

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

May 26, 2010

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

ATTENDING: Jody Binnion, President
Ruben Garza, Secretary
Ann Carr, Treasurer
John Young, Ex-Officio Member
Larry Foerster, Legal Counsel
Gordon Lopez, Executive Director
Jeanne Frey, Database Manager
Terri Gill, Executive Assistant

GUESTS: Dianna Porche, AT&T
Morris Starks, AT&T

ABSENT: Paul Virgadamo, Vice President
James Simon, Member

Chief Jody Binnion, President, called the meeting to order at 9:00 a.m., noting that Mr. Paul Virgadamo and Mr. James Simon were unable to attend.

PUBLIC COMMENTS

No one requested to address the Board of Managers.

TEXPOOL RESOLUTION AMENDING AUTHORIZED REPRESENTATIVES

Chief Binnion noted item one of the agenda, discuss and take action on resolution amending authorized representatives. Ms. Terri Gill explained the resolution is a housekeeping issue to amend the authorized representatives to the current board members.

ORDER AUTHORIZING SIGNATURES OF FISCAL AGENTS

Chief Binnion noted item two of the agenda, review and approve order authorizing signatures of fiscal agents with Bank of America. There was no discussion. Ms. Gill requested and received the board members signatures.

INITIATE THE PURCHASE AND INSTALLATION OF NEXT GENERATION 9-1-1 EQUIPMENT AND NETWORK

Chief Binnion noted item three of the agenda, discuss and take action initiating the purchase and installation of Next Generation 9-1-1 equipment and network.

Mr. Gordon Lopez, Executive Director, noted that at the last board meeting he had been asked to provide a

summary of the impact of the NG9-1-1 project on the District's budgets, current and through the next three years. Mr. Lopez explained that the offers from two equipment providers through AT&T, Positron and Plant, have been reviewed. We reviewed the final figures from both, the features and elements necessary for NG9-1-1, and projected them over three years to determine the impact on the budget and disaster preparedness. By compressing the purchase and installation to a two year period we can meet the budget requirements, while putting new equipment and networks in place to bring our stakeholder agencies to a higher profile for disaster preparedness and also bring them into the IP world through equipment and features.

Mr. Lopez directed the board member's attention to the budget summaries, one for 2009/2010 for the current fiscal year, and the projected summary for the 2010/2011 fiscal year, noting the projection for NG9-1-1 equipment and networks includes an additional \$100,000 for a back-up wireless network to provide ALI and voice as a disaster preparedness item. The current estimate for NG9-1-1 related expenditures during 2010/2011 is \$1,044,000, plus \$337,515 to maintain the databases and current systems that will run parallel to the NG9-1-1 system, but will be significantly reduced by the third year.

Mr. Lopez noted he had discussed the figures with the Financial Sub-committee, Chief of Staff Ann Carr and Mr. Ruben Garza. The sub-committee determined we should proceed with the figures provided by Plant Inc., until we make a final determination for the NG9-1-1 equipment provider.

Mr. Lopez reported that agency supervisors had been taken to Harlingen to view a system. The supervisors were positive about the features offered for call-taking and dispatching. We will put a requirements list before the equipment provider once the purchase is approved.

Mr. Lopez directed the board member's attention to the summarized line item budget for 2010/2011, specifically line 5100, Telco Contract Services. This line includes all the contract services with AT&T and Consolidated Communications. The projected year end for line 5100 is \$369,368; we expect the figure to be reduced for 2010/2011 to \$337,515. For line 6500, which includes networks and systems, the majority of the outlay of the budgeted \$1.8M will occur in 2009/2010, the current fiscal year. We plan a phased schedule for the PSAPs installation. We will start with the Sheriff's Office, the training/back-up center, and the OEM. The initial outlay will be about \$1.638M in this fiscal year. The Hospital District's new facility is expected to be completed in 14 months, however, communications will be their last installation; we may require flexibility from AT&T to allow us to install MCHD here and move them to the new facility later. This type of equipment is very easy to relocate, unlike what we have now.

Mr. Lopez noted we are projecting cash end-of-year for 2010/2011 to be \$3M, which is significantly better than our projection for 2009/2010 of \$1.65M.

Mr. Lopez noted he had a consensus from the Financial Sub-committee to move forward with the NG9-1-1 project. Hopefully the board would give approval to begin taking the action necessary to proceed with negotiations with AT&T on the equipment specifications as well as the contract negotiations.

