

MINUTES OF
SC 9-1-1 COMMUNICATIONS DISTRICT
BOARD OF MANAGER'S MEETING
OF
February 17, 2016

The regular meeting of the Board of Manager's meeting was called to order by Chairman Gene Cottle at 10:06 AM on February 17, 2016 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
 Ron Shaffer

Staff Present: Bill Morales
 Jan Funderburgh
 Claudia Caballero
 Catarina Ridgeway
 Louie Downey

Guest: Ron Stutes- Legal Counsel
 Amanda Cook- Tyler PD
 Terrance Garmon- City of Tyler

1. **Call to order and introductions.** Mr. Gene Cottle stated that there was a quorum present. Voting member Johnny Brown was not present.
2. **Approval of January 28, 2016 Regular Board Meeting minutes.** Mr. Cottle asked for comments or a motion. Mr. Jerry Shamburger made a motion to accept the minutes and Mr. Bobby Garmon seconded the motion. The motion was carried unanimously.
3. **Review of the January 2016 Financials. Mr. Bill Morales presented the financials for review and discussion.** Mr. Morales stated that we are at 33 percent of the budget year. The expenses are at 18 percent and the income is at 30 percent of the budgeted year. Mr. Garmon made a motion to accept the financials and Mr. Shamburger seconded the motion. The motion was carried unanimously.
4. **Discuss, consider, and take any necessary action to approve the 2016 Smith County 911 Emergency Communications District Employee Handbook.** Mr. Morales stated that the SC 911 District is still operating under the same Employee Handbook Policy since 2008. Mr. Morales presented the new changes to personnel policy. The only change that needed to be made was to the credit card limit. The credit card limit will be based on the GSA per diem rates. Mr. Garmon motion to accept the new personnel policy with the credit card change and Mr. Ron Shaffer seconded the motion. The motion was carried unanimously.
5. **Discuss, consider, and take any necessary action regarding an amendment to the agreement between East Texas Council of Government (ETCOG) and SC911 District to allow an ETCOG 911 Host Server to be co-located within the SC911 IT/Server Room located at District Offices.** Mr. Morales stated that we are entering into a new agreement because originally ETCOG would own

the generator at 100%. The new contract will have the SC 911 District owning the generator. ETCOG, KTBB, and Morgan Gallop and Petty will either make 5 annual payments or make a one-time payment. The SC 911 District will cover the upfront electrical. Mr. Shamburger motion to accept and Mr. Garmon seconded the motion. The motion was carried unanimously.

- 6. Discuss, consider, and authorize the District Director, on behalf of the GIS Consortium, to accept the Orthoimagery as completed by Surdex Corporation as required in the Acquisition and Production of high resolution Orthoimagery Project approved on June 24, 2015.** Mr. Morales stated that the aerial have been received and are being used. This has been the fastest turn around for the new aerial data. The board members did get a change to look at the new aerial photography. No action was taken.

- 7. Receive January 2016 ticket reports and updates for all SC 9-1-1 District Public Safety Answering Points.** Mr. Morales presented the January trouble tickets. No discussion. No questions. No action was taken.

- 8. Review January 2016 SC911 Database and GIS activities.** Mrs. Jan Funderburgh stated that everything is going great. She did mention that we are in the process of getting ready for the next generation & VOIP. No discussion. No questions. No action taken.

- 9. Review January 2016 Public Education and Training activities.** Mrs. Claudia Caballero presented the public education and training activities for the month January. These activities included Peace Officers Meeting, DOVIA, VESTA/VELA training, ERASE-(Train the trainer)-TPD, NLETS/TLETS training-SCEOC, Criticall Testing, TNT meeting, PETS meeting, and Manager/Supervisor meeting.

- 10. District Directors Report.** Mr. Morales presented the District Directors Report. Mr. Morales stated that he and Jan will be going to Washington for the conference 911 goes to Washington. Second, Smith County Sheriff's office and Overton PD will be asking for funds in the coming months. Next, the TC Banquet will be at Hollytree on April 8 from 7pm-9pm. Finally, the SC 911 District will have a webinar of the upgraded software of Aurora-Text to 911 capabilities. No discussion. No questions. No action taken.

- 11. The meeting was adjourned at 11:22 am.** Mr. Shamburger motion to accept and Mr. Shaffer seconded the motion.