

MINUTES OF
SC 9-1-1 COMMUNICATIONS DISTRICT
BOARD OF MANAGER'S MEETING
OF
September 18, 2013

The regular meeting of the Board of Manager's meeting was called to order by Chairman Gene Cottle at 10:11 AM on September 18, 2013 in the Board Room of the District's office at 1001 ESE Loop 323 Suite #410.

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

Staff Present: Bill Morales
 Catarina Ridgeway
 Louie Downey

Guest: Gary Hinshaw-Whitehouse PD
 Curtis Dinger- Whitehouse PD
 Chad Richey- EMS
 Gary Landers- City of Tyler
 Debbie Gee- AT&T

1. **Call to order and introductions.** Mr. Gene Cottle stated that there was a quorum present. Non-voting member Mr. Joe Blackstone was not present.
2. **Approval of August 21, 2013 Regular Board Meeting minutes.** Mr. Cottle asked for comments or a motion. Mr. Brown stated that his name needed to be change on a motion made since he was not present, during that particular board meeting. Mr. Johnny Brown motioned to accept the minutes and Mr. Jerry Shamburger seconded the motion. The motion was carried unanimously.
3. **Review of the August Financials.** Mr. Bill Morales presented the financials for review and discussion. Mr. Morales stated that we are 92% of the budget year. The income is at 93% of the budget year. Mr. Morales stated that he would make a budget amendment due to the PSAP project participation fund being over budget. Mr. Brown made a motion to accept the financials and Mr. Bobby Garmon seconded the motion. The motion was carried unanimously.

4. **Receive August 2013 ticket reports and updates for all SC 9-1-1 District Public Safety Answering Points.** Mr. Morales presented the trouble tickets for August. No discussion. No questions. No action was taken.
5. **Review August 2013 SC911 Database and GIS activities.** Ms. Jan Funderburgh was not present during the meeting. No discussion. No questions. No action was taken.
6. **Review August 2013 Public Education and Training activities.** Ms. Claudia Caballero was not present at the board meeting however she did leave information stating the past two months of activities. The activities for the month of July include Dispatch (observed TPD), PATH, Peace Officers Meeting, DOVIA, Summer Program (city parks), TNT Meeting, Jr. Deputy Meeting, 9-1-1 NPEF Conference (Austin), and training classes (TJC). The activities for the month of August include Green Acres Summer Camp, Summer Program (city parks), TAG Team Meeting, DOVIA, First Baptist Church, Training Classes (TJC), and Jr. Deputy Meeting.
7. **Discuss, consider, and take any necessary action to approve the Smith County 9-1-1 Communications District Fiscal Year 2013-2014 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 the budget was submitted to the 11 participating municipalities. The 911 District received 9 out of the 11 approvals. We did not get a form back from Chapel Hill or Hideaway. Mr. Garmon made a motion to accept and Mr. Shamburger seconded the motion. The motion was carried unanimously.
8. **Discuss, consider, and take any necessary action to authorize 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, 2012, through September 30, 2013 as per Government Code Chapter 2254.003.** Mr. Morales stated that it was time to start preparing for the audit. It will include the Fiscal Year October 01, 2013 to September 30, 2013. The SC 911 District has used Acker & Company in previous audits. The audit will not exceed more than \$12,000. Mr. Garmon motion to accept and Mr. Shamburger seconded the motion. The motion was carried unanimously.
9. **Discuss, consider, and take any necessary action to authorize the District Director to sign a letter of engagement with Valley View Consulting LLC., for the review and updating of the Districts Investment Policy, and reviewing the bank account analysis and deposit collateralization statements for the amount not to exceed \$1500.00.** Mr. Morales stated that it was time to review and update the District Investment Policy with Valley View Consulting. He also stated that it meets our investment policy with Southside Bank. The policy will not exceed \$1500.00 Mr. Shamburger motion to accept and Mr. Ron Shaffer seconded the motion. The motion was carried unanimously.
10. **Discuss, consider, and take any necessary action to authorize the District Director to approve a new Request for Public Safety Answering Point (PSAP) Project Participation Funds From The City of Overton in the amount not to exceed \$5000 for the purchase of Computer Hardware/Software to enhance the delivery of 911 services to the citizens of the City of Overton.**

Mr. Morales stated that the City of Overton needs hardware and software to enhance or improve the delivery of the 9-1-1 operations in Smith County. The City of Overton is asking for \$5000 for Smith County radios and a CPU card. The amount would not exceed \$5,000. Mr. Shamburger motion to accept and Mr. Garmon seconded the motion. The motion was carried unanimously.

