

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

REGULAR MEETING

January 27, 2010

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

ATTENDING: Jody Binnion, President
Paul Virgadamo, Vice President
Ruben Garza, Secretary
Ann Carr, Treasurer
James Simon, Member
John Young, Ex-Officio Member
Larry Foerster, Legal Counsel
Gordon Lopez, Executive Director
Jeanne Frey, Database Manager
Chiu-Wen Ray, GIS Manager
Russell Steffee, Systems Ops Manager
Terri Gill, Executive Assistant

GUESTS: Robert Gunter
Dianne Porche, AT&T
Rhon-Anthony Green

Chief Jody Binnion, President, called the meeting to order at 9:10 a.m., noting that all members were present.

Mr. Gordon Lopez, Executive Director, took a moment to introduce the AT&T representatives present, Mr. John Young, the new Ex-Officio Member, Mr. Rhon-Anthony Green, Marketing and Sales Manager, Ms. Diana Porche, Program Manager.

PUBLIC COMMENTS

No one requested to address the Board of Managers.

EXECUTIVE DIRECTOR'S PRESENTATION OF IP-NETWORK AND CPE PLANS

Mr. Lopez directed everyone's attention to the PowerPoint presentation displayed on the south wall. Mr. Lopez and Mr. Russell Steffee, Systems Operations Manager, explained how 9-1-1 works and the concept for Next Generation 9-1-1 (NG9-1-1) moving forward in the PSAPs in 2010.

Mr. Lopez noted that by the next hurricane season, the District will be able to provide advanced equipment in the MCECD OEM if we move forward with the contract. Chief Binnion requested clarification for the statement that the equipment in the Back-up Center in Shenandoah is out-dated. Mr. Lopez replied affirmatively, it is back-up equipment as opposed to call-taking equipment. Chief Binnion asked if the equipment was new when put in. Mr. Steffee replied affirmatively. Mr. Lopez noted the old equipment is PBX dependent and new equipment would be directly connected to the network and selective router.

Chief Binnion asked Mr. Lopez to clarify financial questions that came up during the budget workshops based on the amount of money involved. "Can you provide a timeframe and some financial thoughts?" Mr. Lopez replied the District allocated \$1.8 million for the Next Generation 9-1-1, with \$1.3 million in unallocated resources. These funds provide a reserve of over \$3 million in TexPool. Based on the RFI timeline, we expect the project to last 18 – 36 months, dependent upon the deployment schedule for the new PSAPs. Based on figures from the providers, the overall network, CPE, maintenance, transport with Consolidated (fiber optic) are going to run approximately \$1.4 million, spread out over three to five years. The equipment and maintenance are five year contracts; the networks will operate on a three year contract, well within the budget. Chief Binnion noted that while funds were included in the budget, when the time came the Board would then approve NG9-1-1. **Chief Binnion requested a three year plan showing the financial outlay for NG9-1-1 each year, and includes the project goals and expectations. Mr. Lopez said that information would be included in the financial workshop.**

MODIFYING 2010 BOARD MEETING SCHEDULE

The Board briefly discussed the need to amend the 2010 meeting schedule and reached a consensus to meet second Wednesday's at 9:00 a.m.

GUNTER CONSULTING CONTRACT

Mr. Lopez noted this past year Mr. Robert Gunter was very helpful to him as far as District policies and operations. If the District proceeds with the NG9-1-1 project, I do not expect to expand the IT Department. Mr. Gunter has the experience, here at MCECD and with AT&T. Project management, the detail, requires someone overseeing the project almost full-time. Mr. Gunter brings a benefit to the table; he has networks and resources in place.

Chief of Staff Carr made the motion that the matter of the Gunter Consulting Contract be deferred to the Executive Session. Mr. Paul Virgadamo seconded the motion. The motion to defer carried with all in favor.

CERTIFICATE OF AUTHORIZED PERSONS FOR BANK OF AMERICA'S COLLATERAL MANAGEMENT OPS

Ms. Terri Gill explained this is a house-keeping item for the Bank of America, who requires the Board Members signatures on file for Collateral Management.

