

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

November 18, 2008

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

ATTENDING: John Chancellor, President
Charlie Ray, Vice President
Jerry Bittner, Secretary
Ann Carr, Treasurer
James Simon, Member
Larry Foerster, Legal Counsel
Robert Gunter, Acting Interim Executive Director
Chiu-Wen Ray, GIS Manager
Terri Gill, Executive Assistant
Tom Franey, GIS Analyst/Facility

ABSENT: Alfonso Martinez, Ex-Officio Member

GUESTS: Deborah Turner, Interviewee
Jerry Bittner, Interviewee
Lisa Dodson, Interviewee
Gordon Lopez, Interviewee
Ron Hill, AT&T
Rhon Green, AT&T
Steve Silence, AT&T

Chief John Chancellor, President, called the meeting to order at 9:00 a.m.

PUBLIC COMMENTS

No public addressed the board.

CLOSED EXECUTIVE SESSION

Chief Chancellor adjourned the regular meeting to closed executive session at 9:03 a.m.

**Please note Chief Chancellor left at 10:35 a.m.

Chief Charlie Ray reconvened the regular meeting at 12:42 p.m., and requested a motion on the candidate for the vacant Executive Director's position. Chief of Staff Ann Carr stated, "After interviewing all of the candidates and discussing salary expectations, the Board has determined that they would like to make an offer to Mr. Gordon Lopez on the Executive Director's position." Mr. James Simon seconded the motion.

The motion carried with all in favor.

SET DATE TO HEAR PROGRESS REPORT ON ESI-NET PROJECT by L. ROBERT KIMBALL & ASSOCIATES

Mr. Robert Gunter, Acting Interim Executive Director, stated the presentation will provide a progress report on the ESI-Net (Emergency Services Network) project and the issuance of an RFI to local network providers for provision of the ESI-Net. Mr. Gunter recommended that the presentation occur at the January 19, 2009 meeting. The Board concurred, no action was required.

2009 PROPOSED MEETING SCHEDULE AND HOLIDAYS

Chief of Staff Carr made the motion to approve the observance of the 2009 Meeting and Holiday Schedule as presented. Mr. Simon seconded the motion. The motion carried with all in favor.

DISCLAIMER/NON-DISCLOSURE AGREEMENT FOR MCECD GIS DATA

Following a brief discussion, the Disclaimer/Non-Disclosure Agreement was deferred to the January 19, 2009 meeting, to allow Mr. Larry Foerster to confer with Mr. Marshall Shirley, MC-CIS and Mr. Marcus Winberry, City Attorney for the City of Conroe.

COPIER EQUIPMENT AND SERVICE CONTRACT

Ms. Terri Gill, Executive Assistant, explained the two quotes presented to the Board, noting that option 2 was the preferred choice, with a monthly expense of \$241.49, a substantial savings over the current contract.

Chief of Staff Carr made the motion to approve Option 2. Mr. Simon seconded the motion. The motion carried with all in favor.

AUTHORIZING USERS OF CODERED

Deputy Chief Jerry Bittner explained that the CodeRED Committee has determined that launch codes will be issued to law enforcement agencies that are PSAPs, MCSO and CPD. The committee has trained on the system, and is now working on developing a policy and procedure for use. Once that is developed it will be presented to the Board for approval. Mr. Gunter stated the committee does not want the press release to occur until the user agreement is adopted, which should occur in the next 60 days.

No action is required at this time; the matter is deferred to the January 19, 2009 meeting for action on authorizing users and approving the policy and procedure for use.

UPGRADES FOR THREE (3) PBXS

Mr. Gunter explained that the Nortel PBXs at 9-1-1, Conroe PD and The Woodlands Fire Dispatch will no longer be supported due to the need for an upgrade. Mr. Rhon Green, AT&T, stated that Mr. Ron Hill, also with AT&T, had performed an evaluation of the 3 PBXs and since they have never received a revision, they must receive an upgrade to become current and able to move forward. Mr. Hill stated that the upgrade presented will put the PBXs on the latest software release from the manufacturer and will also provide hardware and software technologies to position the 9-1-1 systems to take advantage of future 9-1-1 services,

in particular the ability to communicate via IP telephony services. Mr. Green stated that when the ESI-Net comes around, the PBXs will be ready.

Mr. Gunter asked with this upgrade will the District be able to change to VoIP telephones? Mr. Hill replied, yes, at some point in time, with an additional investment for hardware and licensing. The upgrades will support, from day one is the ability to communicate via IP telephony between the systems, actual communication to an actual end point will require more investment. Mr. Green stated that the three PBXs will be able to network the three locations together.

