

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

**January 28, 2008**

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

ATTENDING: Charlie Ray, Vice President  
Jerry Bittner, Secretary  
J.C. Edwards, Treasurer  
James Simon, Member  
Alfonso Martinez, Ex-Officio Member  
Larry Foerster, Legal Counsel  
Robert VanWassehnova, CPA  
Robert Gunter, Executive Director  
Deborah Turner, Deputy Director  
Russell Steffee, MIS Manager  
Chu-Wen Ray, GIS Manager  
Jeanne Frey, Database Manager  
Terri Gill, Executive Assistant

ABSENT: John Chancellor, President

GUESTS: Lt. David Park, MCSO  
Diane Porche, AT&T

Chief Charlie Ray, Vice President, called the meeting to order at 11:31 a.m., noting that Chief John Chancellor was unable to attend the meeting.

Ms. Turner administered the oath for the Statement of Officer to Mr. J.C. Edwards.

**PUBLIC COMMENTS**

Chief Ray asked if there would be any public comment. Lt. David Park notified the Board of Managers that he has been assigned the fence project and will keep them informed of his progress. Mr. Foerster asked whether the board members, employees and consultants will ready access to the facility. Lt. Park replied affirmatively.

**EXECUTIVE DIRECTOR'S REPORT**

Mr. Robert Gunter, Executive Director, directed everyone's attention to the Executive Director's Report being projected onto the screen. Mr. Gunter asked Ms. Jeanne Frey to provide an update on the status of the school districts and their individual VoIP projects. A lengthy discussion of VoIP,

PBX's and the status of the school districts' projects ensued.

Mr. Gunter reported that the Texas 9-1-1 Alliance awarded the contract for the Next Generation 9-1-1 database to AT&T. Bexar Metro in San Antonio will be the pilot district.

Mr. Gunter stated that the attachments to the executive director's report go into great detail about legislative issues at the national level.

Mr. Gunter gave a brief report on the status of the pre-paid wireless providers and their remittance of 9-1-1 service fees. The Texas 9-1-1 Alliance had worked out an agreement with the service providers, however, the CSEC did not agree, and the matter will now be settled in court.

Mr. Gunter explained the planned reconfiguration of the MACC, moving the Sheriff's workstations into the multi-purpose room, allowing MCHD and WFD to spread out in the dispatch office.

Mr. Gunter asked if everyone had reviewed the list of recommended workshops and conferences? Mr. Foerster reminded everyone that training in Open Meetings and Public Information is required. Mr. Gunter noted that Mr. Edwards is due for the public funds training, and will possibly take the training online.

Mr. Gunter noted that the National Emergency Number Association (NENA) Conference is in Tampa, Florida, in June, and the Association of Public Safety-Communications Officials (APCO) Conference is Kansas City, Missouri, in August. Any board member that wishes to attend any conference is urged to let us know as soon as possible.

Mr. Gunter briefly reviewed the call reports for October, November and December, as well as the annual call reports for 2006 and 2007. In 2007, Conroe PD and MCSO answered a combined total of 185,005 9-1-1 calls.

Mr. Gunter reported that MCECD's addressing department is providing addressing for everyone within the county, and had assigned 64,944 addresses by December 31, 2007.

Mr. Gunter stated that Ms. Ray's services had been volunteered to assist the county and cities prepare for the 2008 Census.

### **ANNUAL AUDIT FOR FY SEPTEMBER 30, 2007**

Chief Ray introduced item number two of the meeting agenda, the Annual Audit for FY September 30, 2007.

Mr. Robert VanWassehnova, CPA, briefly reviewed the audit, stating that the district is in a good financial position, and that Mr. Gunter and Ms. Turner are excellent stewards of the monies they have been entrusted with, and they feel good, as auditors, about the controls and procedures that are in place. Chief Ray requested that a separate comparison be done for the board showing 2005, 2006, and 2007 income and expenditures.

Mr. James Simon made the motion to approve the Annual Audit for FY September 30, 2007. Deputy Chief Bittner seconded the motion. The motion carried with all in favor.

### **PUBLIC SAFETY ANSWERING POINT (PSAP) POLICY**

Chief Ray introduced item number three of the meeting agenda, Public Safety Answering Point (PSAP) Policy.

Mr. Gunter explained that a review of the policy revealed that all of the primary and secondary PSAPs were not listed on the policy, and that to be a PSAP, and agency must have 24/7 dispatch and the approval of the 9-1-1 Board of Managers.

Chief Ray requested a motion. Deputy Chief Bittner made the motion to approve the Public Safety Answering Point (PSAP) Policy. Mr. Simon seconded the motion. The motion carried with all in favor.

### **MINUTES FOR OCTOBER 22, 2007**

Chief Ray introduced item number four of the meeting agenda, Meeting Minutes for October 22, 2007.

Mr. Simon made the motion to accept the minutes as presented. Deputy Chief Bittner seconded the motion. The motion carried with all in favor.

### **MONTHLY FINANCIAL REPORTS FOR OCTOBER 31, NOVEMBER 30, AND DECEMBER 31, 2007**

Chief Ray introduced item number 5 of the meeting agenda, Monthly Financial Report for the periods ending October 31, November 30, and December 31, 2007.

Deputy Chief Bittner made the motion to approve the monthly financial reports for the periods ending October 31, November 30, and December 31, 2007. Mr. Simon seconded the motion. Chief Ray opened the floor to discussion.

Ms. Turner explained that Chief Ray had some questions prior to the meeting about items in the reporting detail. She reviewed the items, providing an explanation for the configuration of the numbers, and offered to review them in greater detail, either one-on-one, or at a future board meeting.

Chief Ray asked if there were any further questions or comments, and being none, polled the board. The motion carried with all in favor.

### **QUARTERLY FINANCIAL REPORT FOR DECEMBER 31, 2007**

Chief Ray introduced item number six of the meeting agenda, Quarterly Financial Report for the

period ending December 31, 2007, and requested a motion. Deputy Chief Bittner made the motion to approve the Quarterly Financial Report for the period ending December 31, 2007. Mr. Simon seconded the motion. The motion carried with all in favor.

### **CONSENT AGENDA**

Chief Ray noted items seven (7) and eight (8) of the consent agenda. Deputy Chief Bittner made the motion to approve these items in their entirety. Mr. Simon seconded the motion. The motion carried with all in favor.

There were no invoices requiring approval.

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

Chief Ray introduced item nine of the meeting agenda, Matters Requiring Attention and Not Immediate Action.

Chief Ray asked that they continue the conversation pertaining to call-takers, noting that the District has one call-taker on staff. Mr. Edwards asked about call-takers salaries. Chief Ray stated that the call-takers and dispatchers are working for individual agencies, explaining that it is up to the City of Conroe and Commissioners' Court to establish salaries. Mr. Gunter noted that MCECD reimburses the Conroe Police Department for five call-takers and MCSO for nineteen.

Mr. Gunter introduced the District's new employee, Mr. Roberto Gutierrez, Systems Technician to the board and guests present.

Mr. Gunter asked if the board would prefer to operate individual laptops during board meetings, or would they prefer the projected method? The unanimous consensus was for Mr. Gunter to continue to email the meeting materials to the members and to project the materials, including the financial summaries during future meetings.

Chief Ray requested a motion to adjourn. Deputy Chief Bittner made the motion to adjourn. Mr. Simon seconded the motion. The meeting adjourned at 12:40 p.m.

Attest:

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Jerry J. Bittner  
Secretary

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John R. Chancellor  
President