning Commission hereby establishes all PSAP equipment located at 7944 US Hwy 83 to be the property of the Panhandle Regional Planning Commission.

Equipment which has been properly transferred to Wheeler County via the attached Transfer of Ownership documents shall remain the property of recipient.

Owner agrees to all stipulations of this contract, including the safeguarding of all PSAP equipment through security measures, inventory identification and fiscal controls.

Local Government agrees to provide adequate insurance policies on the equipment housed at their offices. Such insurance must provide for the replacement of the equipment in cases of loss.

## Attachment B

## **Transfer of Ownership Form(s)**

Transfer Disposition	
nation in as much detail as possible.	
Naw Assignas	
New Assignee.	
Location:	
Transfer Date	
	New Assignee:  Location:

#### Attachment C

## **PSAP Equipment & Operations Performance Measures And Monitoring**

PRPC personnel will conduct site visits at least twice per year to evaluate the condition of equipment, efficiency of PSAP operations, and compliance with Article 3: Program Deliverables - 9-1-1 Database Equipment & Data.

## Reports

In addition, PRPC may request that Local Government provide PRPC with specialized reports. These reports will not duplicate information readily available from vendors.

## Logs

Upon request Local Government shall provide copies of trouble report logs, a list of service-affecting issues, Certification of TTY/TDD testing, and TTY/TDD call logs.

#### **Quality Assurance Inspections**

At least twice per year the PRPC and the PSAP shall conduct inspections of all 9-1-1 and network equipment located at each answering point. Inspections shall include phone position buttons/labels, trunks, printers, TTY/TDDs, UPS, recorders, ANI and ALI displays on each answering position, accessibility and condition of 9-1-1 equipment, and other items as identified by PRPC.

## **Attachment D**

## **CSEC Legislation, Rules, Policies and Procedures**

- 1. Commission Legislation: <a href="http://www.911.state.tx.us/browse.php/rules-legislation">http://www.911.state.tx.us/browse.php/rules-legislation</a>
- 2. Commission Rules: http://www.911.state.tx.us/browse.php/rules legislation
- 3. Commission Program Policy Statements: <a href="http://www.911.state.tx.us/browse.php/program\_policy\_statements">http://www.911.state.tx.us/browse.php/program\_policy\_statements</a>

## **Attachment E**

## **Daily and Monthly Test Log Sheets**

## 9-1-1 Monthly Equipment Testing

PSAP			
Name:		Month:	Year:
Ret	turn Daily Testing Sheets to n	njones@theprpc.org or fax to Mandi	Jones at 806-373-3268
Date:	Wireline Call	Wireless Call	Text
	ANI/ALI Verification	Recording	Printer
Initials:			
	Call Transfer	Abandoned Call	Return Dial
	TTY/TDD Call	ANI Call Back	

Required monthly testing by PSAP as stipulated by article 3.26 of the Interlocal Agreement for E9-1-1 Service and PSAP Equipment

## **Attachment E (Continued)**

## **Daily and Monthly Test Log Sheets**

## 9-1-1 Call Test Log

PSAP Name:		Month:		Year:		
Return Daily Testing Sheets to mjones@theprpc.org or fax to Mandi Jones at 806-373-3268						
Dav	Time	Wireline Call	Wireless Call	Text	Initials	

	Initials	Text	Wireless Call	Wireline Call	Time	Day
						1
						2
<						3
Week						4
						5
Week						6
						7
						8
Week						9
						10
Week						11
						12
'						13
						14
						15
						16
						17
Week						18
						19
						20
						21
						22
						23
						24
Week						25
						26
Week						27
						28
						29
						30
						31

Documentation of a wireline voice call, a wireless voice call, and a text are required by PSAP as stipulated by article 3.26 of the Interlocal Agreement for E9-1-1 Service and PSAP Equipment



**DATE:** February 7<sup>th</sup>, 2025

**TO:** Regional 9-1-1 Network Advisory Committee

**FROM:** John Schaumburg, Director, Regional 9-1-1 Network

**SUBJECT:** Agenda Item 9

Call Handling Equipment (CHE) & Mapflex Maintenance

## **BACKGROUND**

The Panhandle Regional 9-1-1 Network is currently in the process of transitioning to a new Call Handling Equipment (CHE) vendor. In order to complete this process, there are several network upgrades and various testing that must occur prior to the cutover date.

Currently, we are still under a maintenance contract with the current CHE vendor Intrado Life and Safety Solutions Corporation, through April of 2025, to ensure functionality. Ideally, we aim to have several PSAPs migrated to the new vendor, Carbyne, by the time of the April renewal. Intrado has agreed to quote us at a prorated contract for the sites that are still in need of their maintenance.

