

MINUTES OF
SC 9-1-1 COMMUNICATIONS DISTRICT
BOARD OF MANAGER'S MEETING
OF
August 17, 2011

The regular meeting of the Board of Managers meeting was called to order by Chairman Gene Cottle at 10:04 AM on August 17, 2011 in the Board Room of the District's office at 1001 ESE Loop 323 Suite #410.

Board Members Present: Gene Cottle
Jerry Shamburger
Bobby Garmon
Johnny Brown
Ron Shaffer

Staff Present: Bill Morales
Shirley Singletary
Summer Jones
Claudia Caballero

Guests: Sharon Roberts-Legal Council
Steve Kean-City of Tyler
Steve Sharron-Tyler PD
John Bausell- Tyler PD

1. **Call to order and introductions.** Mr. Cottle stated that there was a quorum present and Gary Ferguson (NVM) was not present.
2. **Approval of July 27 2011 Board Meeting Minutes.** Mr. Cottle asked for comments or a motion. Mr. Brown motioned to accept the minutes Mr. Garmon seconded the motion. Motion was carried unanimously.
3. **Review July 2011 Financials.** Ms Singletary stated the reports are for 10 Months of this Fiscal year ending 07-31-2011. Total Income of \$1,979,131.09 is 2.87% below our budget estimate. Total operating Expenses of \$1,544,822.80 are 9.47% below our budget estimate. Overall the District should end the Fiscal Year in a positive position. There were no further questions or comments.
4. **Receive update on the Smith County 9-1-1 Communications District Fiscal Year 2011 2012 proposed Operating Budget.** Mr. Morales stated that the budget had been submitted to the Commissioners Court and Municipalities. To date there were no approvals or denials received.

5. **Discussed and authorized the District Director to fund a request from Tyler Police Department in the amount not to exceed \$25,000 for the upgrade of the dispatch voice logging recorder and a request from Overton Police Department in the amount not to exceed \$25,000 to assist with remodel/upgrade of the Overton Police Department Dispatch Positions.** Mr. Morales presented two requests for financial participation in projects directly related to emergency communications at two PSAP's within our district. Tyler PD is in need of an upgrade to the voice logging equipment located at their PSAP. Mr. Morales stated that this is a type of project we participated in at other PSAPs and the funding is available in the current budget. The second project was a request by Overton PD for the participation in a remodel of the PSAP. Mr. Morales stated that we will be funding only those items directly related to the communications operation. Mr. Morales also stated that this project is similar to other projects we have participated in and the funding is available in this current budget. Mr. Garmon motioned to accept the request from Tyler Police Department and Mr. Brown seconded. Motion carried unanimously. Mr Shaffer motioned to accept the request from the Overton Police Department and Mr. Shamburger seconded. Motion was carried unanimously
6. **Discussed and authorized the ownership of the Spectracom NetClock GPS Time Server and clocks for primary and secondary PSAP'S.** Mr. Morales reported that the 911 will district will be funding the upgrade and installation of the NetClock system district-wide. The time server will remain located at ETMC-EMS and each PSAP will have a clock connected back to the server via the 911 WAN. Mr. Morales recommended that once the system is installed and accepted that ownership be transferred to ETMC-EMS since they have the technical expertise and staffing to ensure that the system is operation 24hours X 360 days. Mr. Shamburger motioned to transfer ownership of Spectracom Time Server and clocks to ETMC-EMS subject to agreement with EMS. Mr Shaffer seconded. Johnny Brown abstained, Motion carried unanimously.
7. **Receive July 2011 trouble ticket reports for all SC 9-1-1 District Public Safety Answering Points.** Mr. Morales reported that the trouble ticket report was included in the packet. All tickets had been resolved without incident.
8. **Review July 2011 database activities including Addressing, MSAG, and Plat reports.** Ms Jones reviewed the report for the month of July stating there were 46 addresses, 13 MSAGS and 11 Plats.

9. Review July 2011 Public Education and Training Activities. Ms.Caballero reported that in July activities included:

Attended SCPOA Meeting,

Junior Deputy Healthfair-ETCIL

TTY training for Smith County Dispatchers (2-refresher classes, (2) new hire classes

Junior Deputy Presentation (Tyler Day Nursery)

Habitat for Humanity Meeting

Vesta Pallas Training (2 Day)

Denise Amber Lee- training

National Public Educators Forum Conference in Ft Worth (NPEF)

10. Adjournment (10:53am)

Gene Cottle- Chairman of the Board of Managers
Smith County 9-1-1 Communications District