

MINUTES OF
SC 9-1-1 COMMUNICATIONS DISTRICT
BOARD OF MANAGER'S MEETING
OF
September 21, 2011

The regular meeting of the Board of Managers meeting was called to order by Chairman Gene Cottle at 10:01 AM on September 21 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
Gary Ferguson (NVM)

Staff Present: Bill Morales
Shirley Singletary
Summer Jones
Claudia Caballero
Jan Funderburgh

Guests: Sharon Roberts-Legal Council
Steve Kean-City of Tyler
Bill Koch- Valley View Consulting
Paula Cain- SC-EOC
Dan Allee- City of Tyler
Ronnie Freeman- AT&T

- 1. Call to order and introductions.** Mr. Cottle stated that there was a quorum present
- 2. Approval of August 17 2011 Board Meeting Minutes.** Mr. Cottle asked for comments or a motion. Mr. Brown requested that the minutes for the item related to the discussion of future ownership of the Spectracom NetClock be amended to show that he abstained from the vote on that item. Mr. Brown motioned to accept the minutes as corrected, Mr. Garmon seconded the motion. Motion was carried unanimously.
- 3. Review August 2011 Financials.** Ms Singletary stated the reports are for 11 Months of this Fiscal year ending 08-31-2011. Total Income of \$2,192,865.46 is 3.22% below our budget estimate. Total operating Expenses of \$1,664,653.10 are 13.77% below our budget estimate. Overall the District should end the Fiscal Year in a positive position. There were no further questions or comments.

4. **Discussed and considered approval of the Smith County 9-1-1 Communications District Fiscal Year 2011-2012 Operating Budget as presented to the governing body of each participating jurisdiction and approved by a majority of those jurisdictions and presented to and approved by the Commissioners Court of each county in the district.** Mr. Morales reported that 7 of the 11 participating jurisdiction had approved our budget as well as the Smith County Commissioners Court. Therefore, Mr. Morales recommended that the Board approve the FY 2011-2012 Operating Budget as submitted. Mr. Shamburger made the motion to approve the SC911 District FY 2011-2012 Operating Budget as submitted, seconded by Mr. Garmon and approved unanimously.

5. **Discussed and authorized the District Director on behalf of GIS Consortium to submit a Scope of Work for Acquisition and Production of high resolution Orthoimagery through the use of a State Master Contract referred to as High Priority Imagery and Data Sets (HPIDS).** Mr. Morales reported that the last set of Orthoimagery (aerial photography) was completed in 2009. The GIS Consortium is beginning the process of updating those images and will utilize the same State Master Contract used in 2009. This will result in quotes from qualified vendors that the GIS Consortium can review and accept or reject. Mr. Brown motioned to accept the request from the Director and Mr. Shamburger seconded, motion carried unanimously

6. **Discussed and authorized a board Resolution11-002, Public Safety Answering Point (PSAP) Project Participation Funding Guidelines.** Mr. Morales reported that these guidelines were drafted and reviewed by him and Sharon Roberts. This will be forwarded to any agency that request PSAP participation funding. Mr. Shamburger motioned to accept. Mr Brown seconded. Motion carried unanimously.

7. **Discussed and considered proposal of the Interlocal Agreement between The City of Bullard and the Smith County 9-1-1 District in support of Code Red Emergency Notification System (Reverse 9-1-1).** Mr. Morales reported that the City of Bullard has accepted the SC911 District offer of payment for the basic subscription cost and base minutes for the Bullard CodeRed System. Mr. Garmon motioned to accept the Interlocal Code Red for Bullard. Mr. Shamburger seconded the motion. Motion carried Unanimously

8. **Discussed and consider awarding the Bank Depository Contract to Southside Bank for a two-year term commencing on February 1, 2012 with three additional one –year extension options.** Mr. Bill Koch, Banking Depository Consultant, stated there were 7 Applications submitted and the best value for fee basis was Southside Bank. Mr Shaffer motioned to accept the contract and award the Contract to Southside Bank. Mr. Brown seconded the motion. Motion carried unanimously.

9. **Discussed and considered authorizing the District Director to remit one (1) additional Principal and Interest payment in the amount of \$140,245.74 to Bank of America this fiscal year on the SC 911 District loan for the building located at 11325 Spur 248, Tyler TX 75707 and amend FY 2010-2011 Budget Line Items 730300 Interest Expenses and 730350 Principal Payments to include additional Payment.** Mr. Morales reported that funds were available this fiscal year and in preparation of the final payoff of the building in October 2011, this payment should be authorized. Garmon abstained from discussion and voting. . Mr Brown motioned to make the extra payment. Mr. Shaffer seconded the motion. Motion carried unanimously.
10. **Discussed and considered authorizing the District Director to sign a letter of engagement with Acker & Company for audit of District finances for the twelve month budget period of October 1, 2010 through September 30, 2011 as per Government Code Chapter 2254.003.** Mr. Morales reported that it was that time of year again to engage our CPA for the annual audit. SC911 has not had any past problems or issues with Acker & Company and recommends signing the Letter of Engagement. Mr. Shamburger motioned to accept contract not to exceed \$7,000.00. Mr Brown seconded the motion. Motion carried unanimously
11. **Receive August 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. Issues with Tyler PD were being address by both the equipment vendor and AT&T.
12. **Review August 2011 database activities including Addressing, MSAG, and Plat reports.** Ms Funderburgh reviewed the report for the month of August stating there were 40 addresses, 4 MSAGS and 24 Plats.
13. **Review August 2011 Public Education and Training Activities.** Ms. Caballero reported that in August activities included:
 - National Public Educators Forum Conference in Ft Worth (NPEF)
 - Attended Peace Officers Meeting
 - Good Samaritan Outreach-Community Fair
 - Meeting at Flint Gresham Fire Station
 - Khakis for Kids-Fair
 - Back to School Bash- College Hill Church
 - Texas- NENA (Corpus)
14. **EXECUTIVE SESSION** The Board of Managers recessed into executive session at 10:59AM
15. **Resume Open Meeting** The Board of Manager resumed the open meeting at 11:34 AM

16. Discussed and considered annual performance evaluation and compensation of District Director effective with budget year 2011—2012. The Board of Mangers had reached a consensus that as a result of a positive annual review that the District Director will receive a 3% merit raise adjusting his salary to \$93,482.80 per year. Mr. Garmon made the motion to approve a 3% productivity raise for the Director, Mr. Brown seconded and the motion carried unanimously

17. Adjournment 11:45

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