Ultimately, the per unit annual maintenance is \$2,675.00 for maintenance and \$2,569.00 for MapFlex, which prorated to a monthly rate would be \$222.92/unit (\$9,585.42/month) for maintenance and \$214.08/month for MapFlex. The total monthly cost would not exceed \$9,799.50, with a start date of May 1st, 2025.

#### RECOMMENDATION

The Panhandle Regional 9-1-1 Network recommends that the 9-1-1 Advisory Committee approve monthly renewal of the 9-1-1 Maintenance and MapFlex support with Intrado Life and Safety Solutions Corporation not to exceed \$9,799.50 per month, as needed.





**DATE:** February 7<sup>th</sup>, 2025

**TO:** Regional 9-1-1 Network Advisory Committee

**FROM:** John Schaumburg, Director, Regional 9-1-1 Network

**SUBJECT:** Agenda Item 10

Fiscal Year 2025 Q1 Performance Report

#### BACKGROUND

As stipulated in the agreement between Panhandle Regional Planning Commission and the Commission on State Emergency Communications (CSEC), the Panhandle 9-1-1 Network must establish and accomplish certain goals and objectives. In order to check progress throughout the year, we are required to submit to CSEC a quarterly performance report that includes 9-1-1 call volumes, monitoring results, network outage reports, system testing, and the status of equipment replacement.

The following items make up the key points of the FY25 Q1 performance report covering September, October, and November.

- There were 23,053 9-1-1 calls received from the 21 regional call centers of with 17,544 being wireless (76.1 percent).
- Staff monitored Public Service Answering Points (PSAPs) 14 times with no findings.
- PSAP staff and PRPC staff performed 1,791 Network test calls.
- There were 11 outages during this quarter.
- The region received 1,709 text messages during this period, with the vast majority as test texts.

#### RECOMMENDATION

Staff recommends that Regional 9-1-1 Advisory Committee approve the FY25 Q1 Performance Report as submitted, covering the months of September, October, and November of 2024.



<sup>&</sup>quot;Attachments", FY25 Q1 Performance Report, QPR-00777



## **QPR-00777**

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Quarterly Performance Report Name	QPR-00777	Record Type	Current QPR
Strategic Plan	Panhandle Regional Planning Commission - 2024-2025 - Strategic Plan	Status	Approved
Due Date	12/10/2024	Budget	BDG-000496
Released Date		Biennium	2024-2025
Period	Year 2 - Q1	Biennium Year	2025
Number of PSAPs Target			
Total Number of 9	-1-1 Calls Received by PSAPs		
Total # of 9-1-1 calls Target	24,000	Total # of 9-1-1 calls Actual	23,053
		Variance Explanation (Calls Received)	
Total Number of W	Vireless 9-1-1 Calls received by PSA	APs	
Number of Wireless Calls Target	18,000	Number of Wireless Calls Actual	17,544
		Variance Explanation (Wireless)	
Number of Equipm	nent Installations		
# Equipment Installations Target	0	# Equipment Installations Actual	0
		Variance Explanation (Equipment)	
Number of Report	ed 9-1-1 Network Outages that equ	al or exceed two hours	
Number of Reported Outages Target	0	Number of Reported Outages Actual	11
		Variance Explanation (Network Outage)	Fiber cut took down several sites, and additional identification was needed to bring up Hall CSO. Weather related, fiber cuts or copper failures.

**Actual Percentage** 

Variance Explanation (Percentage Total)

0.01%

#### **Number of PSAP Monitoring Visits**

0.01%

**Target Percentage** 

Percentage of Total dollar value of purchasing and contracts awarded to HUBs

Number of PSAPs	11	Number of PSAPs	1
		Visits Actual	

Variance Explanation (PSAP Monitoring)

14

Number	of Toyte	Received
number	oi iexis	Received

**Number of Texts** 1,500 **Number of Texts** 1,709 **Received Target Received Actual** 

> Variance Explanation (Texts Received)

## Amount of Time 9-1-1 System is Operational 43.200

Target Amount of Minutes - Month 1	43,200	Amount of Minutes Actual - Month 1	43,200
Target Amount of Minutes - Month 2	44,640	Amount of Minutes Actual - Month 2	44,640
Target Amount of Minutes - Month 3	43,200	Amount of Minutes Actual - Month 3	43,200

