

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

June 25, 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
Larry Foerster, Legal Counsel
Robert Gunter, Executive Director
Deborah Turner, Deputy Director
Terri Gill, Executive Assistant

ABSENT: Jerry Bittner, Member
Alfonso Martinez, Ex-Officio Member

GUESTS: Dianna Porche, AT&T
Ann Carr, Judge Sadler's Office
Howard Roden, Conroe Courier
Judge Suzanne Stovall
Thomas Sellars, CPA
Lt. David Park, MCSO
Joely Fabritsis, HCBS
Barbara Roberts, Attorney
Capt. Peggy Frankhouser, MCSO
Gilbert Garcia, Attorney

Chief John Chancellor, President, called the meeting to order at 11:45 a.m., noting that Deputy Chief Jerry Bittner was unable to attend the meeting.

Public Comments

No citizen requested to address the Board of Managers.

Chief Chancellor closed the regular meeting to a closed executive session at 11:45:49.

Reconvene Regular Meeting

Chief Chancellor reconvened the regular meeting at 12:56 p.m., and stated that the Board took no action in executive session and will now resume the normal meeting agenda.

Executive Director's Report

Mr. Gunter briefly described the process to resolution of the billing issues with Sprint PCS and Nextel, related to issues connected to the merger in 2005. Mr. Gunter explained that due to his and his staff's efforts not only did they recover monies for the District, but for the entire State of Texas.

Meeting Minutes for May 21, 2007

Chief Chancellor requested a motion to approve the minutes for May 21, 2007. Chief Charlie Ray made the motion to approve the minutes. Mr. Allen Fletcher seconded the motion. The motion carried with all in favor.

Monthly Financial Report for the Period Ending May 31, 2007

Chief Chancellor requested a motion to accept the financial report for the period ending May 31, 2007. Mr. Fletcher made the motion to accept the financial report for the period ending May 31, 2007. Chief Ray seconded the motion. Chief Chancellor inquired whether there would be any further discussion?

Chief Ray asked several clarifying questions, and after a brief discussion it was determined that the monthly financial report should be accompanied by a copy of the actual bank statement and the reconciliation detail.

Mr. Fletcher withdrew his original motion to approve the financial report, and Chief Ray withdrew his second for that motion.

Chief Ray made the motion to defer approval of the May 31, 2007 financial report until the next meeting when a copy of the actual bank statement and the reconciliation can be included. Mr. Fletcher seconded the motion.

The motion to defer action on approval of the May 31, 2007 financial report was approved with all in favor.

Compensation and Classification Policy

Mr. Gunter explained that he had distributed the policy at the April meeting and asked for the members to review the policy in the interim period. He inquired whether there were questions regarding the policy, and being none requested the Board approve the policy.

Chief Ray made the motion to approve the Compensation and Classification Policy. Mr. Fletcher seconded the motion. Chief Chancellor asked if there would be any discussion and as there was none,

none, polled the members. The motion carried with all in favor.

Automobile Allowance Policy

Chief Chancellor requested a motion to discuss the automobile allowance policy. Mr. Fletcher made the motion to discuss the automobile allowance policy. Chief Ray seconded the motion.

Mr. Gunter explained that he was updating the automobile allowance policy which identifies personnel who receive an allowance and states that when traveling in the State of Texas may not receive an additional mileage reimbursement nor be reimbursed for toll road expenses.

Chief Chancellor asked if there would be further discussion, being none polled the Board. The motion approving the Automobile Allowance Policy carried with all in favor.

Additional Back-up Center

No discussion or action was taken on an additional back-up center.

Independent Financial Audit

No discussion or action was taken on an independent financial audit.

Engaging an Outside Bookkeeper

No discussion or action was taken on engaging an outside bookkeeper.

Check Policy

Chief Chancellor requested a motion to discuss and take action on the check policy. Chief Ray made the motion to discuss and take action on the check policy. Mr. Edwards seconded the motion.

Chief Ray read from the March 26, 2007 minutes, "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."

Mr. Edwards expressed his concern that the policy should require two signatures for every check, concluding, "I just feel like for our own safety, we're the board, and these are our responsibilities more than anyone else...I just think it's a smart thing, because it's been done for a long time. I would like to see it done with two signatures."

Chief Chancellor asked for further discussion. A brief discussion ensued on the wording of the motion. Mr. Gunter stated he does not recommend changes to the policy and so had not made a recommendation to the board. Mr. Foerster stated, "Well, you've got two options, I mean you could

sort of reinstate or reaffirm your present policy or no action because you don't see the need for changing the policy, if that's what I'm hearing from Chief Ray." Chief Ray replied, "Yes, if I've got to make a motion for action, my motion is that we go along with the vote that we had on March 26, 2007 on check policy writing." Mr. Fletcher seconded the motion.

Chief Ray and Mr. Fletcher voted yea, Mr. Edwards voted nay. The motion carried.

A discussion ensued over the number of votes required; Mr. Foerster stated he would have to check the Texas Health and Safety Code on whether or not the Board President may vote, or if he only votes to break a tie. Mr. Foerster inquired of Chief Chancellor, "And John what would you're vote be if you had one?" Chief Chancellor stated, "To remain the same." Mr. Foerster, "Alright, indicate that on the minutes."

Consent Agenda

Chief Chancellor noted items twelve and thirteen of the consent agenda, approval of the Executive Director's Report and review and approve invoices and payment of accounts.

Ms. Turner explained that two invoices require approval, Sprint PCS \$52,740.72 and Nextel for \$39,601.66.

Mr. Fletcher stated, "And for the record, I want to commend all of the Executive Director and the Deputy for the job they did to straighten this out for our county and for the State of Texas, because you obviously saved everybody a lot of money. Thank you."

Chief Chancellor requested a motion to approve these items. Chief Ray made the motion to approve the Executive Director's Report and the payments to Sprint PCS and Nextel. Mr. Fletcher seconded the motion.

The motion to approve the Executive Director's Report, as read, and reviewing and approving the payment of the Sprint PCS and Nextel invoices, carried, with Chief Ray and Mr. Fletcher voting in favor.

Matters Requiring Attention but no Immediate Action

Chief Chancellor noted item number fourteen, consider and discuss matters requiring attention but not immediate action.

Mr. Gunter reported that the Positron 9-1-1 system is now able to track all the county's calls and for the month of May, the county answered 12,692 9-1-1 calls, the other non-emergency calls were 27,087, for a total of 39,789 calls answered in May.

Mr. Gunter stated, "Anything the county can do to support that call-center with additional pay, to keep the turnover from turning over...And I believe the county needs to look at this, try to stop that turnover by paying those employees more money, we're reimbursing them for nineteen employees. I know Peggy and the folks that work for the county would support my effort in trying to stop some of

that turnover with additional pay.”

Chief Chancellor asked about the rate of turnover. Captain Peggy Frankhouser stated they have three open positions, but sixteen or seventeen are in training, and we are at full strength with fifty, including supervisors. Capt. Frankhouser explained the training and probation period is six months, and at the end of that time an employee receives a \$3,000 pay increase.

Chief Chancellor asked, “Do we know what the difference in the amount of calls answered this year from last year in the same month?” Capt. Frankhouser replied negatively. Mr. Gunter replied, “We know the emergency call numbers.”

Mr. Edwards expressed his apologies to Mr. Sellars, of Hereford, Lynch. Sellars & Kirkham PC CPA, for not hearing his presentation.

Chief Ray made the motion to adjourn the meeting. Mr. Fletcher seconded the meeting. The meeting adjourned at 1:40 p.m.

Attest:

B. Allen Fletcher
Secretary

John R. Chancellor
President