One vendor provides managed services at a cost of \$289K for 24 by 7 by 365 monitoring of the network and equipment. This also allows them to provide applications we do not currently have, such as application and software upgrades. Under the 24/7 monitoring, they will notify us immediately when issues arise, and will immediately begin repairs. AT&T has offered a reduced price on network maintenance, Tier 2 support. The District's techs are already certified to perform Tier 2 maintenance on the equipment and will be certified to do Tier 2 maintenance on the new equipment. Training is included in the agreement. This allows the District to reduce the maintenance presence of AT&T and its technicians who are here four hours a day. AT&T will continue to provide local maintenance response also. An additional District technician had been included in the 2009/2010 budget. With the new monitoring process we will not need the technician, and over five years would

save about \$200K.

Mr. Lopez noted that is the onus (of the budget presentation) as short as he could make it. He asked if anyone had questions? Chief of Staff Carr noted she felt comfortable with Plant, and feels that is the direction the staff would like to go. Chief of Staff Carr would like the board to support Plant even though it is a little more expensive. She can support a system that will stay up during a hurricane, and likes the 24/7 technical service.

Mr. Ruben Garza made the motion to accept the purchase of the Plant proposal. I like the 24/7 maintenance and I think they will do a better job than what we are getting now. Chief Binnion noted there was a motion, and requested a second.

Chief of Staff Carr asked what it is that Mr. Lopez wants the board to do today? Do we want to move forward with this system or do you want to defer? Mr. Lopez stated he would like the board to approve going forward with the purchase of a system (Plant being the current front-runner).

Mr. Garza made the motion to accept the Plant proposal with the understanding that they (Plant) will come in and discuss item for item on their services. Chief of Staff Carr seconded the motion. The motion carried with all in favor.

CLOSED EXECUTIVE SESSION

Chief Binnion adjourned the open meeting to closed Executive Session at 9:30 a.m.

RECONVENE REGULAR MEETING

Chief Binnion reconvened the regular meeting at 10:20 a.m., noting item 5-A of the agenda, Executive Director's Contract Renewal. Chief of Staff Carr made the motion to take no action at this time. Mr. Garza seconded the motion. The motion carried with all in favor.

Chief Binnion noted that the item is not a renewal, but is a salary renegotiation. Mr. Lopez noted the 2009/2010 budget did take into account the salary increases the board was petitioned for. Chief of Staff Carr stated the board chose not to act on the increases.

Chief Binnion noted item 5-B of the consent agenda. Chief of Staff Carr suggested they approve item 5-1, 2, 3, 4, and 5 as one motion. Chief of Staff Carr made the motion to approve the policies as stated. Mr. Garza seconded the motion. The motion carried with all in favor.

CONSENT AGENDA

Chief Binnion noted item six of the consent agenda, meeting minutes for March 10, 2010. Chief of Staff Carr made the motion to approve the minutes. Mr. Garza seconded the motion. The motion carried with all in favor.

Chief Binnion noted item seven of the consent agenda, monthly financial statements for the periods ending February 28, March 31 and April 30, 2010. Mr. Garza made the motion to approve the monthly financial statements. Chief of Staff Carr seconded the motion. The motion carried with all in favor.

Chief Binnion noted item eight of the consent agenda, quarterly financial statement for the period ending March 31, 2010. Mr. Garza made the motion to approve the quarterly financial statement. Chief of Staff Carr seconded the motion. The motion carried with all in favor.

CONSIDER AND DISCUSS OTHER MATTERS REQUIRING ATTENTION BUT NOT IMMEDIATE ACTION

Mr. Lopez stated the Texas NENA Conference is coming up August 30 through September 1, 2010 in Dallas, if any of the board members would like to attend. This conference recognizes the Silent Heroes and Call-takers of the year.

Mr. Lopez reported that AT&T had remitted \$58,918.39 due to the fact that 9-1-1 service fees were not collected on a special service offering, which they subsequently collected.

In the Executive Director's Report, over the last several months we have participated in several Public Relations events, the Montgomery County Fair and Rodeo. We gave gift bags for Telecommunicator's Week. We sent gift bags for Administrative Professionals Day, and manned a booth at April Sound's Safety Day. We also participated in a promotional advertisement that ran in the local theaters, Cinemark and Tinsel Town in The Woodlands. We are planning another round of CodeRED advertising with K-Star (99.7 FM) and La Raza (98.5 FM).

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

The meeting adjourned at 10:30 a.m.

Attest:

Ruben Garza
Secretary

Jody Binnion
President