**Total Amount of Total Amount of** 131,040.00 131,040 **Minutes Target Minutes Actual** 

#### % of GIS Errors

Total Features Month	143,764	Total Error Month 1	1,665
1			

**Total Features Month** 143,779 **Total Error Month 2** 1,686

**Total Features Month Total Error Month 3** 143,958 1,700

**Total Features for the** 431,501 **Total Error for the** 5,051

Quarter Quarter **Total GIS% Error for** 1.17%

#### Infosec

Completed No **Enter Date of** Assessment in last 12 **Assessment** 

#### **Network Testing**

the Quarter

# of Network Tests 1,749 # of Network Tests 42 Performed by PSAP Performed by RPC

#### **Narrative**

**Additional Narrative** 

SB8 Update:

Routers: PRPC is in a contract with ATT to replace the routers. Routers have been delivered to the host site and have been pre-staged for deployment. Additional modules were needed before deployment, but were delivered, and deployment of the units should be completed by the end of December 2025.

CHE: PRPC is under contract with Carbyne to replace CPE. A portion of the SB8 funding has already been paid to

Carbyne for the project management portion. Edge connection hardware has been installed at the hosts, and connectivity is being finalized. CHE hardware has been ordered and/or delivered to PRPC headquarters. PRPC aims to migrate 7 sites by the end of January, but is awaiting fiber circuit upgrades at 14 of the 22 sites before full deployment. These have all been ordered and are being processed.

Cybersecurity: PRPC has entered into an interlocal agreement with DIR to access the assessment, but has been instructed to wait until new CHE has been installed.

**Created By** Jessyka McLemore, 11/19/2024, 11:29

**Last Modified By** Heather Barnes, 12/10/2024, 4:25 PM

#### **Notes & Attachments**

Type File

2025Q1 Total Calls - CoS 2025Q1 - Text Report Totals

Type File

Last Modified John Schaumburg Last Modified John Schaumburg

Description Description

> **Download Download**

FY25 Q1 GIS Data 2025Q1 - SLA

Type File Type File

Last Modified Madison Powell Last Modified John Schaumburg

Description Description

> **Download Download**

#### Approval History 12/10/2024, 4:25 PM

Status Approved

Assigned To 9-1-1 Director of Programs

Actual Approver | Heather Barnes

Comments

#### 12/10/2024, 2:56 PM

Status Approved

Assigned To 9-1-1 Program Manager

Actual Approver Jessyka McLemore

Comments

#### 12/10/2024, 12:54 PM

Status Submitted

Assigned To John Schaumburg Actual Approver John Schaumburg

Comments Here you go! Let me know if there is anything else

#### **Performance Categories**

PC-0030017

Record Type Outages

Account Panhandle Regional Planning Commission

PSAP Hall County Jail

Date of Visit

Was there a finding?

Type of Finding

Resolution Repaired/Resolved

Was this a Repeat Finding?

#### PC-0030018

Record Type Outages

Account Panhandle Regional Planning Commission

PSAP Lipscomb County Sheriffs Office

Date of Visit

Was there a finding?

Type of Finding

Resolution Repaired/Resolved

Was this a Repeat Finding?

#### PC-0030009

Record Type Outages

Account Panhandle Regional Planning Commission

**PSAP Hall County Jail** 

Date of Visit

Was there a finding?

Type of Finding

Resolution Repaired/Resolved

Was this a Repeat Finding?

#### PC-0030010

Record Type Outages

Account Panhandle Regional Planning Commission

**PSAP Donley County Sheriffs Office** 

Date of Visit

Was there a finding?

Type of Finding

Resolution Repaired/Resolved

Was this a Repeat Finding?

#### PC-0030011

Record Type Outages

Account | Panhandle Regional Planning Commission

PSAP Donley County Sheriffs Office

Date of Visit

Was there a finding?

Type of Finding

Resolution Repaired/Resolved

Was this a Repeat Finding?

#### PC-0030012

Record Type Outages

Account | Panhandle Regional Planning Commission

PSAP Borger Police Department

Date of Visit

Was there a finding?

Type of Finding

Was this a Repeat Finding?

#### PC-0030013

Record Type Outages

Account Panhandle Regional Planning Commission

**PSAP Wheeler County Sheriffs Office** 

Date of Visit

Was there a finding?

Type of Finding

Resolution Repaired/Resolved

Was this a Repeat Finding?

#### PC-0030014

Record Type Outages

Account | Panhandle Regional Planning Commission

**PSAP** Pampa Police Department

Date of Visit

Was there a finding?

Type of Finding

Resolution Repaired/Resolved

Was this a Repeat Finding?

