

MINUTES OF
SC 9-1-1 COMMUNICATIONS DISTRICT
BOARD OF MANAGER'S MEETING
OF
September 19, 2012

The regular meeting of the Board of Manager's meeting was called to order by Chairman Gene Cottle at 10:04 AM on September 19, 2012 in the Board Room of the District's office at 1001 ESE Loop 323 Suite #410.

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

Staff Present: Bill Morales
 Jan Funderburgh
 Summer Jones
 Claudia Caballero
 Catarina Ridgeway

Guest: Sharon Roberts- Legal Counsel
 Steven Kean- City of Tyler
 Jason Gregory
 Lynn Acker
 Chad Richey

1. **Call to order and introductions.** Mr. Gene Cottle stated that there was a quorum present. Mr. Joe Blackstone a non- voting member was not present.
2. **Approval of September 19, 2012 Regular Board Meeting minutes.** Mr. Cottle asked for comments or a motion. Mr. Jerry Shamburger motioned to accept the minutes and Mr. Johnny Brown seconded the motion. The motion was carried unanimously.
3. **Review of the August 2012 Financials.** Mr. Bill Morales presented the financials for review and discussion. Mr. Ron Shaffer motion to accept the minutes and Mr. Brown seconded the motion. The motion was carried unanimously.
4. **Discuss and consider approval of the Smith County 9-1-1 Communications District Fiscal Year 2012-2013 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 stated that the majority of participating cities voted to approve the Smith County 9-1-1 Communications District Fiscal Year 2012-2013 budget. The commissioner's court approved the budget on August 7, 2012. The City of Tyler was very complimentary towards the SC 911 District. Mr. Bobby Garmon motion to accept and Mr. Shaffer seconded the motion. The motion was carried unanimously.

5. **Discuss and consider 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, 2011, through September 30, 2012 as per Government Code Chapter 2254.003.** Mr. Morales stated that it was time to approve the letter of engagement with Acker & Company. The cost is \$6,500. This amount is included in the SC 911 District's yearly budget. Mr. Garmon motion to accept and Mr. Shamburger seconded the motion. The motion was carried unanimously.
6. **Discuss and consider authorizing the District Director to enter into a Commercial Buyer Representation Agreement with Jason Gregory, CCIM (Gregory Real Estate) to assist with the acquiring property for SC911 administrative offices.** Mr. Morales stated that the Board had appointed a committee to help look for a new property/building. Mr. Morales, Mr. Cottle, and Mr. Shamburger were a part of the committee. The committee members recommended hiring a realtor to assist with locating and purchasing of property or a building. Mr. Morales recommended Mr. Jason Gregory as his choice of qualified realtors to assist with the task. Mr. Brown motion to accept Mr. Gregory as the SC 911 District realtor for 180 days. Mr. Shaffer seconded the motion. The motion was carried unanimously. Mr. Shamburger abstained from voting.
7. **EXECUTIVE SESSION: The Board convened into Executive Session at 10:25 am As allowed by the Texas Open Meeting Law, Chapter 551, Texas Government Code, the Board will convene in a closed session to consider the following:**
 - a. **Section 551.074 (1), "Personnel Matters"— "to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee."**
 - b. **Section 551.072: Deliberations about Real Property-to discuss the purchase, exchange, lease or value of real property.**
 - The Board Members, Mr. Morales, and Mrs. Roberts were the only ones involved in this executive meeting.
8. **Resume open meeting.** Mr. Cottle resumed open meeting at 11:20 am and went back into executive meeting at 11:23 am. The board then resumed the open meeting at 11:46am
9. **Discuss and consider annual performance evaluation and compensation of District Director effective with budget year 2012-2013.** Mr. Brown made a motion to increase the annual salary of the district director to \$95,352.66 based on a positive annual performance evaluation. Mr. Shamburger seconded the motion. The motion carried unanimously.
10. **Discuss, consider and take any action on the purchase, exchange, lease, or value of real property.** No action was taken.
11. **Receive August 2012 ticket reports and updates for all SC 9-1-1 District Public Safety Answering Points.** Mr. Morales presented the ticket report for the month. No questions. No

discussion. No action was taken.

12. Review August 2012 SC911 Database and GIS activities. Ms. Jan Funderburgh presented the SC 911 database and GIS activities. She stated everything was going great. Asked for questions or comments. No questions. No discussion. No action was taken.

13. Review August 2012 Public Education and Training activities. Ms. Claudia Caballero presented the Public Education and training activities for the month. She did participate in several events. These included POA meeting, Dovia meeting, Rose Heights B2S, TTY training, College Hill Health Fair, Lanes Chapel United B2S, Prime Time, Beat the Heat Fair- salvation army, Woldert Park B2S, Hillside Park B2S, First Baptist Church, THC Health Fair, Willow Wellness Fair, Hurricane prep meeting, WIC- Red E Fox, and St. Paul's. No question. No discussion. No action taken.

14. The meeting was adjourned at 11:47 am.

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