

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

SPECIAL MEETING

February 4, 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
Larry Foerster, Legal Counsel
Robert VanWassehnova, CPA
Gordon Lopez, Executive Director
Jeanne Frey, Database Manager
Chiu-Wen Ray, GIS Manager
Russell Steffee, Systems Ops Manager
Terri Gill, Executive Assistant

ABSENT: John Young, Ex-Officio Member

Chief Jody Binnion, President, called the meeting to order at 1:30 p.m., noting that all members were present.

PUBLIC COMMENTS

No one requested to address the Board of Managers.

OPERATIONS AND FINANCIAL WORKSHOP

Mr. Lopez stated his people had put together a quick review of their operations.

Mr. Russell Steffee, Systems Operations Manager, distributed handouts and reviewed the IT Department's responsibilities and tasks. Mr. Lopez noted that Mr. Steffee and his staff are also responsible for call-outs at all hours.

Ms. Jeanne Frey, Database Manager, distributed handouts and reviewed the Database Department's responsibilities and tasks. Mr. Lopez added that Ms. Frey also administers human resources and benefits.

Ms. Chiu-Wen Ray, GIS Manager, distributed handouts and reviewed the GIS Department's responsibilities and tasks. Mr. Lopez noted Ms. Ray helps the fire departments with the ISO-9000 ratings. Chief of Staff Ann Carr asked if she requested a map showing the heaviest crime activity in the county in the past 90-days, can she provide it? Ms. Ray responded that she would require the data, the location and type of crime in order to build a dataset that meets those requirements, from which a map could be produced. Chief of Staff Carr asked when the calls come in, how do they get into the GIS? Ms. Ray replied that the data populates the CAD. Mr. Lopez stated the feedback does not flow into the GIS system.

Ms. Frey and Ms. Gill distributed handouts and presented the District's financial operations.

Mr. Lopez asked if there were any questions for Mr. Robert VanWassehnova? One reason for the financial workshop was to bring the board up to speed on how the District handles its money, how we secure that it is not mishandle or manipulated.

Chief Binnion stated the presentation had answered his questions. Mr. VanWassehnova stated the questionnaire instigated the questions and in retrospect he should not have sent the questionnaire to Chief Binnion as he was new to the Board. It was an internal control questionnaire; we have to document our understanding of possibilities of fraud. Chief of Staff Carr commented that as board members, they are not here every day, they do not know what the controls are and so the presentation was very good. Mr. VanWassehnova stated that having more than one person involved, so if there is something wrong it would take some collusion. He is pleased with the procedures and policies here.

CLOSED EXECUTIVE SESSION

Mr. Paul Virgadamo made the motion to convene an executive session. Mr. Ruben Garza seconded the motion. The motion carried.

The executive session convened at 2:15 p.m.

RECONVENE REGULAR MEETING

Chief Binnion reconvened the special meeting at 3:36 p.m.

Mr. Virgadamo made the motion to defer action on the Executive Director's contract renewal to the next regular meeting in March. Mr. James Simon seconded the motion. The motion to defer carried with all in favor.

Chief Binnion noted the Board had come to consensus that Mr. Lopez would come back with an agreement of 10 to 15 hours, a different agreement. Mr. Larry Foerster suggested that Mr. Lopez approach Mr. Gunter on billing on a quarter hour basis as opposed to an hourly basis.

Mr. Simon made the motion to defer action on a contract with Gunter Consulting to the next regular meeting in March. Mr. Ruben Garza seconded the motion. The motion to defer carried with all in favor.

Chief Binnion requested a motion to adjourn. Mr. Paul Virgadamo made the motion to adjourn. Mr. James Simon seconded the motion. The motion carried.

The meeting adjourned at 3:40 p.m.

Attest:

Ruben Garza
Secretary

Jody Binnion
President