- 11. Discuss, consider, and take any necessary action to authorize the District Director to approve a new Request for Public Safety Answering Point (PSAP) Project Participation Funds from The City of Bullard in the amount not to exceed \$5000 for the purchase of Computer Hardware/Software to enhance the delivery of 911 services to the citizens of the City of Bullard.** Mr. Morales stated that the City of Bullard needs hardware and software to enhance or improve the delivery of the 9-1-1 operations in Smith County. The City of Bullard is asking for \$4800 in order to purchase two Getac S400 Semi rugged laptop computers and a Decatur Responder 1000 DVR units. The amount would not exceed \$5,000. Mr. Garmon motion to accept and Mr. Brown seconded the motion.
- 12. Discuss, consider, and take any necessary action to authorize the District Director to approve a new Request for Public Safety Answering Point (PSAP) Project Participation Funds from The City of Whitehouse in the amount not to exceed \$5000 for the purchase of Computer Hardware/Software to enhance the delivery of 911 services to the citizens of the City of Whitehouse.** Mr. Morales stated that the City of Whitehouse needs hardware and software to enhance or improve the delivery of the 9-1-1 operations in Smith County. The City of Whitehouse is asking for \$5123.75 in order to purchase General Dynamic rugged laptop and stands. The amount would not exceed \$5,000. Mr. Garmon motion to accept and Mr. Brown seconded the motion. The motion was carried unanimously.
- 13. Discuss, consider, and take any necessary action to authorize the District Director to approve a new Request for Public Safety Answering Point (PSAP) Project Participation Funds from The City of Whitehouse in the amount not to exceed \$5000 for the purchase of Computer Hardware/Software to enhance the delivery of 911 services to the citizens of the City of Troup.** Mr. Morales stated that the City of Troup needs hardware and software to enhance or improve the delivery of the 9-1-1 operations in Smith County. The City of Troup is asking for \$4,263.24 in order to purchase two XTL 1500 Mobile Dash mounted radios. The amount would not exceed \$5,000. Mr. Garmon motion to accept and Mr. Brown seconded the motion. The motion was carried unanimously.
- 14. Discuss, consider, and take any necessary action to authorize the District Director to approve a new Request for Public Safety Answering Point (PSAP) Project Participation Funds from The City of Arp in the amount not to exceed \$5000 for the purchase of Computer Hardware/Software to enhance the delivery of 911 services to the citizens of the City of Arp.** Mr. Morales stated that the City of Arp needs hardware and software to enhance or improve the delivery of the 9-1-1 operations in Smith County. The City of Arp is asking for \$4,950 in order to replace outdated and worn out computer laptops mounted inside the patrol units. The amount would not exceed \$5,000. Mr. Garmon motion to accept and Mr. Shamburger seconded the motion. The motion was carried unanimously.

- 15. Discuss, consider, and take any necessary action to authorize the District Director to approve a new Request for Public Safety Answering Point (PSAP) Project Participation Funds from The City of Lindale in the amount not to exceed \$10,000 for the purchase of Computer Hardware/Software to enhance the delivery of 911 services to the citizens of the City of Lindale.** Mr. Morales stated that the City of Lindale needs hardware and software to enhance or improve the delivery of the 9-1-1 operations in Smith County. The City of Lindale is asking for (11) SVR-200-VBN repeaters, (11) Interface cables, (11) Low profile antennas, (11) antenna cables, (11) L brackets (for antennas), and including install, bench time, and labor. The City of Lindale is asking for \$24,048.00. The amount agreed would not exceed \$10,000. Mr. Brown motion to accept and Mr. Shamburger seconded the motion. The motion was carried unanimously.
- 16. EXECUTIVE SESSION: 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**
- 17. Resume Open Meeting at 11:35 am**
- 18. Discuss, consider and take any action on the purchase, exchange, lease, or value of real property.** The board members decided to renew a 2 year lease for the Woodgate Building. Mr. Garmon motion to accept and Mr. Shamburger seconded the motion. The motion was carried unanimously.
- 19. Discuss and consider annual performance evaluation and compensation of District Director effective with budget year 2013-2014.** The board members agreed to give the District Director-William Morales, a 4 percent increase to \$97,200.32 for the 2013-2014 budget year. Mr. Brown motion to accept and Mr. Garmon seconded the motion. The motion was carried unanimously.
- 20. The meeting was adjourned at 11:37 am.** Mr. Brown motion to accept and Mr. Shamburger seconded the motion.