

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

**November 21, 2005**

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

**ATTENDING:** John Chancellor, President  
J.C. Edwards, Treasurer  
Charlie Ray, Member  
Larry Foerster, Legal Counsel  
Robert Gunter, Executive Director  
Deborah Turner, Deputy Director  
Joanne Leipnik, GIS Manager  
Jeanne Frey, Database Manager  
Russell Steffee, MIS Manager

**ABSENT:** Ricky Rogers, Vice President  
Allen Fletcher, Secretary  
John Bane, Ex-Officio Member

**GUESTS:** Randy Hagan, SBC/AT&T  
Omar Qassom, MCHD

Chief John Chancellor, President, called the meeting to order at 11:41 a.m. Chief Chancellor noted that Secretary, Mr. Allen Fletcher and Vice President, Mr. Ricky Rogers were unable to attend.

**PUBLIC COMMENTS**

No citizen requested to address the Board of Managers.

**EXECUTIVE DIRECTOR'S REPORT**

Mr. Robert Gunter, executive director, distributed a supplement to the regulatory update, and briefly reviewed its contents. Mr. Gunter stated he will attend a Next Generation 9-1-1 Project meeting in Dallas, to discuss the RFP.

Mr. Gunter introduced Mr. Russell Steffee, MIS Manager, who made a brief presentation on the status of the 9-1-1 system, the back-up center, and the business network. Mr. Gunter gave a detailed explanation of the re-configuration of the 9-1-1 system, the problems that have occurred therein, and the proposed solutions.

Mr. Gunter summarized the GIS Manager's report; updates have been created and applied.

Mr. Gunter requested that Mrs. Jeanne Frey, Database Manager, deliver her report to the Board.

Mr. Gunter briefly reviewed the Executive Director's Report and requested the report be included in the meeting minutes. Mr. J.C. Edwards made the motion to approve the inclusion of the Executive Director's

Report in the meeting's minutes. Chief Charlie Ray seconded the motion. The motion carried.

### **REVISED CHECK POLICY**

Chief Chancellor stated he had requested that Mr. Gunter revise the Check Policy, with the possible inclusion of the use of a signature stamp(s). Mr. Larry Foerster stated a payment list could be sent via email to a signer, for their permission to use their signature stamp.

Mr. Foerster stated, for the record, "Not only the auditor, but I don't have a problem with Bob signing checks up to \$25,000, so long as that money has already been budgeted and it's submitted for review by the Board."

After further discussion, the Revised Check Policy was tabled.

### **REVISED PURCHASING POLICY**

Ms. Deborah Turner, Deputy Director, reviewed the Revised Purchasing Policy and noted the proposed changes to the policy.

Chief Ray made the motion to approve the Purchasing Policy as presented. Mr. Edwards seconded the motion. The motion carried.

### **CONSENT AGENDA**

Chief Chancellor noted items four (4), five (5), and six (6) of the consent agenda. Mr. Edwards made the motion to approve these items in their entirety. Chief Ray seconded the motion. The motion carried.

There were no invoices requiring approval.

### **MATTERS REQUIRING ATTENTION BUT NO IMMEDIATE ACTION**

There was a brief discussion concerning the District's holiday celebration, a date and time were set.

Mr. Gunter stated he had requested a price to put the entire communications center on the back-up generator, the bid is about \$10,000, and will be presented for approval at the next board meeting. Also, the video conferencing proposals have come in higher than expected, if the District decides to proceed with this project, a formal bid will be required.

Chief Chancellor requested a motion to adjourn. Chief Ray made the motion to adjourn the meeting. Mr. Edwards seconded the motion. The meeting adjourned at 12:55 p.m.

Attest:

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B. Allen Fletcher  
Secretary

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John R. Chancellor  
President