

**BOARD OF DIRECTORS OF THE GEORGIA EMERGENCY COMMUNICATIONS AUTHORITY**

TUESDAY, SEPTEMBER 11, 2018  
2:00 TO 3:00 PM  
COVERDELL LEGISLATIVE OFFICE BUILDING (CLOB)  
ROOM 606

**BOARD MEETING MINUTES**

**Board Members Present:**

Cheryl Greathouse  
Lynne Riley  
Ted Wynn  
Charlotte Nash  
Peter Olson  
Kevin Curtin  
Michael Wall  
Greg Whitaker  
William Wright  
Billy Grogan  
Steve Nichols

**Board Members Absent:**

Col. Mark McDonough  
John McDonough  
Billy Hancock

The Georgia Emergency Communications Authority held the board meeting on September 11, 2018 at the Coverdell Legislative Office Building. A List of Attendees, an Agenda, and the Bylaws are attached hereto and made official parts of these minutes as Attachments #1, #2, and #3. Michael Nix the Executive Director of the Georgia Emergency Communications Authority called the meeting to order at 2:00 PM.

All board members are present except Colonel Mark McDonough from the Georgia Department of Public Safety, John McDonough from the City of Sandy Springs, and Billy Hancock from Crisp County.

Ted Wynn asked for a moment of prayer to honor those citizens and first responders who served or lost their lives on September 11, 2001.

**Swearing in Ceremony of Board Members**

**Board Member Introductions**

Cheryl Greathouse, Division Director, Georgia Public Safety Training Center  
Lynne Riley, Commissioner, Georgia Department of Revenue  
Charlotte Nash, Gwinnett County Board of Commissioners  
Greg Whitaker, Director, Douglas County E-911  
William Wright, Manager, Barrow County E-911  
Ted Wynn, Public Safety and Emergency Management Director, Bulloch County

Peter Olson, County Manager, Bartow County  
Billy Grogan, Police Chief, City of Dunwoody  
Kevin Curtin, Assistant Vice President of Legislative Affairs, AT&T  
Michael Wall, Vice President of Government & Regulatory Affairs, Comcast  
Steve Nichols, Fire Chief, Banks County

### **Adoption of By-Laws**

A draft copy of the By-Laws was distributed to all of the Board Members to look over. There is one suggested revision. Under Article 4, the Officer section, changed the wording to Chairperson and Vice Chairperson.

Michael Nix called for a motion to adopt the Bylaws with the revision. A motion was made by Charlotte Nash, seconded by Kevin Curtin (Bylaws attached hereto and made a part thereof).

### **Approval of Executive Director Appointment**

Peter Olson made the motion to approve the appointment of Michael Nix as the Executive Director of the Georgia Emergency Communications Authority. The motion was seconded by Cheryl Greathouse. The motion passed unanimously.

### **Election of Board Officers**

Michael Nix opened up the floor for nominations for Chairperson. Ted Wynn made a motion to nominate Cheryl Greathouse, Lynne Riley seconded the nomination. The motion passed unanimously. Michael Nix opened up the floor for nominations for Vice Chairperson. Billy Grogan made a motion to nominate Sheriff Billy Hancock, Ted Wynn seconded the nomination. The motion passed unanimously. Michael Nix opened up the floor for nomination for Secretary. Greg Whitaker made a motion to nominate William Wright, and Ted Wynn seconded the nomination. The motion passed unanimously.

Cheryl Greathouse, Chairperson  
Sheriff Billy Hancock, Vice Chairperson  
William Wright, Secretary

### **Department of Revenue Presentation**

Commissioner Lynne Riley provided an update on the Georgia Department of Revenue and their preparation for the collection and distribution of the existing and the new 9-1-1 fees starting in January. DOR is looking at just under twenty-one million dollars for local distribution next month for the prior fiscal year that ended. DOR is continuing to collect that and we will start in January with monthly distributions. We will be able to make a distribution of pre-paid in either January or early February for the six months of July 1<sup>st</sup> through December 31<sup>st</sup>. Then we will go into a cadence of collect and distribute the following month starting January 1. That will be both pre-paid and post-paid. DOR is putting the finishing touches on a memorandum of understanding that will outline the responsibilities of the Department and the Authority. We are collecting resolutions through communications with the counties and local municipalities that operate

PSAPs. We are working with ACCG and GMA to get the resolutions from counties we have not received yet. We have to have these resolutions in order to do this on behalf of the local governments. Finally, we are scheduling demos for the appropriate training for the reporting.

