

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

The regular meeting of the Board of Manager's meeting was called to order by Vice Chairman Jerry Shamburger at 10:03 AM on December 18, 2013 in the Board Room of the District's office at 1001 ESE Loop 323 Suite #410.

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

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

Guest: Ronald Stutes- Legal Counsel
 Jennifer Long- Acker & Company
 Madison Johnson- Whitehouse FD
 Steven Kean- City of Tyler
 Chad Richey- ETMC/EMS

1. **Call to order and introductions.** Mr. Gene Cottle stated that there was a quorum present.
2. **Approval of November 20, 2013 Regular Board Meeting minutes.** Mr. Cottle asked for comments or a motion. Mr. Bobby Garmon motioned to accept the minutes and Mr. Johnny Brown seconded the motion. The motion was carried unanimously.
3. **Review of the November 2013 Financials.** Mr. Bill Morales presented the financials for review and discussion. Mr. Morales stated that we are 16.6 percent of the budget year. He also stated that the SC 911 District will start cutting back on the PSAP participation funds. Mr. Jerry Shamburger made a motion to accept the financials and Mr. Ron Shaffer seconded the motion. The motion was carried unanimously.

4. **Discuss, consider, and take any necessary action on Resolution 13-001, 2013 Official Holiday Schedule for Smith County 9-1-1 Communications District.** Mr. Morales presented the Official Holiday Schedule for 2014. Mr. Shamburger motion to accept and Mr. Brown seconded the motion.
5. **Discuss, consider, and take any necessary action on the appointment or re-appointment of a Chairman, Vice-Chairman, and Secretary/Treasurer for the Smith County 911 Communications District Board of Managers.** Mr. Morales asked for suggestions as to who should be re-appointed for Chairman, Vice-Chairman, and Secretary/Treasurer. The following were chosen: Mr. Gene Cottle for Chairman, Mr. Jerry Shamburger for Vice-Chairman, and Mr. Ron Shaffer for Secretary/Treasurer. Mr. Garmon motion to accept and Mr. Brown seconded the motion. The motion was carried unanimously.
6. **Discuss and consider adoption of a resolution amending the approved Smith County 9-1-1 Communications District Investment Policy as required by Chapter 2256 of the Government Code (Public Funds Investment Act), which requires the District to annually review and approve the investment policy regarding the investment of its funds and funds under its control.** Mr. Morales stated that the Smith County 9-1-1 Communications District Investment Policy has been reviewed and changed. Only a few minor changes were made. Mr. Brown motion to accept and Mr. Garmon seconded the motion. The motion was carried unanimously.
7. **Discuss, consider, and take any necessary action on the acceptance of the Smith County 911 Communications District Financial Audit for the year ended September 30, 2013, as prepared and submitted by Acker & Company.** Mrs. Jennifer Long presented the information for this year's audit with Acker & Company. The records and financials were in good shape. One minor problem was adjusting the journal entries. Acker & Company had to make quite a few adjustments which cost time and money. It did affect the audit cost. Mrs. Long also stated that overall the audit went very well and that the SC 911 District is one of her favorite audits. Mr. Shaffer motion to accept and Mr. Brown seconded the motion. The motion was carried unanimously.
8. **Discuss, consider, and take any necessary action on the proposed resolution amending the Public Safety Answering Point (PSAP) Project Participation Funding Guidelines.** Mr. Morales stated that he is recommending changes to the PSAP Project Participation Funding Guidelines. The changes included authorization to request PSAP participation funding by the requesting agencies governing board must be included with funding request in the excess of \$5,000 and PSAP Participation Project payments should be made directly to vendor unless approved by District Director. Mr. Shamburger motion to accept and Mr. Garmon seconded the motion. The motion was carried unanimously.
9. **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 for the participation in the purchasing of 6 Handheld Radios, 4 Mobile Radios, and Firehouse Software in the amount not to exceed \$15,000 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 9-1-1 operations in Smith County. The City of Whitehouse is asking for 6 handheld radios, 4 mobile radios, and firehouse

software. The amount would not exceed \$15,000. Mr. Brown motion to accept and Mr. Shamburger seconded the motion. The motion was carried out unanimously.

- 10. Receive November 2013 ticket reports and updates for all SC 9-1-1 District Public Safety Answering Points.** Mr. Morales presented the trouble tickets for November. No discussion. No questions. No action was taken.
- 11. Review November 2013 SC911 Database and GIS activities.** Ms. Jan Funderburgh stated that the GIS department is continuing to maintain the database. Next month we will be updating the website. No discussion. No questions. No action was taken.
- 12. Discuss, consider, and take any necessary action on Resolution 13-002, Price List for Map Products produced and sold by SC 9-1-1 Communications District.** Ms. Jan Funderburgh stated that the SC 911District will produce maps for VFD Boundary Maps, Commissioner Maps, JP Constable Maps, and City Limit Maps. The prices are as follows: 24 inch-\$10, 24 inch with aerial-\$15, 36 inch-\$10, 36 with aerial-\$15, 42 inch-\$15, 42 inch with aerial-\$20. Mr. Garmon motion to accept and Mr. Brown seconded the motion. The motion was carried unanimously.
- 13. Review November 2013 Public Education and Training activities.** Ms. Claudia Caballero presented the Public Education and Training activities for the month of November. These events included Jr Deputy, Toys for Tots, PATH, NEMEC Committee, Spanish Intermediate (3day TPD), DOVIA, Crisis Stress Management Training (Lubbock 1 day), Full Access/Less than Full Access-TCIC/NCIC (SCEOC 2 day), Fall Fest (Salvation Army).
- 14. The meeting was adjourned at 10:52 am.** Mr. Brown motion to accept and Mr. Garmon seconded the motion.