

**MINUTES OF THE  
9-1-1 BOARD OF MANAGERS' MEETING**

**August 18, 2008**

LOCATION: 9-1-1 Board Room  
150 Hilbig Road, Conroe, Texas

ATTENDING: John Chancellor, President  
Charlie Ray, Vice President  
Jerry Bittner, Secretary  
Ann Carr, Treasurer  
James Simon, Member  
Alfonso Martinez, Ex-Officio Member  
Robert Gunter, Executive Director  
Deborah Turner, Deputy Director  
Russell Steffee, Systems Ops Manager  
Chiu-Wen Ray, GIS Manager  
Jeanne Frey, Database Manager  
Terri Gill, Executive Assistant

ABSENT: Larry Foerster, Legal Counsel

GUESTS: Jodi Francis, KR Moore & Associates  
Frank Marshall, MCHD  
Capt. Peggy Frankhouser, MCSO  
Lt. David Park, MCSO

Chief John Chancellor, President, called the meeting to order at 9:01 a.m., noting that all members were present, however legal counsel, Mr. Larry Foerster was unable to attend.

**PUBLIC COMMENTS**

No public addressed the board.

**MONTGOMERY COUNTY HOSPITAL DISTRICT'S REQUEST TO ERECT SHELTER**

Chief Chancellor requested the Board address agenda item two, the Montgomery County Hospital District's request to erect a shelter adjacent to the communications center. Mr. Robert Gunter explained that MCHD has requested that the District allow them to extend the fencing and concrete pad that house the generator and a/c units to include a shelter for the microwave equipment. MCHD will provide all the funding and electrical, there should be no expense incurred by MCECD. Chief Chancellor suggested that the board approve the co-location of the MCHD shelter, pending approval by the County for the drilling, et cetera, required to link to the antenna, and because the District is on county property.

Chief Charlie Ray made the motion to allow the hospital district to erect a shelter for microwave equipment adjacent to the communications center, contingent upon the County allowing them (MCHD) to put their lines down to get across the drive. Mr. James Simon seconded the motion. The motion carried with all in favor.

## **K.R. MOORE & ASSOCIATES**

Ms. Jodi Francis of K.R. Moore & Associates explained the process that led to the final report being presented to the Board. Ms. Francis stated that the District's staffing levels are appropriate, and reviewed their recommendations.

After additional discussion, Chief Chancellor requested that the Board take time to study the report, to have a closed executive session for personnel sensitive issues at the September meeting, and to appoint a three member committee to look at the issues in the report and study what needs to be done to advertise the executive director's position. Chief Chancellor stated he would like to appoint Chief Charlie Ray, Deputy Chief Jerry Bittner and Robert Gunter to look at these matters further.

Ms. Ann Carr made the motion that Chief Ray, Deputy Chief Bittner and Robert Gunter serve as the committee to develop both the salary range and the duties for the new executive director, and bring a recommendation to the board. Mr. Simon seconded the motion. The motion carried with all in favor.

Chief Chancellor requested a motion to accept the K.R. Moore report as presented. Mr. James Simon made the motion to accept the report as presented. Deputy Chief Bittner seconded the motion. The motion carried with all in favor.

## **CONSENT AGENDA**

Chief Chancellor noted items three, four, five and six of the consent agenda. Deputy Chief Bittner made the motion to approve these items in their entirety. Chief Ray seconded the motion.

Chief Ray requested clarification in the Minutes of July 21, 2008, on page four, concerning his motion approving the purchase of MapSAG and SimpleCell, which Ms. Carr seconded, and then later in the discussion, Ms. Carr rescinded her second of the motion. Ms. Carr explained that the motion had to be restated to include the software and all the necessary equipment, servers, et cetera, as explained by Mr. Gunter. The purchase was approved. Chief Chancellor stated he and Deputy Chief Bittner had contacted ESRI, met with them, asked them to hold the order, ESRI has presented a new quote that is substantially less expensive than the original; ESRI is a sole-source supplier. Ms. Chiu-Wen Ray explained that ESRI offers three levels, base, standard and end-priced. Ms. Carr stated a Chevrolet, a Cadillac and a Rolls Royce. Chief Ray asked which is preferred? Ms. Ray replied the standard one. Chief Chancellor stated that the standard level is well over \$100,000 less than what was originally proposed and is why they took that action. Chief Chancellor stated that Deputy Chief Bittner will meet with Ms. Ray, Mr. Russell Steffee and the vendor to review the quote and determine the District's needs. Ms. Carr requested that Deputy Chief Bittner send an email to the board following his meeting. Chief Chancellor asked if there were any further discussion? Chief Ray asked if an amendment was required to put the purchase on hold? Ms. Deborah Turner stated that the Board is not changing the

minutes, but are discussing how they are going to take care of an item in the minutes.

