

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

October 22, 2007

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

ATTENDING: John Chancellor, President
Charlie Ray, Vice President
Jerry Bittner, Secretary
James Simon, Member
Alfonso Martinez, Ex-Officio Member
Larry Foerster, Legal Counsel
Robert Gunter, Executive Director
Deborah Turner, Deputy Director
Russell Steffee, MIS Manager
Chiu-Wen Ray, GIS Manager
Jeanne Frey, Database Manager
Terri Gill, Executive Assistant
Margaret Keen, GIS Analyst
Ty Dolney, GIS Analyst
Tom Franey, GIS Analyst/Database

ABSENT: J.C. Edwards, Treasurer

GUESTS: Rick Erickson, The Woodlands Fire Department
Lt. David Park, MCSO
Rhon Green, AT&T

Chief John Chancellor, President, called the meeting to order at 11:47 a.m., noting that Mr. J.C. Edwards was unable to attend the meeting.

Public Comments

No citizen requested to address the Board of Managers.

Chief Chancellor noted that agenda items two, Oath of Office and Sworn Statement and three, Election of Officers would precede item one, the Executive Director's Report.

Oath of Office and Sworn Statement

Ms. Deborah Turner, Deputy Director, administered the Oath of Office to Chief Charlie Ray, Deputy Chief Jerry Bittner, and Mr. James Simon.

(Sworn Statements were completed following the Election of Officers.)

Election of Officers

Chief Chancellor opened the floor to nominations. Chief Ray recommended that Chief Chancellor continue to fill the position of President. Deputy Chief Bittner seconded.

Chief Chancellor asked if one vote for all positions was sufficient. Mr. Larry Foerster replied that “the protocol here is whatever the Board chooses to do.”

Chief Chancellor nominated Chief Ray for Vice President, and Deputy Chief Bittner seconded the motion.

Chief Ray nominated Deputy Chief Bittner as Secretary, and Chief Chancellor suggested that Mr. Edwards remain the Treasurer, also seconding the motion made by Chief Ray.

Chief Chancellor stated nominations have been made and seconded, is there any discussion? The motion carried with all in favor.

Ms. Turner stated for the record, John Chancellor is President, Charlie Ray Vice President, Jerry Bittner Secretary, and J.C. Edwards Treasurer.

Ms. Turner distributed the Sworn Statements for signatures.

Executive Director’s Report

Mr. Robert Gunter, Executive Director, spoke briefly about the Texas 9-1-1 Alliance and its impact on 9-1-1 emergency communications in the State of Texas, and the benefit to MCECD of participating in the various cost-sharing projects the Alliance has initiated.

Mr. Gunter stated the Alliance is holding an Executive Briefing in Austin on November 1st, at the offices of Vinson & Elkins; the meeting starts at 10:00 a.m. and should be over by 2:00 p.m., lunch will be included.

Chief Chancellor requested more information on the status of the school district projects involving New Caney and Conroe ISDs. Mr. Gunter asked Ms. Jeanne Frey to address the board on these matters. An extended discussion ensued, at the conclusion of which, Chief Chancellor requested that Mr. Gunter contact the Superintendent of Conroe ISD and schedule a meeting with all concerned parties.

Mr. Gunter briefly reviewed the situation involving the Alliance and the Commission on State Emergency Communications (CSEC), where the CSEC has determined that they will not settle with certain wireless service providers (WSP’s), one of which is Trac-Phone, even though the Alliance had negotiated terms acceptable to the WSP’s and the Alliance.

Mr. Gunter reported that The Woodlands Fire Department and Positron have reached an agreement, as a result sometime in the next 30 day the 9-1-1 system in south county will be out-of-service for a short time to allow a reload of the entire CAD, making it a new install.

Mr. Gunter stated that at the last inter-agency meeting, and after reviewing the back-up center’s design, we feel that a modification is in order, and we will be working towards this in the near future.

Mr. Gunter relayed that the rework required for the downstairs air conditioning will be moving forward within the next 30-45 days.