Deputy Chief Bittner asked how often upgrades or revisions are available? Mr. Hill replied that the manufacturer, Nortel, releases and upgrade at least once a year, you do not have to upgrade annually. The District is several release levels back from what is current, the thing that is really missing is the ability to support future IP-based communications, and this upgrade will position the District for that eventuality. Mr. Green explained that one thing that slowed the upgrades; Positron must be on the same revision. Mr. Hill stated that the quotes take advantage of a manufacturers promotional offering that expires soon, and AT&T must have their orders in no later than December 1.

The costs for each upgrade are:

Montgomery County 9-1-1	\$42,001.39
Conroe Police Department	\$18,320.07
The Woodlands Fire Dispatch	\$31,620.88

Total to upgrade three (3) PBXs: \$91,942.34

Mr. Gunter stated that although these upgrades were not specifically budgeted for, there are plenty of dollars in the line item for the Next Generation Project. Mr. Green stated that in the meetings with Deputy Chief Bittner for the Post-Ike Committee, the upgrades provide the back-up scenario; the PBX-Woodlands could take over operations for MC9-1-1, building these to back up and communicate with each other.

Chief of Staff Carr asked Deputy Chief if this would be his recommendation? Deputy Chief Bittner replied that there did not seem to be a choice, so, yes, this would be his recommendation.

Chief Ray inquired whether the VoIP specific hardware and software would be available later. Mr. Hill replied affirmatively, this provides the basis for VoIP and is the support for the interconnect of the systems. From a VoIP communications perspective, you have station-based or trunking-based communication, the upgrade contains some trunking-based communication and the hardware and software associated with that. If the District decides to put out IP telephone sets, with some additional licensing, most of the hardware is already in place. Chief of Staff Carr inquired about the cost of licenses? Mr. Hill replied that it varies, but in the area of \$25 per telephone set, you will have a cost for a license and a cost for an instrument, for cost projections figure about \$420 per seat.

Deputy Chief Bittner made the motion to purchase the upgrade for the three facilities. Mr. Simon seconded the motion. The motion carried with all in favor.

Mr. Gunter noted that the funds will come from the Next Generation line item in the 2008/2009 Budget.

MONTGOMERY COUNTY INVOICES FOR PAYROLL PERIODS ENDED 9/19/08, 10/3/08 AND 10/17/08

Mr. Gunter stated the Board should be aware of the costs of call-taking services for the County. Mr. Gunter stated he had a specific concern regarding the overtime charged for Hurricane Ike. Chief of Staff Carr recommended that Mr. Gunter not pay for the overtime, and advise the County to request payment in the event that FEMA does not reimburse the County. Mr. Gunter noted the difference in insurance costs on the invoices. Chief of Staff Carr noted that a new fiscal year began in October. Chief of Staff Carr made the motion to pay the three invoices minus the overtime expenses for Hurricane Ike. Mr. Simon seconded the motion. The motion carried with all in favor.

REPLACING WATER HEATER, GAS STOVE, AND REFRIGERATOR

Mr. Gunter explained that the Post-Ike Committee had reviewed the performance of the facility and its components, specifically the hot water heater, and the stove and refrigerator which serve the second floor. The electric hot water heater, located on the first floor, was not connected to the generator, and no one could take hot showers. Since that time, the hot water heater has failed. It has been recommended by Mr. Tom Franey, Diamond Electric and others that the hot water heater be converted to gas, which required bringing gas into the facility.

Mr. Franey explained the gas appliances would take some load from the generator. A gas hot water heater would have to be installed outside, the space it currently occupies is too small, and has no ventilation. The bid is for a wall-mounted gas water heater on the outside wall, and includes running the gas line to the second floor for the stove. A gas stove will require a vent hood, with a 4' hole bored through the wall. Mr. Franey stated the people who are using the appliances upstairs do not see the need for a larger refrigerator; it is simply a matter of cleaning it occasionally. A commercial stove is untenable for the second floor; it requires a specially built area for the high heat. A regular residential gas stove with five burners will meet the needs very well. The bid from Latino Plumbing includes the hot water heater, the gas line for the water heater and running a gas line to the second floor kitchen, for a total of \$3,848.25.

Chief Ray inquired whether the District should provide the stove and refrigerator for MCSO needs? Chief of Staff Carr stated the District should replace the hot water heater, the stove, no, leave the electric stove, electricity works year round, except in a storm. Mr. Simon noted that the generator will run an electric stove. Deputy Chief Bittner inquired that if we have to run the gas line for the hot water heater, would it be worth it to run a line to the area where the stove is, and when the stove needs to be replaced, replace with gas. Mr. Gunter replied affirmatively, take the line up and stub it. Mr. Franey stated that a vent hood would have to be installed for a gas stove and would require boring a hole through the 12" concrete and rebar wall.

