

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

March 26, 2007

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
Alfonso Martinez, Ex-Officio Member
Larry Foerster, Legal Counsel
Robert Gunter, Executive Director
Deborah Turner, Deputy Director
Russell Steffee, MIS Manager
Terri Gill, Executive Assistant
Chiu-Wen Ray, GIS Manager
Jeanne Frey, Database Manager

GUESTS: Captain Peggy Frankhouser, MCSO
Lt. David Park, MCSO
Dianna Porche, AT&T

Chief John Chancellor, President, called the meeting to order at 11:33 a.m., noting that all members were present.

PUBLIC COMMENTS

Chief Chancellor thanked Ms. Ray for her GIS Presentation at the previous board meeting.

Lt. David Park addressed the Board, expressing gratitude to Mr. J.C. Edwards for his gift baskets to the call-taking/dispatch staff.

EXECUTIVE DIRECTOR'S REPORT

Mr. Robert Gunter directed everyone's attention to the Executive Director's Report, Director's Alliance Meeting, stating, this is next generation 9-1-1, known as NextGen 9-1-1, the District will be budgeting dollars in the next fiscal year, and the Alliance is attempting to identify costs for the District's budgeting purposes.

Chief Chancellor asked about the status of SB1928? Mr. Gunter replied there is nothing new to

report at this time. This bill, if passed, would require the 9-1-1 Districts to provide emergency notification services to any community within their jurisdiction that desires it. The Alliance does not support this bill.

Chief Chancellor asked if the District was participating with the legislative lobbyist this year? Mr. Gunter replied affirmatively, and stated an impact study had been provided to the Legislative Finance Committee.

Mr. Gunter reported that the Conroe Police Department met with the Conroe Fire Department to discuss the possibility of the PD performing dispatch services for the FD. The Conroe PD needs an additional Positron position, there are a number of unused positions on the 2nd floor, one will be moved to the PD, and the only expense will be for the installation.

Mr. Gunter referred to page three (3) of the Executive Director's Report, the Montgomery County Hospital District hopes to have a big server to house the GIS data that all the governmental agencies can share, but to do this would cost the 9-1-1 District \$30-50,000 to put our SDE server in, and may be part of the 2008 budget.

Mr. Gunter reported MCHD is having two (2) a/c circuits installed at the Back-up Center, at their expense. MCHD's CAD system is being worked on, and they expect it to be ready for trial testing within a week or two.

Mr. Gunter referred to a letter sent to Judge Sadler and copied to the Board Members, he has not heard from the Judge on his request that they not ask for the funds until the next budget year, the county has requested a bid, as the numbers they had were not final.

**Chief Chancellor stated, for the record, that Mr. Larry Foerster had arrived at 11:40 a.m.

Mr. Gunter stated that the District's GIS Department is taking on the addressing responsibilities formerly handled by Centerpoint. We are receiving plats and in 30-60 days we will assume this task. We are in discussions with the City of Conroe to assume addressing within the city limits. We are also working with the City of Montgomery, a meeting will be held at 2 p.m. today with Police Chief Kenneth Hudgens and Lt. Park. We need to work with Panorama Village. I believe we can accomplish all of this without adding additional staff in the GIS Department.

Mr. Gunter asked if anyone had any questions on the Executive Director's Report? Chief Chancellor asked if we had heard from any of the school districts? Ms. Jeanne Frey briefly explained the status of the ISD's. Conroe ISD wants to be a secondary PSAP; they will pay for the equipment costs, while the District will pay for the trunking. Mr. Gunter stated that since CISD PD is a 24-hour operation, they meet the criteria for a PSAP, and this was discussed at the Agency Protocol Meeting last week, and the consensus was positive. Chief Chancellor and Mr. Gunter agreed that a review of the PSAP policy is in order.

Mr. Gunter stated the 2007/2008 Budget Workshops will begin with the next regularly scheduled Board Meeting on Monday, April 23, 2007, please be prepared for a longer meeting.

Meeting Minutes for February 26, 2007

Mr. Gunter explained that in conjunction with the Board Duties, the Secretary should motion to approve the minutes, and the Treasurer would present the Financial Report.

Chief Chancellor stated the District will post the summary minutes. Mr. Gunter stated detailed minutes will be provided to the Board within one week of a meeting, and the summary minutes will be the official document approved at board meetings and posted on the website. Mr. Foerster advised that the substance of a discussion and the reasoning behind a decision be included in the minutes.

Chief Chancellor requested a motion to approve the Minutes for February 26, 2007. Deputy Chief Bittner made the motion to approve the minutes. Mr. Allen Fletcher seconded the motion. The motion carried, by unanimous vote.

Financial Report for the period ending February 28, 2007

Chief Chancellor requested a motion to accept the financial report. Mr. Fletcher made the motion to approve the financial report for the period ending February 28, 2007. Deputy Chief Bittner seconded the motion. There was no discussion required, the motion carried, by unanimous vote.