ESTABLISH DATE FOR EXECUTIVE SESSION FOR THE EXECUTIVE DIRECTOR'S CONTRACT RENEWAL

Chief of Staff Carr made the motion to add the consulting contract for Mr. Gunter to the executive session. Chief Binnion clarified that the motion would be to approve the consulting contract and to set a date for an executive session for the executive director's contract renewal, items three and five. (*Note: No second was made, nor vote taken.*)

Following a brief discussion the board agreed to hold a special meeting on Thursday, February 4, 2010 at 1:30 p.m.

The Board requested copies of previous consulting contracts be sent to them prior to the meeting. Mr. Foerster inquired as to how many hours per week the consulting contract would require? Mr. Lopez anticipates not more than 20 hours per week. Mr. Foerster requested the consultant provide a monthly report on his activities.

CLOSED EXECUTIVE SESSION

Mr. Virgadamo made the motion to convene an executive session. Chief of Staff Carr seconded the motion. The motion carried.

The executive session convened at 10:20 a.m.

RECONVENE REGULAR MEETING

Chief Binnion reconvened the regular meeting at 10:57 a.m., to consider and take action on definition of retiree and subsequent requirements to retire with medical benefits.

Mr. Virgadamo made the motion to defer to item 13B. Mr. James Simon seconded the motion. The motion to defer carried with all in favor.

CONSENT AGENDA

Chief Binnion noted item ten of the consent agenda, approval of meeting minutes for November 17, 2009, Public Review Hearing and Regular Meeting. Mr. Paul Virgadamo made the motion to approve the minutes. Mr. Simon seconded the motion. The motion carried with all in favor.

Chief Binnion noted item eleven of the consent agenda, approval of monthly financial statements for the periods ending October 31, 2009, November 30, 2009 and December 31, 2009. Mr. Virgadamo made the motion to approve the financial reports. Mr. Ruben Garza seconded the motion. The motion carried with all in favor.

Chief Binnion noted item twelve of the consent agenda, approval of quarterly financial statement for the period ending December 31, 2009. Mr. Virgadamo made the motion to approve the quarterly financial report. Mr. Simon seconded the motion. The motion carried with all in favor.

Chief Binnion noted item thirteen of the consent agenda, consider and discuss matters requiring attention but not immediate action.

A. Board positions for Budget Liaisons to the Executive Director

Chief Binnion appointed Chief of Staff Carr and Mr. Garza as Budget Liaisons to the Executive Director. Chief of Staff Carr suggested that the Budget Liaisons meet as needed.

B. Committee to review and advise the Board of Manager's on the District's Administrative and Personnel Policies

Chief Binnion appointed Mr. Virgadamo to the committee.

C. Other 9-1-1 Items

Mr. Lopez noted that information regarding 9-1-1 conferences for 2010 was provided with the Administrative and Personnel Manuals, perhaps two board members should attend the NENA Conference in Indianapolis in June. The APCO Conference will be in Houston in August, and the Texas NENA Conference will be in Dallas in August.

Mr. Lopez noted a date was needed for the Operations and Financial Workshop. Chief of Staff Carr suggested

the workshop take place with the executive session on the 4th. The Board agreed. **Mr. Lopez stated he would provide cost estimates for the NG9-1-1 at the workshop.**

Ms. Jeanne Frey stated she has worked on the King's Manor discrepancies and Greater Harris County 9-1-1 has corrected the maps errors, our map errors have also been corrected. Mr. Lopez noted that Ms. Frey will schedule regular meetings with H-GAC and Greater Harris County 9-1-1 on the overlap areas, to facilitate solutions.

Chief Binnion requested a motion to adjourn. Chief of Staff Carr made the motion to adjourn. Mr. Simon seconded the motion. The motion carried.

The meeting adjourned at 11:40 a.m.

Attest:

Ruben Garza
Secretary

Jody Binnion
President