

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

May 21, 2007

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

ATTENDING: 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
Russell Steffee, MIS Manager
Chiu-Wen Ray, GIS Manager
Terri Gill, Executive Assistant

ABSENT: John Chancellor, President

GUESTS: Capt. Peggy Frankhouser, MCSO
Lt. David Park, MCSO
Rhon Green, AT&T
Howard Roden, Conroe Courier

Chief Charlie Ray, Vice President, called the meeting to order at 11:30 a.m., noting that Chief John Chancellor was unable to attend the meeting.

Public Comments

No citizen requested to address the Board of Managers.

Executive Director's Report

Mr. Robert Gunter stated CISD has decided they do not want to answer 9-1-1 calls, over the summer we will work the school districts to ensure proper delivery of their 9-1-1 calls.

The Texas 9-1-1 Alliance has held several meetings, and is in final negotiations with one of the selected vendors for the ERDB, which is part of the NG9-1-1; implementation is planned for next year. New York City has deployed some of the NG9-1-1 equipment and protocols already. Mr. Gunter reported he has no update on legislation pending on the state level.

Mr. Gunter stated he had no updates on 9-1-1 issues, and asked if Deputy Chief Bittner had anything to add. Deputy Chief Bittner stated WFD had counter-offered and that is where it stands right now. Mr. Gunter stated that depending on the final outcome, we may need to spend time with WFD, taking the server out and making it the way WFD wants it to be.

We are working on deploying the additional workstation at CPD, it has taken longer than we expected due to other issues here at the communications center.

Mr. Gunter stated, regarding future GIS, the county, the city and I are not interested in putting our data and having it housed and maintained on the MCHD server. We are not opposed to providing a copy of the data, to let them use, and meetings will continue.

Mr. Gunter stated he and his staff have attended interagency meetings and conducted training with MCSO supervisors on using the phones at the back-up center. We found some errors in our training and some things that needed to be corrected. We are scheduling training for the hospital district, and then we will conduct some live exercises. Basically one agency at a time will go down there, and we'll shut this one down here, they'll have to operate down there. Then we'll do the other agency, improve upon those two things, then we'll do a total exercise where we shut down this building and everybody will have to work down there. We're working on that goal to make sure that the back-up is totally operational by doing these exercises.

Mr. Gunter stated he had met with a fencing contractor and has a copy of the bid and will meet with the Sheriff's Office in a few days to see if we can't figure out how to schedule this activity.

Mr. Gunter pointed out that the call answering times in the Executive Director's Report are incorrect; his staff has been using the wrong information. The correct information comes from the call reports taken from Positron. We will correct this moving forward.

Meeting Minutes for April 23, 2007

Chief Ray introduced the item. Mr. Gunter asked if there were any questions or concerns? Mr. Foerster noted a correction to page three of the minutes; he had a telephone conversation with Mr. Helfand, not a meeting. Mr. Gunter stated Ms. Gill would make the necessary correction.

Chief Ray requested a motion. Deputy Chief Bittner made the motion to accept the minutes with the change to page three. Mr. Fletcher seconded the motion. The motion carried with all in favor.

Monthly Financial Report for the Period Ending April 30, 2007

Mr. Gunter introduced Mr. Howard Roden from the Conroe Courier to the assembly.

Chief Ray verified that everyone had seen the financial report, and requested a motion. Deputy Chief Bittner made the motion to accept the financial report for the period ending April 30, 2007. Mr. Fletcher seconded the motion. The motion carried with all in favor.

Plan Provisions for TCDRS Plan Year 2008

Mr. Gunter stated every year the Board has to make a decision on the funding of the plan. Mr. Gunter reviewed the options available for 2008, the first option involves a COLA for the District's retirees, and the second involves the employer contribution rate. Mr. Gunter explained that the employer contribution rate was significantly reduced by the lump sum payment made in December 2006.

Mr. Gunter recommended to the board that they adopt a .20% CPI-based COLA and the employer contribution rate of 7.36% for a total contribution of 7.56%.

Mr. Fletcher made the motion to accept the Executive Director's recommendation. Mr. Edwards seconded the motion. The motion carried with all in favor.

Secondary Answering Point Policy

Mr. Gunter distributed a copy of the current policy for comparison to the proposed policy, recommending that the board accept the revised Public Safety Answering Point Policy. Mr. Foerster inquired if CISD changed their minds and wanted to become a PSAP, they could, under the new policy? Mr. Gunter replied affirmatively.

Chief Ray requested a motion. Deputy Chief Bittner made the motion to accept this as written. Mr. Edwards seconded the motion. The motion carried with all in favor.

2007/2008 Budget

Mr. Gunter distributed copies of the proposed Compensation & Classification Policy. Mr. Gunter briefly reviewed the policy and requested the members review it before the June meeting, where he will request that they approve it.

A lengthy discussion ensued, covering COLA, merit and longevity. During which time, Mr. Gunter distributed the salary projections.

Mr. Fletcher made the motion to approve a .50 (5%) COLA and .50 (5%) merit. Deputy Chief Bittner seconded the motion. The motion carried with all in favor. Mr. Gunter, "Thank you."

Mr. Gunter directed everyone's attention to the proposed 2007/2008 Budget, handing out budget figures. Mr. Gunter reviewed the income and expenses projected for the next fiscal year, explaining the designated reserves for General Operating, Facility/Mechanical and Daily Operating. Mr. Gunter reviewed the proposed expenses for Next Generation 9-1-1 and Wireless Contracts, and the bottom line non-allocated cash end of year will be zero. I respectfully submit the budget for the board's approval.

Chief Ray inquired if there were any further discussion? There being none, he requested a motion. Mr. Fletcher made the motion to accept the 2007/2008 Budget as discussed. Deputy Chief Bittner

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.

Mr. Edwards spoke to the assembly regarding his concerns with the District's Check Policy and his request for an audit of the District's financial records. Mr. Edwards requested that the following items be placed on the agenda for the June 25th meeting:

1. Relating to audit of the 9-1-1 records, financial records
2. The Check Policy

Mr. Foerster noted that the District has always had an independent auditor; most recently Mr. Bob VanWassehnova, an independent auditor who performs audits for a lot of cities and other governmental entities, is well respected in that regard, and has been an excellent auditor for this district.

Chief Ray returned to items seven (7) and eight (8) of the consent agenda, requesting a motion to approve these items.

Deputy Chief Bittner made the motion to approve these items in their entirety. Mr. Fletcher seconded the motion. The motion carried with all in favor.

There were no invoices requiring approval.

MATTERS REQUIRING ATTENTION BUT NO IMMEDIATE ACTION

(Refer to the above discussion)

Chief Ray requested a motion to adjourn. Mr. Fletcher made the motion to adjourn. Mr. Edwards seconded the motion. The meeting adjourned at 1:02 p.m.

Attest:

B. Allen Fletcher
Secretary

John R. Chancellor
President