Administrative Directive on Board/Staff Interaction

Mr. Foerster requested the directive be deferred again. He has had a brief conversation with Mr. Bill Helfand, who is the TML expert on these matters, and while he felt there was not a problem with the document, he would, at no cost to the District, review it. Mr. Foerster stated that with the exception of a few minor modifications to clarify the right of employees to visit with board members about matters in general, he does not think there is a problem with the directive.

Mr. Edwards distributed a hand-out to the members of the Board.

Chief Chancellor requested a motion to defer the matter of the directive to a later meeting. Mr. Fletcher made the motion to defer per Mr. Foerster's request. Mr. Edwards seconded the motion. The motion to defer the administrative directive carried, by unanimous vote.

Check Writing Policy

Mr. Gunter briefly reviewed the check policy. Chief Chancellor requested a motion. Mr. Fletcher asked if this is a new policy? Mr. Gunter explained that the current policy requires two (2) signatures on each check. Deputy Chief Bittner made the motion to approve the check policy as written. Mr. Fletcher seconded the motion. Chief Chancellor opened the floor to discussion.

After a brief discussion, Mr. Foerster stated that ultimately, expenses still come to the board for review, are audited, and he suggested the board grant the authority to write certain checks, like telephone checks, the routine checks that come in every month, regardless of what their size might be.

Deputy Chief Bittner amended his motion to approve the Check Policy for checks under \$20,000 and the identified, routine checks. Mr. Fletcher seconded the amended motion. The motion carried, with Mr. Edwards abstaining.

One Additional Positron Workstation for Conroe PD

Mr. Gunter stated he had reviewed the matter in his Executive Director's Report, he does not know the cost for the installation.

Chief Chancellor requested a motion to defer approval of the workstation; pending receipt of information from AT&T. Mr. Fletcher made the motion to defer approval.

After a brief discussion, Mr. Fletcher withdrew his original motion, and made the motion to approve the additional workstation for Conroe PD, and if the installation exceeds \$20,000, the matter will be brought back to the Board. Deputy Chief Bittner seconded the motion. The motion carried, with Chief Ray abstaining.

Consent Agenda

Chief Chancellor noted item seven (7) of the consent agenda. Mr. Edwards made the motion to approve this item in its entirety. Mr. Fletcher seconded the motion. The motion carried, by unanimous vote.

There were no invoices requiring approval.

Matters Requiring Attention But No Immediate Action

A. Discuss and review the Travel Policy.

Chief Chancellor stated that Mr. Edwards has been asking about the District's Travel Policy for several meetings, it is included in the board packet. After a lengthy discussion, Chief Chancellor asked Mr. Edwards if he was okay with the travel policy. Mr. Edwards replied affirmatively.

Mr. Foerster stated, "Just for the record, for the board benefit, a question similar to this came up last fall, and I asked our auditor, Bob VanWassehnova, to go back and look at certain credit card expenses, travel expenses and so forth, and his comment to me was, and I think he'd say the same thing if he were here today, I expect he would, that, as compared to a lot of other itemized travel expenses that he sees, this is more detailed than virtually all the other ones that he sees in other agencies and so forth. So, I felt comfortable in knowing that our auditor felt that the reporting requirements set forth by Bob and Debbie are, in his view, more than adequate to satisfy the public that we are not spending money improperly on the travel expense program."

B. Discuss MCSO's incoming calls.

Following a brief discussion, Mr. Russell Steffee stated we are printing out two reports daily, one that is 9-1-1 and includes all transfers, the second report shows 5911, 5800, the back lines, station-to-station calls and internal transfers, and what Lt. Park wants is one report that includes all incoming lines. Lt. Park stated, "It would be beneficial to us to be able to pick up one report that had all the numbers on it." Chief Chancellor stated this is an operational issue to be resolved in-house.

C. Discuss the Texas Health and Safety Code, Board of Manager's Responsibilities.

Chief Chancellor stated, please read these and if there is a question, we can discuss it at the next meeting. Ms. Turner stated the information was derived from Texas Health and Safety Code, Tarrant, Harris, Denton and Galveston Counties.

D. Discuss organizational structure.

Chief Chancellor stated the board needs to determine if the District is in line with other districts of comparable size, and what the responsibilities of each individual employee are. Further discussion will take place in the budget workshop(s).

E. Discuss job descriptions.

Refer to Item D.

F. Discuss other matters requiring attention.

Mr. Gunter reviewed upcoming travel opportunities and requested that the board members let him know what trips the board plans to attend, so arrangements may be made.

After a brief discussion of the virtue of laptops for city council members, Mr. Gunter stated that if this is something the board wishes to pursue they will discuss it further in the budget workshop(s).

Chief Chancellor requested a motion to adjourn. Deputy Chief Bittner made the motion to adjourn. Mr. Fletcher seconded the motion. The meeting adjourned at 12:56 p.m.

Attest:

B. Allen Fletcher
Secretary

John R. Chancellor
President