### **Crisis Intervention Team (CIT) Presentation**

Chairperson Cheryl Greathouse gave an update on the Crisis Intervention Training (CIT) at the Georgia Public Safety Training Center. The pilot course is expected to be delivered in January 2019.

### **Executive Director's Update**

Michael Nix thanked the Authority Members for approving him as Executive Director. He provided a federal update regarding the National 911 Grant, the National Non-Emergency Mobile Number Act, the 911 Fee Integrity Act, and the Reliable Emergency Alert Distribution Improvement Act. Additionally, he spoke about the Georgia TERT Teams and about the formation of GECA.

### **New Business**

Chairperson Cheryl Greathouse opened up the floor for new business.

Chairperson Greathouse spoke about the importance of GECA and the role it will have in the future.

Additionally it was decided that GECA Board will have meetings on a quarterly basis – the second Tuesday every quarter. The next meetings will be on December 11th, March 12th, June 11th, and September 10<sup>th</sup> unless told otherwise.

Jean-Claude Rizk from AT&T discussed the announcement from the big four carriers on greater location accuracy.

### **Adjournment:**

There being no further business to be brought before the Board, Chairperson Cheryl Greathouse called for a motion to adjourn. William Wright made a motion and Michael Wall seconded the motion. The motion passed and Chairperson Cheryl Greathouse adjourned the meeting at 3:19 PM.

These minutes are hereby approved and adopted this the 13th day of December, 2018.

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Cheryl Greathouse  
Chairperson

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William Wright  
Secretary

Official Attachments:

1. List of Attendees
2. Agenda
3. By-Laws

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**BOARD MEETING ATTENDEES**

**Board Members:**

Cheryl Greathouse, Chairman  
Lynne Riley  
Ted Wynn  
Charlotte Nash  
Peter Olson  
Kevin Curtin  
Michael Wall  
Greg Whitaker  
William Wright  
Billy Grogan  
Steve Nichols

**9-1-1 Advisory Panel:**

Joe Barasoain, Fulton County  
Tamika Kendrick, NENA  
Jason Lawson, Middle Flint 9-1-1 Authority  
Lynn Smith, APCO  
Steve Usher, Glynn County

**Others Attending:**

Jean-Claude Rizk, AT&T

**GEMA/HS Staff Members:**

Homer Bryson  
Michael Nix  
Joseph Greene  
Ashley Seay

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**BOARD MEETING AGENDA\***

CALL TO ORDER

WELCOME

SWEARING IN

BOARD MEMBER INTRODUCTIONS

ADOPTION OF BY-LAWS

ELECTION OF BOARD OFFICERS

DEPARTMENT OF REVENUE PRESENTATION

CRISIS INTERVENTION TEAM (CIT) PRESENTATION

EXECUTIVE DIRECTOR'S UPDATE

NEW BUSINESS

ADJOURN

\*MEETING AGENDA IS SUBJECT TO CHANGE

BY-LAWS OF THE BOARD OF DIRECTORS OF THE  
GEORGIA EMERGENCY COMMUNICATIONS AUTHORITY

STATE OF GEORGIA

**ARTICLE I – Office**

The office of the Board shall be at the office of the Georgia Emergency Management and Homeland Security Agency, 935 E Confederate Ave SE, Building 2, Atlanta, GA 30316, which shall be the mailing address of the Board. Meetings may be held at the office or at such other place as is designated by the Chairman.

**ARTICLE II – Members**

**Section 1. Members.** Membership on the Board shall be specified in O.C.G.A. § 38-3-182.

**Section 2. Voting.** Each member, including the Chairperson, shall be entitled to one vote on each matter submitted to a vote of the members. When a quorum is present, voting and official business may be conducted via conference call.

**ARTICLE III – Meeting of Members**

**Section 1. Regular and Special Meetings.** The Board shall meet in regular session quarterly or at such times as the Board may deem appropriate. A written notice of the date, time, and place of any meeting shall be given at least three days in advance by the Secretary to each member. The Board shall meet in special session whenever called by the Chairperson or by nine or more members.