Mr. Gunter stated that Ms. Chui-Wen Ray, the District' GIS Manager is actively involved in the next aerial photography planning and purchase, representing everyone from Montgomery County. Mr. Foerster inquired whether the hospital district will acquire the same information. Mr. Gunter replied affirmatively, stating they are a partner and have budgeted towards the purchase.

Mr. Gunter stated his report was complete. Chief Chancellor asked if anyone had questions.

Chief Ray inquired about the new performance review forms. Mr. Gunter explained that he had involved management and staff in development process, all the reviews have been conducted and annual raises have been applied.

Order Authorizing Signatures of Fiscal Agents Texpool Resolution Amending Authorized Representatives

Chief Chancellor introduced items four and five of the agenda. Ms. Turner explained the requirements of both Texpool and the Bank of America, and requested signatures from all members present.

Chief Ray made the motion to authorize signatures as indicated in items four and five of the agenda. Deputy Chief Bittner seconded the motion. The motion carried with all in favor.

Meeting Minutes for August 27, 2007

Chief Chancellor requested a motion to approve the meeting minutes for August 27, 2007. Deputy Chief Bittner made the motion to approve the minutes. Chief Ray seconded the motion. The motion carried with all in favor.

Monthly Financial Reports for August 31, 2007 and September 30, 2007 and the Quarterly Financial Report for September 30, 2007

Chief Chancellor requested a motion to open discussion for the financial reports. Chief Ray made the motion to approve the financial reports. Mr. Simon seconded the motion. Chief Chancellor opened the floor to discussion. Chief Ray requested that Ms. Turner clarify the cleared balance versus the bank balance for the Cash Operating Account. Ms. Turner explained that the cleared balance matched the bank statement and is shown on page three of the detail.

Chief Chancellor asked if next month's meeting could be presented via laptop, as previously discussed. Mr. Gunter and Mr. Steffee replied affirmatively.

Chief Chancellor asked if there were any further discussion of the financial reports? Being none, he polled the board. The motion carried with all in favor.

2008 Meeting Schedule and Holidays

Chief Chancellor noted item number eight, discuss and take action on 2008 meeting schedule and holidays. Mr. Gunter verified that Monday is an acceptable day for all to meet.

Chief Chancellor requested a motion to accept the 2008 meeting schedule and holidays. Deputy Chief Bittner made the motion. Mr. Simon seconded the motion. The motion carried with all in favor.

Consent Agenda

Chief Chancellor noted items nine (9), and ten (10), of the consent agenda. Chief Charlie Ray made the motion to approve these items in their entirety. Deputy Chief Bittner seconded the motion. The motion carried with all in favor.

Matters Requiring Attention But No Immediate Action

Chief Chancellor asked if there were any matters requiring attention but no action.

Chief Ray replied affirmatively, wasn't there supposed to be a recommendation regarding board and staff travel? A brief discussion ensued, at the conclusion of which, Chief Chancellor requested that Mr. Gunter compose a general recommendation or directive that board member travel is limited to one or two trips per year, and that staff travel should be governed by Mr. Gunter and the needs of the District.

Chief Ray requested that the District examine the feasibility of supporting or providing a reverse 91-1 system, whether Code Red, Reverse 9-1-1, or some other system. Mr. Gunter stated he would schedule vendor presentations beginning after the first of the year.

Mr. Gunter noted that there is no regular meeting scheduled for December, and that the District's annual Christmas Dinner will be on December 20th.

Mr. Gunter also announced that during the week of January 19th, the District will celebrate its 20th birthday. We plan to cater a meal to all county dispatch agencies and have a nice gift for each individual.

Chief Chancellor inquired as to the status of the CAD Committee. Mr. Gunter stated he is waiting on the participating agencies to assign staff to the committee, Ms. Turner will send out reminder notices.

Chief Chancellor requested a motion to adjourn. Chief Ray made the motion to adjourn. Deputy Chief Bittner seconded the motion. The meeting adjourned at 12:52 p.m.

Attest:

Jerry J. Bittner
Secretary

John R. Chancellor
President