

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

August 27, 2007

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

ATTENDING: John Chancellor, President
Charlie Ray, Vice President
Jerry Bittner, Member
Alfonso Martinez, Ex-Officio Member
Larry Foerster, Legal Counsel
Robert Gunter, Executive Director
Deborah Turner, Deputy Director
Chiu-Wen Ray, GIS Manager
Terri Gill, Executive Assistant

ABSENT: Allen Fletcher, Secretary
J.C. Edwards, Treasurer

GUESTS: Robert VanWassehnova, CPA
Rick Erickson, The Woodlands Fire Department
Lt. David Park, MCSO
Frank Marshall, MCHD
Jamie Nash, Conroe Courier
Capt. Peggy Frankhouser, MCSO

Chief John Chancellor, President, called the meeting to order at 11:30 a.m., noting that Mr. Allen Fletcher and Mr. J.C. Edwards were unable to attend the meeting.

Public Comments

No citizen requested to address the Board of Managers.

Executive Director's Report

Mr. Gunter reported that the member Districts of the Texas 9-1-1 Alliance have turned over the purchase of the VoIP databases to legal to work out contract details, and in the next 30-45 days should be able to announce who the selected vendor is.

Mr. Gunter stated that he had attached a copy of Richard Muscat's report, regarding legislative issues.

Mr. Gunter reported there is a meeting next month with CSEC and the Texas 9-1-1 Directors to discuss Trac Phone and other wireless carriers who believe they do not have to collect and remit 9-1-1 fees; we are hoping the PUC and the CSEC will help resolve this issue.

Mr. Gunter asked if there were any questions or comments pertaining to the departmental reports contained in the Executive Director's Report. There were none.

Mr. Gunter reported that MCSO answered 12,742 9-1-1 calls in July and Conroe PD answered 3,440, for a total of 16,182 9-1-1 calls in July. During that same period, MCSO answered 15,440 non-emergency calls on their 760-5800 line, and an additional 12,150 calls from their backlines and other access lines for a total of 40,332 calls answered in July, in May they answered 39,000 and in June 30,000.

Chief Chancellor requested a graph showing the history of the 9-1-1 call volume for the last year.

Meeting Minutes for July 23, 2007

Chief Chancellor requested a motion to discuss and take action on the meeting minutes for July 23, 2007. Chief Charlie Ray made the motion to accept the July 23 board meeting minutes. Deputy Chief Jerry Bittner seconded the motion. The motion carried with all in favor.

Monthly Financial Report for July 31, 2007 and Quarterly Financial Report for June 30, 2007

Chief Chancellor requested a motion to discuss and take action on monthly financial report for the period ending July 31, 2007 and the quarterly financial report for the period ending June 30, 2007. Deputy Chief Bittner made the motion to approve the financial reports. Chief Ray seconded the motion.

Following a brief discussion to clarify when the Board and staff may be reimbursed for expenses, Chief Chancellor polled the Board. The motion carried with all in favor.

Statement on Auditing Standards No. 112

Chief Chancellor turned the meeting over to Mr. Robert VanWassehnova, CPA, who discussed the Statement of Auditing Standards Number 112.

Mr. VanWassehnova explained why the District is required to adhere to this standard and what its implications are, noting that it's primary purpose is to report to the board, management issues that are discovered in the course of the audit process. Mr. VanWassehnova's recommendation is that the District keeps the letter in its file and carries on, no action required.

Mr. Foerster asked if Mr. VanWassehnova was comfortable that with his assistance, the District is in compliance with all the auditing requirements. Mr. VanWassehnova replied affirmatively.

Agenda Policy

Mr. Gunter briefly reviewed the Agenda Policy and recommended that the Board approve the policy.

Chief Ray made the motion to approve the Agenda Policy, as presented. Deputy Chief Bittner seconded the motion. The motion carried with all in favor.

Attorney Contact Policy

Mr. Gunter briefly reviewed the Attorney Contact Policy, quoting, 'In an effort to reduce legal costs, and because the District's attorneys provide legal services on a per hour basis and therefore charge the District for meetings and telephone conversations with Board members and members of the staff it is necessary to implement a policy to govern legal expenses incurred by Board members and members of staff.'

Chief Chancellor requested a motion to approve the Attorney Contact Policy. Deputy Chief Bittner made the motion to approve the policy. Chief Ray seconded the motion.

Chief Ray expressed his concerns with the policy, and Mr. Foerster stated he is not averse to the policy, but will in fact continue to respond to phone calls and other communications, even though he may not bill for same.

Chief Chancellor polled the Board, with Deputy Chief Bittner voting in favor, and Chief Ray voting against. Chief Chancellor then cast the tie-breaking vote in favor of the policy. The motion carried with two for and one against.

Consent Agenda

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

There were no invoices requiring approval.

Matters Requiring Attention But No Immediate Action

Mr. Gunter stated that an Executive Briefing will be held in Austin on November 1, 2007 at the offices of Vinson & Elkins. Mr. Gunter requested that any member interested in attending the Executive Briefing let him or his staff know.

Mr. Gunter reported that Chief Ray and Mr. Allen Fletcher's appointments expire on September 30, 2007, and he has sent letters to Mayor Metcalf and Judge Sadler requesting that both be reappointed as they are assets to the District's Board of Managers.

Chief Chancellor explained that he had requested a report from Mr. Gunter detailing the Board of Manager's travel expenses for the past five years, and after reviewing the report requests that Mr. Gunter prepare a travel policy that limits the number of state and national conferences each Board member and employee may attend each year. Chief Chancellor specifically stated that in reviewing

the spreadsheet, he did not see anything out of line. Mr. Gunter replied that he would prepare a new travel policy.

Chief Chancellor requested that 9-1-1, MCSO, Conroe PD, Woodlands FD and MCHD appoint members to a committee to study the cost of CAD and determine how the financial obligation would be met. After further conversation, Chief Chancellor amended the committee's mission to include the addition of the aerial photography, and possibly the parcels, into the MDT's used by emergency services personnel in the field.

Chief Chancellor requested a motion to adjourn. Deputy Chief Bittner made the motion to adjourn. Chief Ray seconded the motion. The meeting adjourned at 12:10 p.m.

Attest:

B. Allen Fletcher
Secretary

John R. Chancellor
President