

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

**January 30, 2006**

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

**ATTENDING:** John Chancellor, President  
J.C. Edwards, Treasurer  
Allen Fletcher, Secretary  
Charlie Ray, Member  
Larry Foerster, Legal Counsel  
Robert VanWassehnova, CPA  
Robert Gunter, Executive Director  
Deborah Turner, Deputy Director  
Russell Steffee, MIS Manager  
Chiu-Wen Ray, GIS Manager  
Jeanne Frey, Database Manager  
Terri Gill, Executive Assistant  
Margaret Keen, GIS Analyst  
Tom Franey, GIS Analyst  
Ty Dolney, GIS Analyst

**ABSENT:** Ricky Rogers, Vice President  
Randy Hagan, Ex-Officio Member

**GUESTS:** Sara Collins, AT&T  
Regina Payne, AT&T

Chief John Chancellor, President, called the meeting to order at 11:30 a.m. Chief Chancellor noted that Vice President, Mr. Ricky Rogers was unable to attend.

**PUBLIC COMMENTS**

No citizen requested to address the Board of Managers.

**EXECUTIVE DIRECTOR'S REPORT**

Mr. Gunter reviewed the Executive Director's Report, supporting documentation, and requested the report be included in the meeting minutes.

Mr. Allen Fletcher made the motion to approve the inclusion of the Executive Director's Report in the meeting's minutes. Mr. J.C. Edwards seconded the motion. The motion carried.

**ANNUAL AUDIT FOR FY SEPTEMBER 30, 2005**

Mr. Robert VanWassehnova directed the Board's attention to the audit report. Mr. VanWassehnova briefly

reviewed the audit report, and inquired whether anyone had any questions. There being none, Chief Chancellor requested a motion to accept the audit. Mr. Edwards made the motion to accept the Annual Audit FY September 30, 2005. Mr. Fletcher seconded the motion. The motion carried.

### **INTERLOCAL AGREEMENT AND ACCEPTANCE OF COVERAGE WITH TML IRP**

Ms. Deborah Turner explained the District had requested Public Employee Liability Insurance as a supplement to the District's existing liability policies, with a one million dollar limit, per employee, per occurrence, with a \$500 deductible. The annual fee for this coverage will be approximately \$750 per year.

Chief Chancellor requested a motion. Mr. Fletcher made the motion to approve the interlocal and accept the coverage with TML IRP. Mr. Edwards seconded the motion. The motion carried.

### **RESCIND SERVICE FEE ORDER EFF 11/09/05, RESCIND METHODOLOGY EFF 2/28/05**

Mr. Gunter explained how SBC/AT&T was charging 9-1-1 service fees and its impact on the District's budget. He further explained the nationally accepted method of establishing service fees and their collection.

After a brief discussion, Chief Chancellor requested a motion to rescind both orders for the SBC/AT&T territories. Mr. Fletcher made the motion to rescind the Service Fee Order effective 11/09/05, to rescind the Methodology adopted 2/28/05, and to resume the previously ordered fees. Chief Charlie Ray seconded the motion. The motion carried.

### **CONSENT AGENDA**

Chief Chancellor noted items five (5), six (6), and seven (7) of the consent agenda. Chief Ray made the motion to approve these items in their entirety. Mr. Fletcher seconded the motion. The motion carried.

Chief Chancellor noted item eight (8) of the consent agenda *Invoices Requiring Approval*.

A. City of Shenandoah in the amount of \$112,204.94, reimbursement for construction at the back-up center.

\*Final payment for construction at back-up center.

B. City of Shenandoah in the amount of \$1,656.30, reimbursement for utilities at the back-up center.

Chief Chancellor requested a motion. Mr. Fletcher made the motion to approve the payments to the City of Shenandoah. Chief Ray seconded the motion. The motion carried, with Chief Chancellor abstaining.

C. City of Conroe in the amount of \$55,439.30, reimbursement for Oct-Dec 2005 per the interlocal agreement.

Chief Chancellor requested a motion. Mr. Edwards made the motion to approve the payment to the City of Conroe. Mr. Fletcher seconded the motion. The motion carried, with Chief Ray abstaining.

### **MATTERS REQUIRING ATTENTION BUT NO IMMEDIATE ACTION**

A. Energy Savings Performance Contracts

Mr. Foerster briefly reviewed the state's requirement for energy saving measures, and explained that there are

companies who will perform free audits to determine where savings can be found.

#### B. Conflicts Disclosure Statements

Mr. Foerster stated the disclosure statements are required by law as of January 1, and apply to policy making positions, manager, board members, etc. any possible conflict with a relative who is a vendor, they need to complete a questionnaire.

#### C. Vendor Conflicts Disclosure Statements

Mr. Foerster stated vendors are required to identify any potential conflicts with any person who have any influence over a governing body.

Mr. Foerster reminded everyone that the Open Meetings Act training is required for each board member.

Chief Chancellor inquired about the status of the video-conferencing and the back-up generator?

Mr. Gunter responded that this purchase will require an RFP, and he plans to proceed in a few months. The re-configuration of the generator will require that the power is completely off for a period of at least three hours, and he expects to proceed shortly.

Chief Chancellor reported on the issue of call-answering times to the board. Mr. Gunter distributed a chart that shows how many calls were received and how much time was needed to answer them. MCSO has established a goal to answer 92% of the calls within 5 rings, which would be a substantial improvement. They are actively addressing the staff shortages, and hope to be fully staffed within six months. Chief Chancellor requested that a copy of the call-monitoring be included in the monthly report to the board. Mr. Gunter reviewed the improvements made in dispatch at Conroe PD, with a spare position.

Mr. Gunter stated letters had been sent to Consolidated Communications and AT&T requesting that a credit or refund be issued based on the numbers in the database. Another letter was sent requesting the lists of customers who are refusing to pay the 9-1-1 service fee, to determine whether legal action is needed.

Chief Chancellor inquired whether 9-1-1 holds any part of the parking lot? Mr. Gunter replied, no. Chief Chancellor requested that an inquiry be made to Sheriff Gage about securing parking for the 9-1-1 staff.

Chief Chancellor requested a motion to adjourn. Chief Ray made the motion to adjourn the meeting. Mr. Edwards seconded the motion. The meeting adjourned at 12:55 p.m.

Attest:

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B. Allen Fletcher  
Secretary

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John R. Chancellor  
President