

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

November 9, 2011

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

ATTENDING: Jody Binnion, President
Paul Virgadamo, Vice President
Vicky Rudy, Secretary
Ann Carr, Treasurer
James Simon, Member
Larry Foerster, Legal Counsel
Jeanne Frey, Interim Executive Director
Russell Steffee, Systems Operations Manager
Regina Payne, Database Coordinator
Shane Diaz, GIS Administrator
Terri Gill, Executive Assistant

ABSENT: John Young, Ex-Officio Member

GUESTS: Rick Erickson, The Woodlands Fire Department
Deputy Chief Jerry Bittner, The Woodlands Fire Department
Shawn Trainor, Montgomery County Hospital District
Lt. Joseph Sclider, Montgomery County Sheriff's Office

Chief Jody Binnion, President, called the meeting to order at 9:06 a.m.

PUBLIC COMMENTS

No one requested to address the Board of Managers.

ACCEPT THE RESIGNATION FROM THE MCECD BOARD OF MANAGERS TENDERED BY RUBEN GARZA

Chief Binnion noted item one of the agenda, accept the resignation from the MCECD Board tendered by Mr. Ruben Garza.

Mr. Paul Virgadamo made the motion to accept the resignation. Mr. James Simon seconded the motion. The motion carried with all in favor.

ACCEPT THE NEW APPOINTEE OF THE MAYORS OF THE CITIES OF MONTGOMERY COUNTY

Chief Binnion noted item two of the agenda, consider and take action accepting the new appointee of the Mayors of the Cities of Montgomery County.

Mr. Virgadamo made the motion to accept the appointment of Ms. Vicky Rudy to the MCECD Board of

Managers. Chief of Staff Ann Carr seconded the motion. The motion carried with all in favor.

ELECTION OF OFFICERS

Chief Binnion noted item three of the agenda, consider and take action, if necessary, on election of officers.

Chief of Staff Carr inquired whether the Board would elect all officers or appoint Ms. Rudy to the vacant Secretary's position.

Mr. Virgadamo made the motion to appoint Ms. Rudy to the vacant Secretary's position. Mr. Simon seconded the motion. The motion carried with all in favor.

SWORN STATEMENT AND OATH OF OFFICER

Chief Binnion noted item four of the agenda, consider and take action, if necessary, on Sworn Statement of Officer and Oath of Office for the new member.

Ms. Terri Gill administered the Sworn Statement and Oath of Officer to Ms. Rudy.

INVESTMENT AUTHORITY AND ACOPE OF POLICY FOR FY 2012

Chief Binnion noted item five of the agenda, consider and take action approving the Investment Authority and Scope of Policy for Fiscal Year 2011/2012.

Ms. Jeanne Frey, Interim Executive Director, explained the only change to the policy was to the date. There were no policy changes.

Mr. Virgadamo made the motion to approve the Investment Authority and Scope of Policy for Fiscal Year 2011/2012. Mr. Simon seconded the motion. The motion carried with all in favor.

2012 MEETING SCHEDULE AND 2012 HOLIDAYS

Chief Binnion noted item six of the agenda, consider and take action approving the 2012 Meeting Schedule and the 2012 Holidays.

Chief of Staff Carr made the motion to approve the 2012 Meetings and Holidays. Mr. Simon seconded the motion. The motion carried with all in favor.

MEMORANDUM OF UNDERSTANDING WITH THE CITY OF CONROE FOR THE OPTION 11 PBX

Chief Binnion noted item seven of the agenda, consider and take action approving the Memorandum of Understanding with the City of Conroe for the Option 11 PBX currently located at 700 Old Montgomery Road.

Ms. Frey explained the City of Conroe has a need for the PBX the District no longer needs, and that Legal Counsel, Mr. Larry Foerster had reviewed the document. Chief of Staff Carr clarified the District is transferring ownership of the PBX through the Memorandum of Understanding. Mr. Foerster agreed, adding the City will provide additional support for our GIS operation as part of the value for us giving them, what is in effect, a valueless piece of equipment. Chief of Staff Carr further clarified the City will assume the expense for its upkeep. Mr. Foerster replied affirmatively.

Chief of Staff Carr made the motion to approve the Memorandum of Understanding with the City of Conroe for the Option 11 PBX. Mr. Simon seconded the motion. The motion carried with all in favor.

MEMORANDUM OF UNDERSTANDING WITH MONTGOMERY COUNTY FOR THE HEWLETT PACKARD DESIGN JET 1055CM

Chief Binnion noted item eight of the agenda, consider and take action approving the Memorandum of Understanding with Montgomery County for the Hewlett Packard Design Jet 1055cm plotter.

Ms. Frey explained Montgomery County has a need for a plotter at their EOC, and the District no longer has a need for this item. Mr. Foerster noted that in an emergency it would also compliment our operation.

Chief of Staff Carr made the motion to approve the Memorandum of Understanding with Montgomery County for the Hewlett Packard Design Jet 1055cm plotter. Mr. Virgadamo seconded the motion. The motion carried with all in favor.

REQUESTS FOR ADDITIONAL E9-1-1 POSITIONS BY THE WOODLANDS FIRE DEPARTMENT, THE MONTGOMERY COUNTY HOSPITAL DISTRICT AND THE CONROE POLICE DEPARTMENT

Chief Binnion noted item nine of the agenda, consider and take action approving requests for additional E9-1-1 positions by the Woodlands Fire Department, the Montgomery County Hospital District and the Conroe Police Department.