Chief Chancellor polled the Board for the motion on the table. The motion carried with all in favor.

There were no invoices requiring approval.

### **OTHER MATTERS REQUIRING ATTENTION AND NOT IMMEDIATE ACTION**

Chief Ray asked that the purchase being placed on hold be noted in the minutes of this meeting, clarifying that Deputy Chief Bittner will meet with Russ, Chiu-Wen and the vendor.

Ms. Carr made the following statement for the Board, “Chief Bittner, Russ, Chiu-Wen and the vendor will meet to determine what the District’s needs are and that Chief Bittner will advise the entire Board by email as to what their findings and conclusions are.”

Mr. Gunter asked about the workstation order, had it been put on hold? Ms. Turner stated three workstations had been ordered. After a brief discussion, the Board requested that the remaining two workstations be ordered.

Ms. Carr stated, “I believe that at times this Board has been put in precarious positions, I believe that there have been things that the perception and appearance, don’t stand the light of the day, not pass the smell test, because Board members individually have been contacted, I would like to see us to, as we move forward, we move forward as a Board that is solidified in doing what is best for the District and that any time we receive interjection from staff, it has to be in writing and they have to sign it. It’s not calling you on the phone or sending you an email, and no one else knows about it, because I think that puts us in a very precarious position and especially you as President of the Board. I think that the Board needs to co-manage the District until we find a new executive director and this is something I would like the entire Board to consider, that we have co-management of the District until we select a new director.”

After further discussion, the Board requested that Mr. Gunter confer with legal counsel, Mr. Foerster on the issue of co-management, following September 1<sup>st</sup>.

Chief Chancellor explained that a CAD meeting occurred last Thursday regarding the possibility of all emergency dispatch agencies using the same CAD system. A steering committee was appointed, and will consist of: Kelly Curry, MCHD, Jerry Bittner, representing the Fire Chief’s, Peggy Frankhouser, MCSO, Marshall Shirley, Montgomery County, Phillip Dupuis, Conroe PD, Chris Hines, CISD, Ann Carr, MCECD/9-1-1, and a citizen representative to be determined. The first meeting of the steering committee is scheduled for Thursday, August 28th at 1:00 p.m.

Chief Chancellor requested a motion to adjourn. Chief Ray made the motion to adjourn. Mr. Simon seconded the motion. The motion carried.

The meeting adjourned at 9:55 a.m.

Attest:

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Jerry J. Bittner  
Secretary

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John R. Chancellor  
President



## Montgomery County Emergency Communication District

P.O. Box 1830 Conroe, Texas 77305-1830 (936) 523-5911 FAX (936) 523-8117



### NOTICE OF SPECIAL MEETING

August 18, 2008

Notice is hereby given to all interested members of the public, of a meeting of the Board of Managers of the above styled District, at **9:00 a.m., Monday, August 18, 2008**, at the **MCECD 9-1-1 Boardroom, 150 Hilbig Road, Conroe, Texas**. The purpose of the meeting is as follows:

Open Meeting.

Public Comments.

1. Discuss and consider action, if necessary, on K.R. Moore & Associates report.
2. Discuss and take action on the Montgomery County Hospital District's request to erect a shelter for the microwave equipment adjacent to the communications center.

#### CONSENT AGENDA

3. Approval of meeting minutes for July 21, 2008.
4. Approval of monthly financial statements for the period ending June 30, 2008.
5. Approval of quarterly financial statements for the period ending June 30, 2008.
6. Review and approve invoices and payment of accounts.
7. Consider and discuss other matters requiring attention and not immediate action.
8. Adjourn meeting.

A handwritten signature in black ink that reads 'Robert M. Gunter'. The signature is written in a cursive style and is positioned above a horizontal line.

Robert Gunter, Executive Director