

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

**REGULAR MEETING**

**October 13, 2009**

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

ATTENDING: Jody Binnion, Vice President  
Ann Carr, Secretary  
Paul Virgadamo, Treasurer  
James Simon, Member  
Larry Foerster, Legal Counsel  
Gordon Lopez, Executive Director  
Jeanne Frey, Database Manager  
Chiu-Wen Ray, GIS Manager  
Terri Gill, Executive Assistant

GUESTS: Diane L. Lincoln, Mayor, Town of Woodloch  
Butch Bateman, City Council, Panorama Village  
Capt. Peggy Frankhouser, MCSO  
Larry Lowry, MCSO  
Lt. Joseph Sclider, MCSO  
Laura Bloss, Texas Municipal League IEBP

ABSENT: Alfonso Martinez, Ex-Officio Member

Chief Jody Binnion, Vice President, called the meeting to order at 9:08 a.m., noting that all members were present with the exception of Chief John Chancellor who has resigned from the board.

**PUBLIC COMMENTS (refer to page 3)**

**ACKNOWLEDGE MAYORS PRESENT FOR APPOINTMENT TO VACANT SEAT, TALLY BALLOTS AND ABSENTEE BALLOTS AND ANNOUNCE MAYORS' APPOINTEE TO THE 9-1-1 BOARD**

Mr. Gordon Lopez, Executive Director recognized guests Mr. Butch Bateman with Panorama Village and Mayor Diane Lincoln of the Town of Woodloch, Capt Peggy Frankhouser, Mr. Larry Lowry and Lt. Joseph Sclider of the Montgomery County Sheriff's Office, and Ms. Laura Bloss with the Texas Municipal League Intergovernmental Employee Benefits Pool.

Mr. Lopez addressed the ballot count for the nominations that were submitted. Ms. Terri Gill requested that Mr. Larry Foerster verify the canvass. Mr. Foerster announced for the record: Diane Lincoln has ballots from Cut and Shoot, Willis, and Town of Woodloch, three votes for Lincoln. Ruben Garza has ballots from Conroe, Panorama Village, Montgomery, Oak Ridge North, Splendora, and Shenandoah, six votes for Garza, a total of six votes for Garza and three votes for Lincoln. Mr. Lopez explained that Mr. Ruben Garza was unable to attend today's meeting due to a prior commitment.

Chief of Staff Ann Carr made the motion to accept Ruben Garza as the Cities' nominee. Mr. James Simon seconded the motion. The motion carried with all in favor.

### **OATH OF OFFICE AND SWORN STATEMENT ADMINISTERED TO NEWLY APPOINTED MEMBER**

As Mr. Garza was unable to attend the meeting, the Oath and Sworn Statement will be administered at the November meeting.

### **ELECTION OF OFFICERS**

Chief of Staff Carr made the motion for Chief Jody Binnion to serve as President. Mr. Simon seconded the motion. The motion carried with all in favor.

Chief Binnion made the motion for Mr. Paul Virgadamo to serve as Vice President. Chief of Staff Carr seconded the motion. The motion carried with all in favor.

Mr. Simon made the motion for Chief of Staff Carr to serve as Treasurer. Mr. Virgadamo seconded the motion. The motion carried with all in favor.

Mr. Simon made the motion for Mr. Ruben Garza to serve as Secretary. Mr. Virgadamo seconded the motion. The motion carried with all in favor.

Chief of Staff Carr inquired whether her training from last year would still apply. Ms. Gill replied affirmatively, the certification is good through December 2010.

Mr. Lopez requested that items from the consent agenda be brought forward for the convenience of those attending.

### **CONSIDER AND DISCUSS MATTERS REQUIRING ATTENTION BUT NOT IMMEDIATE ACTION**

#### **11C. Cost-sharing for 9-1-1 call recorder for the Montgomery County Sheriff's Office**

Capt. Peggy Frankhouser addressed the Board of Managers, thanking them for the opportunity to come before them. Capt. Frankhouser stated her request that the Board approve funding a portion of the new recording system to record incoming and outgoing calls and radio transmissions for the Montgomery County Sheriff's Office (MCSO). Commissioner's Court granted approval to purchase the new system at their September 28, 2009 meeting. Capt. Frankhouser stated she wanted to approach the Board prior to that, but the September Board Meeting was rescheduled. She requests that the Board provide partial funding based on the total number of calls answered in 2008. 9-1-1 calls answered were 154,182, non-emergency calls answered were 296,696, and total incoming calls were 450,878. Based on the total calls, 9-1-1 calls represent 34.1%. The purchase price of the system is \$128,044.00, and 34.1% of that is \$43,663.84. Mr. Lopez clarified that for all intents and purposes there are sufficient funds in the budget.

