

MINUTES OF  
SC 9-1-1 COMMUNICATIONS DISTRICT  
BOARD OF MANAGER'S MEETING  
OF  
December 16, 2015

The regular meeting of the Board of Manager's meeting was called to order by Chairman Gene Cottle at 10:06 AM on December 16, 2015 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  
  Fred Cowden

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

Guest:                             Ron Stutes- Legal Counsel  
  Terrence Gorman- City of Tyler Attorney  
  Ivan Leon- ETMC/EMS

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 November 18, 2015 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 November 2015 Financials.** Mr. Bill Morales presented the financials for review and discussion. Mr. Morales stated that we are at 16.66 percent of the budget year. The expenses are at 9 percent and the income is at 19 percent of the budgeted year. Mr. Shamburger made a motion to accept the financials and Garmon seconded the motion. The motion was carried unanimously.
4. **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, 2014, through September 30, 2015 as per Government Code Chapter 2254.003.** Mr. Morales presented the letter of engagement with Acker & Company to begin the audit processes. Mr. Shamburger motion to accept as long as it did not exceed \$15,000. Mr. Ron Shaffer seconded the motion. The motion was carried unanimously.
5. **Receive November 2015 ticket reports and updates for all SC 9-1-1 District Public Safety Answering Points.** Mr. Morales stated that he did not get the report from Debbie Gee. No discussion. No questions. No action was taken.

6. **Review November 2015 SC911 Database and GIS activities.** Mrs. Jan Funderburgh stated that the go ahead had been given to start the process on the Aerial Photography. No discussion. No questions. No action taken.
7. **Review November 2015 Public Education and Training activities.** Mrs. Claudia Caballero presented the public education and training activities for the month of November 2015. These activities included the Peace Office Meeting, DOVIA, and Spanish for Telecommunicators' Training SCEOC, Basic Telecommunications Course SCEOC, and Toys for Tots, Angel Tree, Santa's workshop, and Fall Fest. No discussion. No questions. No action taken.
8. **District Directors Report.** Mr. Morales stated that Whitehouse PD and the Sheriff's Department will be requesting PSAP funds in the upcoming months. The SC 911 District is working on getting a generator and splitting the cost with Morgan, Gallop, and Petty and KTBB Radio Station. ETCOG is putting equipment in the 911 District offices today. Mr. Morales also stated that he is looking at upgrading security in the 911 District offices. He has started by adding cameras. Next will be security doors and glass. Lastly, he stated that he would be out on PTO for the rest of the month. No discussion. No questions. No action taken.
9. **The meeting was adjourned at 10:35 am.** Mr. Garmon motion to accept and Mr. Shaffer seconded the motion.
10. **Following adjournment of the business meeting, the SC911 District Board of Managers will host a Christmas 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 Wednesday, December 16, 2015 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 event**