

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

**August 22, 2011**

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

ATTENDING: Jody Binnion, President  
Paul Virgadamo, Vice President  
Ann Carr, Treasurer  
James Simon, Member  
Larry Foerster, Legal Counsel  
Jeanne Frey, Interim Executive Director  
Russell Steffee, Systems Operations Manager  
Terri Gill, Executive Assistant

ABSENT: Ruben Garza, Secretary  
John Young, Ex-Officio Member

GUESTS: Kelly Curry, Montgomery County Hospital District  
Shawn Trainor, Montgomery County Hospital District  
Capt. Peggy Frankhouser, Montgomery County Sheriff's Office  
Amber Knapp, Montgomery County IT  
Dianna Porche, AT&T

Chief Jody Binnion, President, called the meeting to order at 9:00 a.m., noting Mr. Ruben Garza would not be able to attend.

**PUBLIC COMMENTS**

No one requested to address the Board of Managers.

**REVISED INTERLOCAL AGREEMENT BETWEEN THE DISTRICT AND THE MONTGOMERY COUNTY HOSPITAL DISTRICT**

Chief Binnion noted item one of the agenda, discuss and take action on revised interlocal agreement between the District and the Montgomery County Hospital District.

Mr. Larry Foerster addressed the members of the Board; we met a month ago, after the last board meeting to hammer out a new draft or revised agreement. In the revision, MCECD agrees to provide workspace in the back-up center for a least two positions, and are allowing the hospital district to have space for five communicators, and will charge them a rental fee of \$500 per month, the equivalent of \$6,000 per year for the back-up space. They will begin paying on October 1, which will be the effective date of the new contract.

Mr. Foerster stated it would be his recommendation that the agreement be approved. Chief of Staff Carr made the motion to approve the interlocal agreement. Mr. Simon seconded the motion. The motion carried with all in favor.

## **APPROVING AN EXECUTIVE SEARCH FIRM TO ASSIST THE BOARD IN HIRING A NEW EXECUTIVE DIRECTOR**

Chief Binnion noted item two of the agenda, consider and take action on approving an executive search firm to assist the Board in hiring a new executive director.

Chief of Staff Carr stated she and Mr. Virgadamo had discussed this at great length, and neither feels that the district needs to go out with an RFP for a search firm.

Chief Binnion asked what the cost would be. Chief of Staff Carr replied the cost is not known at this time. We should authorize Mr. Foerster to contact KR Moore and the Waters Group. Mr. Foerster asked if the board wants to contact both to compare the pricing and if equivalent, go with the lower. Mr. Virgadamo concurred.

Chief of Staff Carr stated she and Paul had discussed putting the posting in publications, having a 60-day window, have the search firm narrow it down to five, they send the five resumes to you (Foerster), then Paul and I will review those resumes and narrow it down to three for the board to interview.

Chief of Staff Carr noted she had requests from The Woodlands Fire Department, Hospital District and Montgomery County, they would like a seat at the table, not to make the hiring decision, but to pose questions to the individuals we would consider. As a stakeholder, everybody wants to be sure the person hired for executive director meets all the criteria.

Mr. Foerster asked if the board is authorizing him to contact both search firms to find out which is cheaper and that will be the one chosen. Mr. Virgadamo stated his suggestion would be that the board get the costs and then just choose. Mr. Foerster suggested the board authorize Carr and Virgadamo to make the final decision based on the information we will get from the search firms.

Mr. Simon made the motion to authorize Chief of Staff Carr and Mr. Virgadamo to make the final decision on the executive search firm. Chief of Staff Carr seconded the motion. The motion carried with all in favor.

## **OTHER MATTERS RELATED TO THE OPERATION OF THE DISTRICT DURING THE INTERIM PERIOD BEFORE A NEW EXECUTIVE DIRECTOR IS HIRED**

Chief Binnion noted item four of the agenda, consider any other matters related to the operation of the District during the interim period before a new executive director is hired and take action if necessary.

Mr. Foerster stated he had included this item as a catch-all for any discussion the board might want to have about the current status of the interim executive director and the scope of duties. Ms. Frey stated things have been running pretty smoothly.

Chief of Staff Carr indicated that she had an issue to discuss. She had asked the District's managers to submit a resume of their past work history. Ms. Frey stated she had the resumes. Chief of Staff Carr stated she and Paul will review them. We have someone on staff whose skill sets do not match their title and we need to review that.

Ms. Frey clarified she is to send the resumes to Mr. Foerster. Mr. Foerster suggested she send them to all of the board members, so they are familiar with the resumes.

No action was required.

## **INTERLOCAL AGREEMENT WITH MONTGOMERY COUNTY FOR GIS SUPPORT ON AN INTERIM BASIS / POLICY PROVIDING OUTSIDE ACCESS TO GIS INFORMATION**

Chief Binnion noted item four of the agenda, consider and take action on interlocal agreement with Montgomery County for GIS support on an interim basis.

