

MINUTES OF
SC 9-1-1 COMMUNICATIONS DISTRICT
BOARD OF MANAGER'S MEETING
OF
September 15, 2016

The regular meeting of the Board of Manager's meeting was called to order by Chairman Gene Cottle at 9:05 AM on September 15, 2016 in the Board Room of the District's office at 1001 ESE Loop 323 Suite #410.

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

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

Guest: Ron Stutes- Legal Counsel
 Amanda Cook- Tyler PD

- 1. Call to order and introduction.** Mr. Gene Cottle stated that there was a quorum present. Absent is voting member Johnny Brown and non-voting member Fred Cowden.
- 2. Approval of August 24, 2016 Board Meeting Minutes.** Mr. Cottle asked for comments or a motion. Mr. Bobby Garmon made a motion to accept the minutes and Mr. Jerry Shamburger seconded the motion. The motion was carried unanimously.
- 3. Review and Approval of August 2016 Financials.** Mr. Bill Morales presented the financials for review and discussion. Mr. Morales stated that we are at 91.66 percent of the budget year. The expenses are at 78 percent and the income is at 96 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. Review August 2016 Trouble Ticket reports for all SC911 District Public Safety Answering Points.** Mr. Morales presented the August trouble tickets.
- 5. Review August 2016 SC911 Database and GIS activities.** Ms. Jan Funderburgh stated that she did not have anything new to report. Today is Jan's 30th work anniversary. She was very pleased with her decorated office.

6. Review August 2016 Public Education and Training Activities. Ms. Claudia Caballero presented the public education and training activities for the month August. These activities included NPEF Conference, NNTF Conference, Back to school- St. Paul, Back to school bash -Harvey Hall, Teresa Dell Deafness Resource Specialist-class, TAG Team meeting, APCO Conference, SCEOC-TCIC/NCIC-less than full access, SCEOC-TCIC/NCIC-full access, Crisis Center-giveaways, and ENP Study Group. Ms. Caballero also presented reports on the Aurora system. It shows the break down on the number of calls made to 911. It shows that the most used call service used is the wireless calls.

7. Discuss, consider, and take any necessary action to approve the Smith County 9-1-1 Communications District Fiscal Year 2016-2017 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 we are still waiting for the approval of Overton and Hideaway. The only cities that did not approve the 911 District operating budget was Winona and New Chapel Hill. Mr. Morales present the updated operating budget for the SC 911 District FY 2016-2017. Mr. Shamburger made a motion to approve this 2016-2017 operating budget and Mr. Ron Shaffer seconded the motion. The motion was carried unanimously.

8. Discuss, consider, and take any necessary action to approve amendments to Smith County 9-1-1 Communications District Employee Handbook. Mr. Morales stated that we are making a few changes to the SC 911 District personnel policy. The first change is stating that the SC 911 District will state that any equipment given to the staff will have to be returned once that employee is no longer working with the SC 911 District. The second change states that the SC 911 District will adopt the GSA rates for mileage and meals for travel reasons. Mr. Shaffer made a motion to adopt the proposed changes to the SC 911 District employee policy and Mr. Shamburger seconded the motion. The motion was carried unanimously.

9. Discuss, consider, and take any necessary action to approve the new staffing plan for SC911 Communications District effective FY 2016-2017. Mr. Morales stated that the 911 administrative Coordinator, IT Administrator/DBA, and PSAP Training & Testing Coordinator will go from an exempt employee to a non-exempt employee. The 911 Public Education and GIS Coordinator will also be a non-exempt position. Mr. Shaffer made a motion to accept the ne staffing plan for the SC 911 District and Mr. Garmon seconded the motion. The motion was carried unanimously.

10. Receive update and any necessary action regarding contract with Valley View Consulting LLC., to assist the District in the development, analyzing, and consummating of a new bank depository contract. Mr. Morales stated that he had a conference call with Valley View Consulting to start the process. During the conference call, he set up the follow up conference calls and meetings. Mr. Morales met with Southside Bank and they have allowed the SC 911 District an extension until March.

11. District Directors Report. Mr. Morales stated that Jan has been with the SC 911 District for 30 years and the audit will be on the next board meeting.

12. 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.”

13. **Resume Open Meeting.** The meeting was resumed at 10:08 am. No action taken.
14. **Discuss and consider annual performance evaluation and compensation of District Director effective with budget year 2016-2017.** The board suggested to give a raise of 3% to the amount of 110,476.79. The SC 911 District is the 5th district when it comes to salary with a total of 9 districts. Mr. Shamburger made a motion to accept and Mr. Shaffer seconded the motion. The motion was carried unanimously.
15. **The meeting was postponed at 10:11 am. The meeting was adjourned at 12:56 pm.** Mr. Garmon motion to accept and Mr. Shamburger seconded the motion.
16. **Following adjournment of the business meeting, the SC911 District Board of Managers will host a lunch for SC911 Employees. There is the possibility that a quorum of the SC911 Board of Managers will be present at the employee lunch on Thursday, September 15, 2016 between 11:30 am and 1:00 pm, located at the Jack Ryan’s Restaurant, 102 N College, Tyler, TX. No action items will be considered by the Board and no official action by the Board is scheduled to be taken during this time.**

