

**MINUTES OF THE
9-1-1 BOARD OF MANAGERS' MEETING**

January 24, 2005

LOCATION: MCECD 9-1-1 Board Room, 150 Hilbig Road, Conroe, Texas

ATTENDING: Mary Giovannelli, President
John Chancellor, Vice President
J.C. Edwards, Member
Robert VanWassehnova, CPA
Robert Gunter, Executive Director
Deborah Turner, Deputy Director

ABSENT: Ricky Rogers, Secretary
Bland Ellen, Treasurer
John Bane, Ex-Officio Member
Larry Foerster, Legal Counsel

GUESTS: Randy Hagan, SBC

Mrs. Mary Giovannelli called the meeting to order at 11:45 a.m.

PUBLIC COMMENTS

No citizen requested to address the Board of Managers.

EXECUTIVE DIRECTOR'S REPORT

Mr. Gunter reported on the bomb threat received Saturday, January 8, how it was handled that evening, and the ensuing meetings; which resulted in emergency preparedness plans for the communications center.

Mr. Gunter submitted the report as prepared, and requested that it become a part of the meeting minutes. Chief John Chancellor made the motion to approve the report as a part of the meeting minutes. Mr. J.C. Edwards seconded the motion. The motion carried.

ANNUAL AUDIT FOR THE PERIOD SEPTEMBER 2003 & 2004

Mr. Robert VanWassehnova briefly reviewed the audit report, stating the District is financially healthy.

Mr. Edwards made the motion to approve the annual audit. Chief Chancellor seconded the motion. The motion carried.

SBC/POSITRON EQUIPMENT CONTRACT

Mr. Gunter stated that Mr. Larry Foerster, the District's legal counsel, has reviewed the contract draft and revisions on two separate occasions. His concerns were reviewed in detail and are addressed in the contract. Mr. Gunter recommended the Board approve the contract.

Mrs. Giovannelli requested a motion. Chief Chancellor made the motion to approve the equipment contract with SBC. Mr. Edwards seconded the motion. The motion carried.

SBC/POSITRON EQUIPMENT FOR BACK-UP COMMUNICATIONS CENTER

Mr. Gunter stated the proposal is for the Positron 9-1-1 system and the Meridian PBX for the back-up communications center, and totals \$390,249.18, which includes a 5-year maintenance plan. Mr. Gunter reviewed the specs for the Positron 9-1-1 system for the Woodlands Fire Department and the back-up center.

Chief Chancellor made the motion to purchase the needed equipment from SBC/Positron for the back-up communications center in the amount of \$390,249.18. Mr. Edwards seconded the motion. The motion carried.

INSTALLATION OF UPS (spare) AT BACK-UP COMMUNICATIONS CENTER

Mr. Gunter explained the District has a spare UPS unit, which can be installed in the back-up communications center. Mr. Gunter stated the new batteries will cost \$4,700, and to make the unit operational will cost an additional \$2,142.00, for a total expense of \$6,842.00. Mr. Gunter requested the board approve the purchase of the batteries and the installation of the UPS unit.

Mrs. Giovannelli requested a motion. Mr. Edwards made the motion to approve the battery purchase and to approve the installation of the spare UPS unit. Chief Chancellor seconded the motion. The motion carried.

HEALTH AND SAFETY CODE 771, SECTIONS 771.071, 771.025, and 771.073

Ms. Deborah Turner explained that certain sections of the Texas Health and Safety Code, Chapter 771 that applies primarily to the Commission on State Emergency Communications (CSEC), might be adopted by Texas Special Districts, of which we are one. Mr. Gunter stated we have to adopt the rule or rules and notify the CSEC.

Mr. Edwards made the motion to adopt Sections 771.071 and 771.073, Chapter 771 of the Texas Health and Safety Code Chief Chancellor seconded the motion. The motion carried.

ACCEPTANCE OF SBC/POSTIRON EQUIPMENT

Mr. Gunter explained that the acceptance is a procedural matter. Once the equipment is fully installed, the punch list has been reviewed, and the District is satisfied, the District then accepts the system. Mr. Gunter requested that the board authorize him to accept the system once the punch list is reviewed.

Chief Chancellor made the motion to accept the SBC/Positron 9-1-1 system. Mr. Edwards seconded the motion. The motion carried.

REPLACEMENT OF A/C SYSTEM IN COMPUTER ROOM

Mr. Gunter briefly reported on the problems with the air conditioning system in the computer room. Mr. Gunter stated that Dominion Air, who has done a good job since assuming the maintenance of the District's air conditioning/heating system, proposes to replace the existing unit with a 4-ton unit on the roof, with the air handler in the ceiling. The 4-ton unit and installation, and some additional electrical work will cost approximately \$8,500.

Chief Chancellor made the motion to approve the purchase of the air conditioning system for the computer room, not to exceed \$8,500. Mr. Edward seconded the motion. The motion carried.

ONPOINT AGREEMENTS: Bill Audit and 9-1-1 Service Fees

Ms. Turner requested this matter be tabled until more information can be gathered and presented at the March 2005 board meeting.

Chief Chancellor made the motion to table action on the OnPoint agreements. Mr. Edwards seconded the motion. The motion carried.

CONSENT AGENDA

Mrs. Giovannelli noted items 10, 11 and 12 of the consent agenda. Mr. Edwards made the motion to approve these items in their entirety. Chief Chancellor seconded the motion. The motion carried.

There were no invoices requiring approval.

MATTERS REQUIRING ATTENTION BUT NO IMMEDIATE ACTION

Mr. Gunter stated that Mrs. Giovannelli had sent a letter to Judge Sadler regarding her retirement from the 9-1-1 Board of Managers, and that he had also sent a letter requesting a new appointee to fill her unexpired term. Mr. Gunter thanked Mrs. Giovannelli for being an excellent officer.

Chief Chancellor stated it has been an honor to serve with Mrs. Giovannelli, and she will be missed. Mrs. Giovannelli stated it has been honor and a privilege to serve and work with the members of the Board.

Mrs. Giovannelli requested a motion to adjourn. Chief Chancellor made the motion to adjourn the meeting. Mr. Edwards seconded the motion. Meeting adjourned at 12:45 p.m.

Attest:

Ricky Rogers
Secretary

John Chancellor
Vice President