Mr. Simon made the motion to approve the hot water heater and to hold off on the gas for the stove. Chief Ray clarified that the motion is just for a hot water heater with gas. Chief of Staff Carr seconded the motion. The motion carried with all in favor.

**Please note: Mr. Larry Foerster arrived at 1:29 p.m.

CAD CONSULTANT, PENDLETON PARTNERS, CONTRACT EXTENSION AND EXPENSES

EXPENSES FOR MR. ROBERT BAIRD, REPRESENTING THE CAD COMMITTEE AT THE IACP

Mr. Gunter stated that Mr. Steve Pendleton has requested an additional 30-day extension to the contract in the amount of \$4250, because the report will take 60-days to complete and will be presented to the Board at the January 19, 2009 meeting. Mr. Gunter requested the Board also approve Mr. Pendleton and Mr. Robert Baird's travel expenses for their attendance at the International Association of Chiefs of Police (IACP) Conference in San Diego.

Chief Ray asked if we knew what the expenses were? Chief of Staff Carr replied that during the CAD Committee meeting the expenses had been estimated between \$1,800 and \$2,000. Chief of Staff Carr stated that the Committee did not feel it was appropriate for Mr. Baird to represent the Committee at his own expense.

Chief of Staff Carr made the motion to approve extending the contract and to reimburse Mr. Pendleton for his expenses at the IACP, and for item twelve to approve reimbursing Mr. Robert Baird's expenses, as a representative of the CAD Committee to the IACP Convention. Mr. Simon seconded the motion. The motion carried with all in favor.

DISCLAIMER/NON-DISCLOSURE AGREEMENT FOR MCECD GIS DATA

Mr. Gunter requested that the Board readdress item 5, Discuss and take action on Disclaimer/Non-Disclosure Agreement for MCECD GIS Data, since Mr. Foerster had arrived. The Board concurred.

Mr. Gunter stated the Board had inquired whether Mr. Foerster had conversed with Mr. Marshall Shirley and Mr. Marcus Winberry, and did they agree? Mr. Foerster replied, no, he has not. Mr. Winberry had contacted him about some concern with some of the language and in terms of what would or would not be disclosed. Mr. Foerster contacted Ms. Chiu-Wen Ray, GIS Manager, our concern is that there is a disclaimer for 9-1-1 on any information released, because we cannot verify at any one time if the 9-1-1 addressing, or any other information that would be provided by the GIS Department would be accurate at the time of the request. Mr. Foerster subsequently devised a disclaimer. Mr. Winberry was concerned that some information noted in the non-disclosure agreement might be covered by the Public Information Act. Mr. Shirley's main concern was that the data has to be shared with contractor working on County projects. Ms. Ray stated that the District's primary concern is the accuracy of the data; we create a lot of data and provide it to every entity. Some data was created six years ago, and the department has not been able to go back and review and update the data. Chief of Staff Carr stated that the County Attorney will likely not allow Mr. Shirley to sign the Non-Disclosure agreement. Mr. Foerster stated that if the parties involved realize that we cannot guarantee the current accuracy of the information and they want to use it under those terms, that is fine. Chief of Staff Carr stated the matter was deferred to the January 19 meeting, as the Board requires clarification on the matter. Is Marcus Winberry okay with this? Is Marshall Shirley? Mr. Foerster stated he had not been contacted by anybody with the County, and if there is somebody he should contact, or if they will contact him, we will sit down with Ms. Ray. All we want to know is that whoever is the end-user of this data they cannot rely on this for it's accuracy, it is as accurate as it is, but it may be four or five years out-of-date.

Chief of Staff Carr stated she will send the disclaimer to Ms. Phyllis Rainey and Mr. Marshall Shirley, and

have them contact Mr. Foerster.

The Disclaimer/Non-Disclosure agreement was deferred to the January 19, 2009 meeting.

CONSENT AGENDA

Chief Ray noted items thirteen through seventeen of the Consent Agenda. Chief of Staff Carr made the motion to approve these items in their entirety. Mr. Simon seconded the motion. The motion carried with all in favor.

OTHER MATTERS REQUIRING ATTENTION AND NOT IMMEDIATE ACTION

There were no matters requiring discussion.

Chief Ray requested a motion to adjourn. Deputy Chief Bittner made the motion to adjourn. Chief of Staff Carr seconded the motion. The motion carried.

The meeting adjourned at 1:48 p.m.

Attest:

Jerry J. Bittner
Secretary

John R. Chancellor
President