Mr. Lopez stated the District has recently purchased radio sets to join the Montgomery County 800MHz radio group, and have petitioned H-GAC, Galveston County, and Great Harris County to join their radio groups also. While it covers 34% of the 9-1-1 calls, it adds to the perspective that the recording system allows us to go ahead and participate with these radio groups during disasters, including the Sheriff's Office. Chief of Staff Carr remarked that it is imperative that our 9-1-1 District be able to communicate with the EOC, with the EOCs in Galveston and Harris County. This is an investment that I feel we truly need to make. Chief Binnion noted his

agreement and inquired as to which line item the funds would be from. Mr. Lopez stated it would come from the 9-1-1 maintenance equipment line item 6514. Mr. Lopez noted that a letter of agreement for the Sheriff's signature or Randy McDaniel's signature and the District's would be drafted.

Mr. Foerster advised a motion would be needed to move the consent item to the open agenda. Chief of Staff Carr made the motion to move item 11C from the Consent Agenda to the Open Agenda for an action item. Mr. Virgadamo seconded the motion. The motion carried with all in favor.

Mr. Simon made the motion to approve spending \$43,663.84 for the NICE recording system. Chief of Staff Carr seconded the motion. The motion carried with all in favor.

### **11B. Kimball Final RFI Report**

Mr. Lopez stated Kimball's RFI report for the District's IP network and CPE is complete and will be presented at the November 17, 2009 meeting. The report is pretty large so a synopsis will be provided.

### **11A. Gulf Coast Consortium Regional Network**

Mr. Lopez stated this is a new endeavor. The Commission on State Emergency Communications (CSEC) did not get legislative approval to establish a state-wide 9-1-1 ESI-net, an IP-based network, so that all individual Districts and COGs could tie into the network and exchange data. It is part of the NG9-1-1 project. It has been suggested that it would be easier to establish regional networks and down the road tie those networks together. It meets the criteria for national broadband initiatives the current administration is pushing and funding through stimulus funds. When we tie into regional networks, it allows us to transfer data back and forth between disparate entities. There is an immediate impact in that we can begin meeting NG9-1-1 requirements, not only for digital data, but on a regional basis start supporting each other better.

Greater Harris County took it upon themselves to establish a consortium of the District's and COGs in the surrounding area, and took immediate action to apply for grant money. It requires that elements within a certain public safety environment get together and determine what they need to put together for a network and determine the estimates to establish the networks, and apply for the grant. The grant will not be approved until December 31, 2009. We are not committed to providing monies unless the grant is approved. The consortium's cost is 20% of the total \$5 million requested. MCECD's cost is a little over \$70K. This project works in conjunction with the NG9-1-1 RFI. The District's share of the project would be funded out of the monies budgeted for NG9-1-1.

Chief of Staff Carr moved to defer the matter at this time. Mr. Virgadamo seconded the motion. The motion carried with all in favor.

### **11D. Set Date for District's Annual Holiday Dinner**

The Board requested that Ms. Gill contact Landry's and poll the Board with the available dates.

### **PUBLIC COMMENTS**

Mayor Diane Lincoln expressed her thanks for the opportunity to run for a seat on the Board. She remembered touring the building when it first opened. The Town of Woodloch was completely cut-off during Ike, and will ask for assistance in the future. Mayor Lincoln stated her appreciation and support for 9-1-1. Mr. Lopez stated the District has been working with the telephone companies to make the networks more robust and in some cases self-healing. Mayor Lincoln expressed her gratitude to the Needham Fire Department and the Sheriff's Office for their assistance.

Mr. Foerster inquired whether Mr. Bateman or Mayor Lincoln had trouble getting in to the meeting since we are in a compound? Mr. Bateman explained that the address is not readily displayed, but he called and was assisted.