Chief of Staff Carr introduced Ms. Amber Knapp, she is Montgomery County GIS, and asked Ms. Knapp to tell us where we are, what you found. Ms. Knapp stated she is digging through the database; data is stored in many different places. The stakeholders need access to the data and there are other ways to distribute the data better. Currently there isn't anybody at the District who can push the information out to the agencies.

Ms. Frey stated we do the mapping for the fire departments. What Amber is referring to is the SDE servers; we have not set that up. Mr. Russell Steffee added the District purchased ArcSDE, but never deployed it.

Ms. Knapp stated Mr. Steffee is talking about is how the SDE server is set-up. ArcServer is the web portion used to push out the service, and the service runs out there and does not consume much bandwidth. The ArcServer comes with your SDE standard enterprise license agreement. You have it; you need a server to deploy it on. Ms. Knapp added that can be done without having to do the delta, you can publish through ArcService, you are not actually pinging the SDE, just pushing out a web service. The web service has the standard base maps, where the stakeholders can just consume the base map, export it and view it in their viewer. Ms. Frey asked, "With the updates?" Ms. Knapp replied, "Yes, with the updates, it's a live link to your database."

Chief of Staff Carr stated Jeanne and I talked, and I talked to Marshall Shirley, we would like an interlocal agreement between 9-1-1 and Montgomery County for GIS support. There is no fiscal impact, it is an agreement with Montgomery County, that until we get a GIS person that they agree to let Amber work with the District.

Ms. Frey stated that we can get Beni and Pareesh out here to move all the licenses to the server, we will do that immediately. I don't see why there would be more than a thirty day delay to get this done.

Chief Binnion asked on item four, who has the interlocal agreement or number five the policy. Ms. Frey stated we have not written an interlocal yet. Mr. Foerster added we were looking for permission from the Board to move in that direction. Chief Binnion, "And the policy?" Ms. Frey agreed.

Chief Binnion asked for motions on items four and five.

Mr. Virgadamo made the motion on the interlocal agreement with Montgomery County for GIS support. Chief of Staff Carr seconded the motion. The motion carried with all in favor.

Mr. Foerster asked Ms. Frey if she is in the process of looking for a new GIS replacement. Ms. Frey stated she had not done that yet. There is a person who is interested in the job, a very qualified individual. Chief of Staff Carr replied that we want to move forward. We need to hire a GIS person.

Mr. Virgadamo asked if when we hire a GIS person we would do away with the interlocal agreement at that point. Ms. Frey replied yes, the people that have contacted me about the position are SDE Administrators. Mr. Foerster asked if she is talking about somebody who would become the supervisor of the GIS department. Ms. Frey replied, no, Larry, I don't think we really need a supervisor; I think what we need is a technical person.

Mr. Foerster stated I know Ann is trying to leave; do you have any idea what the cost is going to be for entering into a contract with the County for GIS? Chief of Staff Carr replied there is no cost to it. Marshall Shirley has agreed to do this if the District would hire someone that was truly GIS who can work with Amber and draw from her expertise at no charge, but we can't continue to do it over the long term. Mr. Foerster clarified he was talking

about the interlocal agreement itself. Mr. Virgadamo responded there is no cost. Mr. Foerster, "Alright, good." Chief of Staff Carr noted this is good will, Marshall Shirley and Amber's contribution. It is to everyone's benefit that this work.

Chief Binnion requested a motion for item five. Mr. Virgadamo made the motion for a policy providing outside access to GIS information. Mr. Simon seconded the motion. The motion carried with all in favor.

Ms. Frey clarified if item number five gives approval to go to the web service. Chief of Staff Carr affirmed. Chief of Staff Carr also noted when Jeanne starts to interview for the GIS position she would like to be present as a board member and would ask that either Marshall Shirley or Amber be present. Mr. Virgadamo agreed and asked if the city's GIS guy should be there. Chief of Staff Carr replied yes, and Russ should be there as well, everybody who is a stakeholder, just like hiring the executive director. Chief Binnion asked if the hospital district should have their GIS guy. Mr. Curry agreed.

Chief of Staff Carr left the meeting at 9:28 a.m.

### **CLOSED EXECUTIVE SESSION / RECOVENE OPEN SESSION**

Chief Binnion noted the closed executive session. Mr. Foerster noted the item was included in case the Board had anything or a personnel matter.

There was no closed executive session.

### **CONSENT AGENDA**

Chief Binnion noted item eight of the consent agenda, other matters requiring attention but not immediate action, item a, NG9-1-1 project update.

Ms. Frey stated all agencies have received the new equipment except the hospital district and the Sheriff's Office. The hospital district requested a two week delay due to issues with their vendors. We were able to work this out with Cassidian and AT&T. The hospital district goes live August 31<sup>st</sup> and the Sheriff's Office will go live on September 14<sup>th</sup>.

Mr. Virgadamo made the motion to adjourn. Mr. Simon seconded the motion. The motion carried with all in favor.

The meeting adjourned at 9:30 a.m.

Attest:

---

Ruben Garza  
Secretary

---

Jody Binnion  
President