

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

February 28, 2005

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

ATTENDING: John Chancellor, President
Bland Ellen, Vice President
J.C. Edwards, Treasurer
B. Allen Fletcher, Member
Robert Gunter, Executive Director
Deborah Turner, Deputy Director
Terri Gill, Executive Assistant

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

GUESTS: Paul Feazelle, City of Shenandoah

Chief John Chancellor called the meeting to order at 11:46 a.m.

PUBLIC COMMENTS

No citizen requested to address the Board of Managers.

EXECUTIVE DIRECTOR'S REPORT

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

Oath of Office

(Chief Chancellor requested that a portion of *Item Three, Oath of Office be taken prior to Item Two, Vacant Board Position – President.*)

Ms. Deborah Turner administered the Oaths of Office to Mr. B. Allen Fletcher, newly appointed by Commissioner's Court to fill the position left vacant by Mrs. Mary Giovannelli's retirement.

VACANT BOARD POSITION - PRESIDENT

Chief Bland Ellen nominated Chief Chancellor for president. Mr. J.C. Edwards seconded the nomination. The nomination carried.

Chief Chancellor nominated Chief Ellen for vice president. Mr. Edwards seconded the nomination. The nomination carried.

Chief Ellen nominated Mr. Edwards for treasurer. Chief Chancellor seconded the nomination. The nomination carried.

Mr. Ricky Rogers will continue the duties of secretary.

Mr. Fletcher will serve as member.

OATH OF OFFICE

Ms. Turner administered the Oath of Office and Sworn Statements to Chief Chancellor, Chief Ellen, and Mr. J.C. Edwards.

ORDER AUTHORIZING SIGNATURES OF FISCAL AGENTS

Ms. Turner explained that due to Mrs. Giovannelli's retirement and the appointment of Mr. Fletcher, the District must submit a new signature card to the Bank of America.

Chief Ellen made the motion to adopt the order authorizing signatures. Mr. Edwards seconded the motion. The motion carried.

RESOLUTION AMENDING AUTHORIZED REPRESENTATIVES FOR TEXPOOL

Ms. Turner explained that due to the re-election of officers, the District must submit amended authorized representatives to Texpool.

Chief Ellen made the motion to amend the authorized representatives for Texpool. Mr. Edwards seconded the motion. The motion carried.

RESOLUTION ADOPTING THE BASE RATE SERVICE FEE

Mr. Gunter explained that several districts and counties have adopted a method for calculating the base rate for their jurisdiction. The method uses "averaging" to allow a margin for growth. The actual adoption of the service fee rate will occur with the new methodology during the budget process for FY 2005/2006.

Chief Chancellor inquired whether Mr. Foerster's concerns had been addressed? Mr. Gunter replied affirmatively.

Chief Chancellor inquired whether the revenue projections would be supplied to the Board prior to the budget process for FY 2005/2006? Mr. Gunter replied affirmatively.

Mr. Edwards made the motion to adopt the proposed service fee calculations. Chief Ellen seconded the motion. The motion carried.

RESOLUTION FOR DISPOSAL OF SURPLUS PROPERTY

Ms. Turner explained that the current resolution for the disposal of surplus property is no longer valid due to changes in the legislation governing how state and local governments may dispose of surplus property. The new resolution would allow the executive director to determine the most effective way and profitable way to dispose of the District's surplus property. Items that are not or cannot be sold can be donated to charities or disposed of.

Chief Ellen made the motion to approve the resolution for the disposal of surplus property. Mr. Edwards seconded the motion. The motion carried.

AGREEMENT WITH THE WOODLANDS FIRE DEPARTMENT FOR THE BACK-UP CENTER

Mr. Gunter stated the agreement has been reviewed by attorneys for both sides, and is found legally sufficient. The Woodlands will provide their own furniture, will reimburse the District their pro-rated share of the monthly utilities, and their telephone lines and radio equipment. The District will pay for the 9-1-1 system (network and database), and the upfront costs for the remodeling.

Mr. Fletcher made the motion to approve the agreement with the Woodlands Fire Department for the back-up center. Chief Ellen seconded the motion. The motion carried.

PAYMENTS DUE TO THE CITY OF SHENANDOAH PER THE INTERLOCAL AGREEMENT

Mr. Gunter explained that the District has received invoices totaling \$136,954.26 for the remodeling. Mr. Gunter requested the board approve these invoices to allow checks to be processed for their payment.

This matter was deferred to the *Consent Agenda, Item 13 Review and Approve Invoices and Payment of Accounts*.

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

Mr. Gunter requested that the OnPoint agreements be tabled indefinitely, due to actions by the Public Utilities Commission of Texas. The PUC has ordered the telephone companies to provide access to their databases.

Chief Ellen made the motion to table the OnPoint agreements indefinitely. Mr. Fletcher seconded the motion. The motion carried.

CONSENT AGENDA

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

INVOICES REQUIRING APPROVAL

Ms. Turner presented invoices for payment to the City of Shenandoah and SBC. Invoices to SBC total \$160,497.20, and invoices to the City of Shenandoah total \$136,954.26.

Mr. Edwards made the motion to approve and pay these invoices. Chief Ellen seconded the motion. The motion carried.

MATTERS REQUIRING ATTENTION BUT NO IMMEDIATE ACTION

Mr. Edwards asked how the air conditioning and heating were doing lately? Mr. Gunter replied that the system was performing well.

Mr. Fletcher inquired about the status of the consolidation? Mr. Gunter briefly reviewed the status of the interlocal with the county, and the status of the District's personnel in the operations center. Ms. Turner briefly reviewed the process in effect for keeping the operations center fully staffed during this interim period.

Chief Chancellor stated he has discussed with Mr. Gunter the option of going paperless, by converting the Board information to laptop computers.

Chief Chancellor spoke briefly about the second half of the agreement with the City of Shenandoah for the back-up EOC for the county. To date no agreement has been presented, and no further information has

been provided regarding the available funds. Chief Chancellor stated that if the county does not confirm, the District should consider another application for the space, i.e. a training center. Chief Chancellor requested that Mr. Gunter call a meeting with the effected agencies (Conroe, the Woodlands, and MCSO).

Chief Chancellor requested a motion to adjourn. Chief Ellen made the motion to adjourn the meeting. Mr. Edwards seconded the motion. Meeting adjourned at 12:47 p.m.

Attest:

Ricky Rogers
Secretary

John Chancellor
President