#### PC-0030015

Record Type Outages

Account Panhandle Regional Planning Commission

PSAP Collingsworth County Sheriffs Office

Date of Visit

Was there a finding?

Type of Finding

Resolution Repaired/Resolved

Was this a Repeat Finding?

#### PC-0030016

Record Type Outages

Account Panhandle Regional Planning Commission

PSAP Hemphill County Sheriffs Office

Date of Visit

Was there a finding?

Type of Finding

Resolution Repaired/Resolved

Was this a Repeat Finding?

#### PC-0030019

Record Type Outages

Account Panhandle Regional Planning Commission

**PSAP** Hereford Police Department

Date of Visit

Was there a finding?

Type of Finding

Resolution Repaired/Resolved

Was this a Repeat Finding?

#### PC-0030050

Record Type **PSAP Monitoring** 

Account | Panhandle Regional Planning Commission

**PSAP Carson County Sheriffs Office** 

Date of Visit 11/20/2024

Was there a finding? No

Type of Finding

Resolution

Was this a Repeat Finding?

#### PC-0030049

Record Type **PSAP Monitoring** 

Account Panhandle Regional Planning Commission

**PSAP Armstrong County Sheriffs Office** 

Date of Visit 11/19/2024

Was there a finding? No

Type of Finding

Resolution

Was this a Repeat Finding?

#### PC-0030061

Record Type | PSAP Monitoring

Account | Panhandle Regional Planning Commission

**PSAP Sherman County Sheriffs Office** 

Date of Visit 11/20/2024

Was there a finding? No

Type of Finding

Resolution

Was this a Repeat Finding?

## PC-0030059

Record Type **PSAP Monitoring** 

Account Panhandle Regional Planning Commission

**PSAP Moore County Sheriffs Office** 

Date of Visit 11/20/2024

Was there a finding? No

Type of Finding

Resolution

Was this a Repeat Finding?

#### PC-0030057

Record Type | PSAP Monitoring

Account Panhandle Regional Planning Commission

**PSAP** Hansford County Sheriffs Office

Date of Visit 11/20/2024

Was there a finding? No

Type of Finding

Resolution

Was this a Repeat Finding?

#### PC-0030056

Record Type **PSAP Monitoring** 

Account Panhandle Regional Planning Commission

**PSAP Hall County Jail** 

Date of Visit 11/19/2024

Was there a finding? No

Type of Finding

Resolution

Was this a Repeat Finding?

#### PC-0030053

Record Type **PSAP Monitoring** 

Account Panhandle Regional Planning Commission

**PSAP Collingsworth County Sheriffs Office** 

Date of Visit 11/19/2024

Was there a finding? No

Type of Finding

Resolution

Was this a Repeat Finding?

#### PC-0030051

Record Type **PSAP Monitoring** 

Account | Panhandle Regional Planning Commission

**PSAP Castro County Sheriffs Office** 

Date of Visit 9/30/2024

Was there a finding? No

Type of Finding

Resolution

Was this a Repeat Finding?

#### PC-0030052

Record Type **PSAP Monitoring** 

Account Panhandle Regional Planning Commission

PSAP Childress County Sheriff's Office

Date of Visit 11/19/2024

Was there a finding? No

Type of Finding

Resolution

Was this a Repeat Finding?

#### PC-0030060

Record Type | PSAP Monitoring

Account Panhandle Regional Planning Commission

PSAP Parmer County Sheriffs Office

Date of Visit 9/30/2024

Was there a finding? No

Type of Finding

Resolution

Was this a Repeat Finding?

## PC-0030054

Record Type **PSAP Monitoring** 

Account Panhandle Regional Planning Commission

PSAP Dallam County Sheriffs Office

Date of Visit 11/20/2024

Was there a finding? No

Type of Finding
Resolution
Was this a Repeat Finding?

#### PC-0030055

Record Type **PSAP Monitoring** 

Account Panhandle Regional Planning Commission

PSAP Donley County Sheriffs Office

Date of Visit 11/19/2024

Was there a finding? No

Type of Finding

Resolution

Was this a Repeat Finding?

#### PC-0030058

Record Type **PSAP Monitoring** 

Account Panhandle Regional Planning Commission

**PSAP Borger Police Department** 

Date of Visit 10/22/2024

Was there a finding? No

Type of Finding

Resolution

Was this a Repeat Finding?

#### PC-0030062

Record Type **PSAP Monitoring** 

Account Panhandle Regional Planning Commission

PSAP Tulia Police Department

Date of Visit 9/30/2024

Was there a finding? No

Type of Finding

Resolution

Was this a Repeat Finding?

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