

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

December 4, 2006

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

ATTENDING: John Chancellor, President
Charlie Ray, Vice President
Allen Fletcher, Secretary
J.C. Edwards, Treasurer
Jerry Bittner, Member
Rhon Green, Ex-Officio Member
Larry Foerster, Legal Counsel
Robert VanWassehnova, CPA
Robert Gunter, Executive Director
Deborah Turner, Deputy Director
Terri Gill, Executive Assistant

GUESTS: Capt. Peggy Frankhouser, MCSO
Lt. David Park, MCSO
Anne Carr, Judge Sadler's Office

Chief John Chancellor, President, called the meeting to order at 11:32 a.m. Chief Chancellor noted that all members were present.

PUBLIC COMMENTS

No citizen requested to address the Board of Managers.

EXECUTIVE DIRECTOR'S REPORT

Mr. Robert Gunter stated that Ms. Phyllis Rainey of the County Attorney's Office and Mr. Larry Foerster had determined that the District does not need to amend the interlocal agreement for the District to fund four (4) additional call-takers; a letter of understanding signed by Sheriff Tommy Gage and Mr. Gunter will be sufficient to increase the call-taking staff. Mr. Gunter explained that he will make the necessary line item adjustments at the January 2007 meeting. Mr. Gunter signed the letter prepared by Ms. Rainey.

TCDRS PLAN YEAR 2007

Mr. Robert VanWassehnova reviewed the two basic types of plans, deferred and defined, and explained his recommendation that the District make a lump sum payment to TCDRS in the amount of \$321,000, which will bring the account to the desired 85% funding.

Chief Chancellor inquired whether there were any questions or further discussion. Being none, he requested two motions be tendered, one for the annual contribution rate and the second to authorize the lump sum payment.

Chief Charlie Ray made the motion to approve a 13.46% contribution rate. Mr. Allen Fletcher seconded the motion. The motion carried.

Deputy Chief Jerry Bittner made the motion to approve a lump sum payment of \$321,000.00 to TCDRS. Chief Ray seconded the motion. The motion carried.

Chief Chancellor explained that the consent agenda would be addressed prior to the closed executive session.

CONSENT AGENDA

There were no invoices requiring approval.

MATTERS REQUIRING ATTENTION BUT NO IMMEDIATE ACTION

There were no matters requiring discussion.

CLOSED EXECUTIVE SESSION

The special meeting was adjourned to closed executive session at 11:49 a.m.

RECONVENE SPECIAL MEETING

Chief Chancellor reconvened the special meeting at 12:41 p.m.

Chief Chancellor stated that the Board had given instruction to Mr. Gunter to make corrections and additions to the Personnel Manual; specifically:

1. Individual policies and procedures dated with the date of adoption, revisions must come before the board for approval and contain the revision date.
2. Add a Organizational Chart
3. Job Descriptions
4. Job Functions

Mr. Foerster will locate Duty Descriptions for the Board of Managers.

Chief Chancellor requested a motion to adjourn. Chief Charlie Ray made the motion to adjourn. Mr. J.C. Edwards seconded the motion. The meeting adjourned at 1:00 p.m.

Attest:

B. Allen Fletcher
Secretary

John R. Chancellor
President