

MINUTES OF
SMITH COUNTY 9-1-1 COMMUNICATIONS DISTRICT
BOARD OF MANAGER'S MEETING
OF
September 24, 2009

The regular session of the Board of Managers meeting was called to order by Chairman Gene Cottle' at 10:08 AM on September 24, 2009 in the Board Room of the District's office at 1001 ESE Loop 323.

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

Staff Present: Bill Morales
Jan Funderburgh
Shirley Singletary

Guests: Steve Kean- City of Tyler
Debbie Gee –AT&T
Dan Alle- City of Tyler

1. **Call to order and introductions.** Mr. Cottle stated that there was a quorum present and our non-voting member Mr. Ferguson was present.
2. **Approval of August 13, 2009 Board Meeting Minutes.** Mr. Cottle asked for comments or a motion. With a change to item #5 change Mr. Cottle to abstained. Mr. Shamburger motioned to accept the minutes. Mr. Brown seconded the motion. Motion was carried unanimously.
3. **Review August 2009 Financials.** Ms. Singletary stated the district purchased new console speakers for Tyler Police Department-PSAP for \$4298.00. Also purchasing a replacement desktop computer for \$409.95. The total income is 4.60% over budget projection. The 9-1-1 system charges of \$396,016.17 are under budget by 28.3% which will be used for other projects Mr. Morales has planned. Total expenses of \$1,191,966.50 of our budget are 15.75% under budget. Expenses are on target and our cash reserves have been building up for us to have major equipment upgrades in our next budget year. Ms. Singletary asked if there were any questions.
4. **Receive update on MapSag software installation.** Jan Funderburgh updated the Board on the new MapSag software. She advised that the installation and training did not go well. The software had not been configured correctly to work with our data. This caused continuous error messages to pop up during training, resulting in inadequate training. Contact One has been working with us to correct all problems

and has committed to additional training. Most issues have been resolved, but a few still remain. Contact One is still working on the remaining issues.

5. **Discuss and consider Resolution 09-001, an order for the levy and collection of the 9-1-1 Emergency fee for Smith County 9-1-1 Communications District.** As a result of a change to the AT&T base rate, the 9-1-1 District is required to approve a new resolution for the change in service fees. The changes are: Residential Rate ¢0.68 to ¢0.85. Business Line \$1.50 to \$1.80. Hunt Group \$1.70 to \$2.00. Trunk \$2.00 to \$2.20. Mr. Garmon made the motion. Mr. Brown Seconded. Motion carried unanimously.
6. **Discuss and consider a request by the GIS consortium (Smith County, Smith County Appraisal District, City of Tyler, 9-1-1 District) to appoint the SC 9-1-1 District as the liaison for consortium activities.** Mr. Morales stated that in 2003 the City of Tyler, Smith County Appraisal District, Smith County, and the 911 District all agreed to create a GIS Consortium with the goal of all utilizing the same map and data. Unlike many other jurisdictions that attempted this, the Tyler/Smith County GIS Consortium has proven to be a very successful project. Mr. Morales stated that since its inception, the City of Tyler has had the role of liaison between the consortium and its participating members. This involves coordination of mapping and data, contract management for consortium activities, and reporting back to project participants as needed. Mr. Morales stated that in light of the move away from the consolidated dispatch functions, the 911 District was now in a good position to assume duties as a Liaison for the GIS Consortium. The City of Tyler, Smith County, and the Smith County Appraisal District all support the plan of the plan. Mr. Shamburger motioned to accept. Mr. Garmon seconded the motion. Motion carried unanimously.
7. **Discuss and consider approving the restructuring of two approved positions: Office Assistant Position and Mapping Technician into one Public Education and Training Coordinator and one 9-1-1 GIS Specialist with no fiscal impact to the approved 2009-2010 budget.** Mr. Morales reported that upon the untimely death of Delpha Hammer, he looked at the staffing needs of the district moving forward. Mr. Morales felt that there was an opportunity for the District to re-structure positions based on the activities of the previous budget year. It is apparent that there remains a need to have a position similar to that of the Addressing Tech, but with more emphasis on the GIS function. This positions would be a 911 GIS Specialist that would continue to do the addressing work but also learn the entire 911 Network duties. Mr. Morales referred to the job description he developed for this position. Mr. Morales also stated that he has long recognized the need for the District to restart the public education program that has long been a part of the 911 District. Mr. Morales proposed that the current Office Assistant position be transitioned into a Public Education and Training Coordinator. In addition to the Public education duties this position will have the responsibility of functioning as a Liaison between the district and the 5 PSAPs. Mr. Morales referred to the job description he developed for that position. Mr. Brown motioned to accept. Mr. Garmon seconded the motion. Motion carried unanimously.

- 8. Discuss and consider approval of the Smith County 9-1-1 Communications District Fiscal Year 2009-2010 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 presented the Smith County 9-1-1 Fiscal Year 2008-2009 Budget. He stated that to date nine of the eleven participating jurisdiction and the Smith County Commissioners Court had approved the budget as submitted. This satisfies the requirement of majority approval from the participating jurisdictions. Mr. Morales reviewed some of the highlights of the proposed budget. Mr. Brown made a motion. Mr. Shamburger seconded the motion. Motion carried unanimously.
- 9. Discuss and consider authorizing the District Director to amend the 2008-2009 operating budget to fund the purchase a replacement GIS server and associated software in the amount not to exceed \$61,000 for use by the GIS Consortium.** Mr. Morales reported that the GIS consortium was in need of a replacement GIS Server and associated software in the amount not to exceed \$61,000. The existing equipment was beyond its five year warranty period. The District had funds available this fiscal year and recommends the authorization to fund the purchase of this equipment and software. Mr. Shamburger commented that since this equipment benefits all parties of the GIS Consortium (City of Tyler, Smith County, SCAD, and the 911 District) he was in complete support of this request. Mr. Shamburger made a motion to accept. Mr. Garmon seconded the motion. Motion was carried unanimously.
- 10. Discuss and consider scheduling the required public hearing on or about thirty days prior to the District Board of Managers adoption of an order authorizing the continuation of the Smith County 9-1-1 Communications District as per Health and Safety Code 772.119.** Mr. Morales reported that this public meeting is mandated by the Texas Health and Safety Code Section 772. The Public Hearing will be scheduled for October 29, 2009 as part of the regularly scheduled board meeting. Mr. Shamburger made a motion to accept. Mr. Brown seconded the motion. Motion carried unanimously.
- 11. Review August 2009 database activities including Addressing, MSAG, and Plat reports.** Ms. Funderburgh reviewed her report stating that in the month of July there were 66 new addresses, 3 MSAGS, and 14 Plats. Ms. Funderburgh asked if there were any questions.
- 12. Recess open meeting and being closed Executive Session under Texas Government code section §551.001 et seq.**

551.074 Discuss annual performance evaluation of District Director. Mr. Cottle, Chairman of the Board recessed open meeting at 10:45 AM for an executive closed meeting.
- 13. Resume open meeting.**

Mr. Cottle, Chairman of the Board resumed open meeting at 11:15 AM.

14. Discuss and consider annual performance evaluation and compensation of District Director effective with budget year 2009-2010. Mr. Brown made the motion to increase the District Directors annual compensation from \$85,549.28 to \$88,116.50 reflecting a 3% increase effective 10/01/2009. Mr. Shamburger seconded. Motion carried unanimously.

The meeting was adjourned at 11:25 AM

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