

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

**September 14, 2011**

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

ATTENDING: Paul Virgadamo, Vice President  
Ann Carr, Treasurer  
James Simon, Member  
John Young, Ex-Officio Member  
Larry Foerster, Legal Counsel  
Jeanne Frey, Interim Executive Director  
Regina Payne, GIS/Database Supervisor  
Terri Gill, Executive Assistant

ABSENT: Jody Binnion, President

GUESTS: Rick Erickson, The Woodlands Fire Department  
Deputy Chief Jerry Bittner, The Woodlands Fire Department

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

**PUBLIC COMMENTS**

No one requested to address the Board of Managers.

**AUTHORIZING THE MCECD TREASURER AND ONE OR MORE STAFF TO ATTEND THE TCDRS ANNUAL CONFERENCE MAY 7-9, 2012**

Mr. Virgadamo noted item one of the agenda, consider and take action authorizing the MCECD Treasurer and one or more staff to attend the TCDRS annual conference, May 7-9, 2012.

Ms. Jeanne Frey, Interim Executive Director added the conference is in Austin, so there will be travel expenses. Mr. Virgadamo asked if it was budgeted. Ms. Frey replied affirmatively.

Chief of Staff Ann Carr made the motion to approve attendance by the MCECD Treasurer and one or more staff to attend the TCDRS annual conference. Mr. James Simon seconded the motion. The motion carried with all in favor.

**LETTER OF UNDERSTANDING WITH VANWASSEHNOVA AND ASSOCIATES FOR THE 2011 ANNUAL AUDIT**

Mr. Virgadamo noted item two of the agenda, consider and take action approving the Letter of Understanding with VanWassehnova and Associates for the 2011 annual audit.

Mr. Virgadamo noted the fee is around \$11,000. Ms. Frey agreed. Mr. Virgadamo asked if that is a 'not to exceed', as it also states they will bill under their normal rates. Ms. Frey stated if we have additional

requirements they may charge us, if we request them to come over, under normal circumstances it will be the \$11,000.

Mr. Simon made the motion to approve the Letter of Understanding with VanWassehnova and Associates for the 2011 annual audit. Chief of Staff Carr seconded the motion. The motion carried with all in favor.

### **INTERLOCAL AGREEMENT WITH MONTGOMERY COUNTY FOR GIS SERVICES BY AMBER KNAPP WITH IT SERVICES**

Mr. Virgadamo noted item three of the agenda, consider and take action approving interlocal agreement with Montgomery County for GIS Services by Amber Knapp with IT Services.

Mr. Larry Foerster, Legal Counsel, asked Chief of Staff Carr if the agreement appeared sufficient. Chief of Staff Carr agreed, and asked if Phyllis Rainey has reviewed it. Mr. Foerster replied he had sent it to David Walker, and had not heard back. Mr. Foerster proposed that if the agreement looks okay to the board, they approve it subject to review by Montgomery County.

Mr. Simon made the motion to approve the interlocal agreement with Montgomery County for GIS services by Amber Knapp of IT Services, pending approval by Montgomery County. Mr. Virgadamo seconded the motion. The motion carried with all in favor.

Mr. Virgadamo clarified there are no costs associated with this agreement. Chief of Staff Carr agreed.

### **EXECUTIVE SEARCH BY WATERS CONSULTING GROUP FOR A NEW EXECUTIVE DIRECTOR**

Mr. Virgadamo noted item four of the agenda, consider and take action, if necessary, regarding the executive search by Waters Consulting Group for a new Executive Director.

Mr. Foerster stated he had requested this item on the agenda to stay on top of this matter. When we last met, you agreed to have Paul and Ann locate an executive search firm, the cost is \$21,500. I have reviewed the contract and talked to Chuck, he is available and ready. If the board is okay with the contract, I would like the board to formally approve the contract today and then we will need to have the contract signed by Jody and deliver back to Waters. They will contact us to set up a time to meet with Paul and Ann. Chief of Staff Carr stated she had reviewed the contract and firmly believes that this is the direction that we need to go.

Chief of Staff Carr made the motion to approve the contract with Waters Consulting Group for the executive search for a new executive director. Mr. Simon seconded the motion. The motion carried with all in favor.

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

Mr. Virgadamo noted the closed executive session. Mr. Foerster noted the item was included if the Board had a personnel matter to discuss.

There was no closed executive session.

### **CONSENT AGENDA**

Mr. Virgadamo noted item seven of the consent agenda, approval of meeting minutes for July 20 and August 22, 2011.

Chief of Staff Carr made the motion to approve the minutes. Mr. Simon seconded the motion. The motion carried

with all in favor.

Mr. Virgadamo noted item eight of the consent agenda, approval of monthly financial statements for the period ending July 31, 2011.

Chief of Staff Carr made the motion to approve the financial statement. Mr. Simon seconded the motion. The motion carried with all in favor.

Mr. Virgadamo noted item nine of the consent agenda, consider and discuss other matters requiring attention but not immediate action.

Ms. Frey stated all the PSAPs have cut, with the cut at MCSO taking place today at 9:00 a.m. The new equipment is deployed throughout the county; we will start removing the old equipment.

Ms. Frey noted item 9-B, transfer of Option 11 PBX to the Conroe Police Department. Ms. Frey stated she had checks with Mr. Foerster regarding the transfer of equipment with significant value. The PBX was updated last year. Gordon had promised it to the Police Department. I need to make sure we complete the property transfer correctly. We will have a lot of equipment that is good equipment, aged, but good. Chief of Staff Carr asked Mr. Virgadamo if the city wants them. Mr. Virgadamo stated he would have to check with Phillip, he is not aware of it, but that does not mean that they do not need it. We have agreements with other cities that like to buy the City's police cars, so there is some type of agreement that if we do want them, we can buy them without going to auction. Mr. Foerster stated it could be an action item on the next agenda. Mr. Virgadamo asked Ms. Frey to touch base with Phillip (Chief Dupuis). Mr. Foerster remarked it does not have to be a cash transaction.

Mr. Virgadamo noted item 9-C, transfer of furniture and electronics to the City of Shenandoah. Ms. Frey stated this has been done, the furniture is theirs. Ms. Gill added that the furniture is addressed in the original interlocal agreement, if the District walks away from the back-up center the furniture and electronics become property of the City of Shenandoah.

Ms. Frey noted a list of the cities that have approved the District's 2011/2012 budget was distributed. The County and nine of the cities have approved next year's budget.

Chief of Staff Carr made the motion to accept items 9 – A, B, C and D. Mr. Simon seconded the motion. The motion carried with all in favor.

Mr. Foerster asked if at the next meeting the board would formally accept Mr. Ruben Garza's resignation. Ms. Frey replied affirmatively, adding that both Mr. Virgadamo and Mr. Simon's reappointments have been approved. Chief Binnion's reappointment has been delayed due to the Tri-County fire.

Ms. Frey added that forty resumes have been received for the GIS position, from as far away as Kuala Lumpur.

Chief of Staff Carr made the motion to adjourn. Mr. Simon seconded the motion. The motion carried with all in favor.

The meeting adjourned at 9:13 a.m.

Attest:

\_\_\_\_\_  
\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Jody Binnion  
President