**Section 2. Place of Meeting.** Meetings may be held at the office of the Board or at such other place as designated by the Chairperson or, in the event of a special meeting called by nine or more members, as is designated by the Secretary in the notice.

**Section 3. Quorum.** Nine or more members shall constitute a quorum for the discharge of any business.

**Section 4. Proxies and Mail.** No member may vote by proxy and no member may vote by mail.

**Section 5. Appointment and Removal of Administrative Officers.** Any appointments required to be made by the Board shall be by an affirmative vote of a majority of the membership present at a regular or called meeting of the Board.

## **ARTICLE IV – Officers**

**Section 1. Officers.** The officers of the Board shall be the Chairperson, Vice-Chairperson, and the Secretary.

**Section 2. Election and Term of Office.** The Chairperson, Vice-Chairperson, and the Secretary shall be elected annually by the Board at its regular meeting in August, or as soon thereafter as convenient. Each officer shall hold office until his or her successor is duly elected. Officers may succeed themselves.

**Section 3. Vacancy.** The offices of Chairperson, Vice-Chairperson, and Secretary may be removed by a majority of the Board whenever in its judgement the best interest of the Board would be served thereby, or by death, resignation, or disqualification of the incumbent. Any vacancy may be filled by the Board for the unexpired portion of the term.

**Section 4. Chairperson.** The Chairperson shall be the principal officer of the Board and shall generally supervise and control all of its business and affairs. The Chairperson shall preside at all meetings of the members. The Chairperson may appoint all standing and special committee members and the Chairperson may delegate specific duties to all Board members, except where expressly provided otherwise herein. The Chairperson shall perform all duties incident to the office of Chairperson and such other duties as may be prescribed by the Board, by executive order, or by law.

**Section 5. Vice-Chairperson.** In the absence of the Chairperson or in the event of the Chairperson's inability or refusal to act, the Vice-Chairperson shall perform the duties of the Chairperson, and when so acting, shall have all the powers of and be subject to all the restrictions upon the Chairperson. The Vice-Chairperson shall perform other duties as may be assigned to him or her by the Chairperson or by the Board.

**Section 6. Secretary.** The Secretary shall ensure the minutes of Board meetings are kept in a book provided for that purpose. The Secretary shall see that all Notices are duly given in conformity with the provisions of the By-Laws or as required by law. The Secretary shall be the custodian of the Board records, which shall be kept in a location designated by the Secretary.

The Secretary shall keep a register of the addresses, telephone numbers, e-mail addresses, and other methods of contact for each member of the Board, and shall perform all duties incident to the office of Secretary and such other duties as may be assigned the Secretary.

## **ARTICLE V – Committees**

**Section 1. Standing Committees.** There shall be standing committees for Training and for Standards. Each committee shall consist of a Chairperson and a minimum of two other members, all of whom shall be appointed by the Board Chairperson. The committees shall be responsible for: (1) providing oversight and guidance to the Authority and Authority's Executive Director with regard to all matters



as provided for by law or by executive order; (2) keeping the Board Chairperson and the Board apprised of the activities of the respective committee; (3) bringing committee recommendations to the Board for discussion and official action. The responsibilities herein imposed on standing committees shall in no way deprive the Board or any member from exercising its or his or her full power and authority to participate in the policy-making functions of the Board.

**Section 2. Committee Membership Terms.** Board members appointed to a standing committee shall serve for a one-year term, and may be reappointed at the discretion of the Chairperson of the Board. The Chairperson may appoint non-Board members to standing committees in an advisory capacity.

**Section 3. Special Committees.** The Board may create such special committees as are deemed necessary or desirable. The membership, functions, and duties of each such committee shall be specified by the Chairperson.

#### **ARTICLE VI – Seal**

The Board may have its own seal or use the seal of the Georgia Emergency Communications Authority as the seal of the Board.

#### **ARTICLE VII – Amendments to By-Laws**

The By-Laws may be altered, amended, or repealed and new By-Laws may be adopted by a two-thirds majority of the Board members, at any regular or special meeting, if at least three days written notice is given of intention to alter, amend, or repeal or to adopt new By-Laws at such meeting. The By-Laws, and any change there in, shall be kept by the Secretary at the front of the minute book and shall be available at each meeting.