Chief of Staff Carr clarified these agencies are asking for more positions. Ms. Frey agreed, explaining the 2011/2012 budget included an additional four position for an additional PSAP. However, due to the fires we have determined that what was available at The Woodlands was inadequate. The Hospital District's need is in the future, however due to pricing, we will receive a better price if we purchase the four together. The Conroe Police Department currently has six and would like to add one more. Mr. Foerster asked if the funds were budgeted. Ms. Frey explained they were as a potential new PSAP. Chief Binnion asked what the cost will be. Mr. Frey replied the cost is about \$176,000. Mr. Foerster asked if this would lead to a request for additional call-takers. Mr. Frey replied no. Chief Binnion responded we discussed that last year; we are not funding additional call-takers.

Mr. Virgadamo made the motion to approve the requests for additional E9-1-1 positions. Mr. Simon seconded the motion. The motion carried with all in favor.

CLOSED EXECUTIVE SESSION / RECOVENE OPEN SESSION

Chief Binnion adjourned the regular meeting to closed executive session at 9:21 a.m.

Chief Binnion reconvened the open meeting at 10:00 a.m., noting there would be no action taken on employee compensation.

CONSENT AGENDA

Chief Binnion noted item twelve of the consent agenda, approval of meeting minutes for September 14, 2011.

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

Chief Binnion noted item thirteen of the consent agenda, approval of monthly financial statements for the periods

ending August 31 and September 30, 2011.

Mr. Virgadamo made the motion to approve the monthly financial statements. Mr. Simon seconded the motion. The motion carried with all in favor.

Chief Binnion noted item fourteen of the consent agenda, approval of quarterly financial statement for the period ending September 30, 2011.

Mr. Virgadamo 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 fifteen of the consent agenda consider and discuss other matters requiring attention but not immediate action, A, NG9-1-1 project update.

Ms. Frey reported all the equipment has been deployed, everything is working. We had one glitch with lost calls; this was rectified by a software upgrade to version 3.1. We currently have an issue with the call reporting system. Russell (Steffee) and Roberto (Gutierrez) are diligently working with Cassidian to repair the issue.

Chief Binnion noted item 15-B, MCSO back-up positions at the Montgomery County Office of Emergency Management.

Ms. Frey asked to defer this matter to the next meeting. The Board agreed.

Chief Binnion noted item 15-C, Other 9-1-1 matters.

Ms. Frey stated there was nothing else at this time.

Ms. Frey introduced Mr. Shane Diaz, the new GIS Administrator to the Board. Mr. Diaz briefly reviewed his background and experience. Chief of Staff Carr requested Mr. Diaz give a presentation at some time.

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

The meeting adjourned at 10:10 a.m.

Attest:

Vicky Rudy
Secretary

Jody Binnion
President



Montgomery County Emergency Communication District
 Post Office Box 1830, Conroe Texas 77305-1830
 Phone: (936) 523-5911 / Fax: (936) 539-9111

Doc# 11-1635

NOTICE OF REGULAR MEETING

November 9, 2011

POSTED

11/04/2011 9:19AM

Talisa Caldwell

MARK TURNBULL, COUNTY CLERK
 MONTGOMERY COUNTY, TEXAS

Notice is hereby given to all interested members of the public, of a meeting of the Board of Managers of the above styled District, at **9:00 a.m., Wednesday, November 9, 2011**, at the **MCECD 9-1-1 Boardroom, 150 Hilbig Road, Conroe, Texas**. The purpose of the meeting is as follows:

Open Meeting.

Public Comments. Please sign in and limit comments to three (3) minutes.

1. Accept the resignation from the MCECD Board tendered by Mr. Ruben Garza.
2. Consider and take action accepting the new appointee of the Mayors of the Cities of Montgomery County.
3. Consider and take action, if necessary, on Election of Officers.
4. Consider and take action, if necessary, on Sworn Statement of Officer and Oath of Office for new member.
5. Consider and take action approving the Investment Authority and Scope of Policy for Fiscal Year 2011/2012.
6. Consider and take action approving the 2012 Meeting Schedule and the 2012 Holidays.
7. Consider and take action approving the Memorandum of Understanding with the City of Conroe for the Option 11 PBX currently located at 700 Old Montgomery Road.
8. Consider and take action approving the Memorandum of Understanding with Montgomery County for the Hewlett Packard Design Jet 1055cm plotter.
9. Consider and take action approving requests for additional E9-1-1 positions by the Woodlands Fire Department, the Montgomery County Hospital District, and the Conroe Police Department.

CLOSED EXECUTIVE SESSION

10. **The Board may meet in closed Executive Session as authorized per the Texas Open Meetings Act, to consider personnel matters pursuant to Texas Government Code, Section 551.074**

A. Employee Compensation

11. Reconvene into open session to consider and take action if necessary.

A. Employee Compensation

CONSENT AGENDA

12. Approval of meeting minutes for September 14, 2011.
13. Approval of monthly financial statements for the periods ending August 31, and September 30, 2011.
14. Approval of quarterly financial statements for the period ending September 30, 2011.
15. Consider and discuss other matters requiring attention but not immediate action.
 - a. NG9-1-1 Project Update
 - b. MCSO back-up positions at the MC OEM
 - c. Other 9-1-1 matters
16. Adjourn meeting.


 Jeanne M. Frey, Interim Executive Director

Parking is available in front of the Law Enforcement Center. Please go to the Information Booth in the Center's main lobby and inform the attendant you are here for the 9-1-1 Board Meeting. You will be met at the access gate near the flagpoles. You may also call (936) 523-5911 from the gate located on Hilbig Road. The gate will be opened via remote.

The Montgomery County Emergency Communication District reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by Texas Government Code, Section 551.071 (Consultation with Attorney); 551.072 (Deliberations about Real Property); 551.073 (Deliberations about Gifts and Donations); 551.074 (Personnel Matters); 551.076 (Deliberations about Security Devices); and 551.067 (Economic Development).