Mr. Lopez stated that MCSO is going to provide codes to allow guests to be admitted through the gate and into the parking lot. Mr. Lopez explained that he is looking at establishing another gate at the rear of the building on Hilbig.

## **CLOSED EXECUTIVE SESSION**

Chief Binnion adjourned the regular meeting at 9:45 a.m.

## **RECONVENE INTO OPEN SESSION TO CONSIDER AND TAKE ACTION ON PERSONNEL MATTERS A – F**

Chief Binnion reconvened the regular meeting at 10:58 a.m., noting that Mr. Virgadamo had to leave early.

### **5A. Proposal for employee insurance**

Chief of Staff Carr made the motion that we accept Option 4 (TML IEBP), continue the \$500 supplemental to AFLAC, adding the Flex 125, and changing the insurance year to a calendar year (January – December) effective January 1. Mr. Simon seconded the motion. The motion carried with all in favor.

### **5B. Proposal for retiree insurance**

Chief Binnion noted that for the current retirees benefits would remain the same, the resolution redefining new retirees, what constitutes a retiree will be resolved at a future meeting. At this time there is no action to be taken.

### **5C. Resolution for insurance benefits for employees**

### **5D. Resolution for insurance benefits for retirees**

Chief of Staff Carr made the motion to approve as one vote the resolution under item 5C and D insurance benefits for employees and insurance benefits for retirees. Mr. Simon seconded the motion. The motion carried with all in favor.

### **5E. Wage Treatment and Salary Ranges**

Chief of Staff Carr made the motion that we pass as the Board directed that there will be no salary increases, no COLA increases, no merit and no longevity in this salary year. Mr. Simon seconded the motion. The motion carried with all in favor.

### **5F. COC/COBRA Issues**

No action to be taken at this time.

## **INVESTMENT AUTHORITY AND SCOPE OF POLICY FISCAL YEAR 2009/2010**

Ms. Gill explained that the policy was crafted by Robert VanWassehnova and requires annual adoption. The policy addresses how the District manages its money.

Mr. Simon made the motion to accept the policy as written. Chief of Staff Carr seconded the motion. The motion

carried with all in favor.

### **LUMP SUM CONTRIBUTION TO THE TEXAS COUNTIES AND DISTRICT RETIREMENT SYSTEM**

Ms. Gill explained the District had requested funding studies from Mr. Tim Krause at TCDRS following the May 2009 presentation. TCDRS has recommended the District remit lump sum payments to keep the monthly contribution rates lower.

Chief of Staff Carr explained that due to market fluctuations they are asking the Districts to keep the earnings at around 7%, guaranteeing a growth rate of 7%. Currently the District's plan is 84-85% funded. The District could opt not to remit funds at this time.

Chief of Staff Carr made the motion that the District take no action on making a lump sum contribution to TCDRS. Mr. Simon seconded the motion. The motion carried with all in favor.

### **PROPOSED MEETING SCHEDULE AND HOLIDAYS FOR 2010**

Chief Binnion noted item 8, proposed meeting schedule and holidays for 2010. Ms. Gill noted the meeting days have been suggested as Tuesdays rather than Mondays. Mr. Foerster asked about the 23<sup>rd</sup> and 24<sup>th</sup> of December as public holidays? Ms. Gill replied she had obtained the holidays from Ms. Sylvia Olszowy of the Judge's office. Chief of Staff Carr noted that the county takes its lead from the national recommended holidays keeping in mind that some holidays are required because federal funding is connected to them.

Mr. Simon made the motion to adopt the bi-monthly meeting schedule and holidays for 2010. Chief of Staff Carr seconded the motion. The motion carried with all in favor.

### **CONSENT AGENDA**

Items nine and ten of the consent agenda were omitted by oversight with the adjusting of the agenda. The minutes for July 20, 2009 and the monthly financial statements for the periods ending July 31 and August 31, 2009 will be brought forward to the November 17, 2009 agenda.

Chief Binnion requested a motion to adjourn. Chief of Staff Carr made the motion to adjourn. Mr. Simon seconded the motion. The motion carried.

The meeting adjourned at 11:33 a.m.

Attest:

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Ruben Garza  
Secretary

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Jody Binnion  
President