

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

**July 21, 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  
Larry Foerster, Legal Counsel  
Robert Gunter, Executive Director  
Deborah Turner, Deputy Director  
Chiu-Wen Ray, GIS Manager  
Jeanne Frey, Database Manager

**GUESTS:** Rhon Green, AT&T  
David Jones, Kimball  
Chief Brian Edwards, Montgomery Fire Department  
Lt. David Park, MCSO

Chief John Chancellor, President, called the meeting to order at 11:30 a.m., noting that all members were present.

**PUBLIC COMMENTS**

Chief Brian Edwards, Montgomery Fire Department, addressed the Board. Chief Edwards stated he had several concerns, noting that Montgomery residents had brought them to his attention. Chief Chancellor requested that he send his concerns, in writing, to Ms. Deborah Turner, and he would personally respond to Chief Edwards.

**EXECUTIVE DIRECTOR'S REPORT**

Mr. Gunter confirmed that all had received the report, noting that it was quite lengthy. Mr. Gunter stated he would not review the entire report, but wanted to highlight one item. The 2008/20099 budget has been approved by Commissioner's Court, Oak Ridge North, Willis, Shenandoah, and Cut and Shoot.

Mr. Gunter inquired whether there were any questions, stating that much of the report is specific to today's agenda items, and will be discussed as we proceed through the agenda.

## **ELECTION OF OFFICERS**

President: Deputy Chief Jerry Bittner made the motion that Chief Chancellor should serve as President. Chief Charlie Ray and Mr. James Simon seconded the motion simultaneously. The motion carried with all in favor.

Vice President: Deputy Chief Bittner made the motion that Chief Ray should serve as Vice President. Ms. Ann Carr seconded the motion. The motion carried with all in favor.

Secretary: Ms. Carr made the motion that Deputy Chief Bittner should serve as Secretary. Mr. Simon seconded the motion. The motion carried with all in favor.

Treasurer: Mr. Simon made the motion that Ms. Carr should serve as Treasurer. Deputy Chief Bittner seconded the motion. The motion carried with all in favor.

## **ORDER AUTHORIZING SIGNATURES OF FISCAL AGENTS**

Ms. Deborah Turner explained that the Bank of America requires an Order or Resolution prior to issuing a new signature card, once they have received the Order they will issue a signature card for the Board to sign.

Chief Ray made the motion to approve the Order Authorizing Signatures of Fiscal Agents. Deputy Chief Bittner seconded the motion. The motion carried with all in favor.

## **TEXPOOL RESOLUTION AMENDING AUTHORIZED REPRESENTATIVES**

Ms. Turner explained that this is a housekeeping issue; the forms delete those no longer serving and add the new member to the Board.

Deputy Chief Bittner made the motion to approve the Texpool Resolution Amending Authorized Representatives. Chief Ray seconded the motion. The motion carried with all in favor.

## **INVESTMENT AUTHORITY AND SCOPE OF POLICY FISCAL YEAR 2008/2009**

Ms. Turner explained this is the District's policy on investments, describing what the District can and cannot use in its investment strategy.

Deputy Chief Bittner made the motion to approve the Investment Authority and Scope of Policy Fiscal Year 2008/2009. Chief Ray seconded the motion. The motion carried with all in favor.

## **EMERGENCY NOTIFICATION SYSTEMS**

Chief Chancellor noted item 6 of the agenda, Emergency Notification Systems.

Ms. Carr made the motion to accept CodeRed as the District's emergency notification system, with the weather alert. Deputy Chief Bittner seconded the motion.

Chief Chancellor opened the floor to discussion. Chief Ray noted that MCECD will pay the full bill. Chief Chancellor stated the board would need to appoint a committee to establish guidelines on how the system is used. Mr. Larry Foerster inquired if the District would get a credit against what Willis and Shenandoah have already paid. Chief Chancellor replied the District would not. Chief Chancellor stated the guidelines will state that the system is for emergency purposes only. Messages will be sent from the call centers, but the system will be administered by MCECD. Chief Chancellor stated that members for the committee will come from Woodlands Dispatch, Conroe PD, MCSO, the EOC and MCECD. Mr. Foerster noted that once the committee has established guidelines, the 9-1-1 Board should approve them, as the funding authority.

Ms. Carr amended her original motion, stating, "I make the motion that we take action to put in place the emergency notification system, CodeRed, with the weather information piece of it and to be paid for by MCECD and that we form a committee made up of all agencies that are currently dispatching and include Montgomery County Emergency Management, in that group." Mr. Simon seconded the amended motion. The motion carried with all in favor.

### **LINE ITEM TRANSFERS**

Ms. Turner stated the changes noted below do not affect the bottom line of the 2007/2008 budget and are strictly line item changes.

A. \$5,000 from line item 4664 – Legal Services (local) to line item 4665 – Consulting Services for K.R. Moore.

B. \$61,131 from line item 6423 – Reimbursement to line item 4661C – County Fencing Project for fencing per Addendum to Interlocal Agreement with Montgomery County.

C. \$10,930 from line item 6423 – Lodging to line item 4665 – Consulting Services for Pendleton Partners.

D. \$32,000 from line item 4332 – Lodging to line item 4710 – GIS Consortium – Aerial Photography for 2008 Aerial Photography.

E. \$35,625 (a pro-rated amount for the current fiscal year) from line item 6505 – Equipment (NG9-1-1) to 4661D – Emergency Notification Services for Emergency Notification System.

Ms. Carr made the motion, taking all of item seven, a through e, to approve the line item transfers as requested. Mr. Simon seconded the motion. The motion carried with all in favor.

**CONTACT ONE – MAPSAG AND SIMPLECELL SOFTWARE  
CABLING, GIS WORKSTATIONS AND ESRI ARCGIS SERVER ENTERPRISE  
L. ROBERT KIMBALL & ASSOCIATES PROPOSAL**

Mr. Gunter explained that MapSAG is a tool that the GIS staff will use as the District prepares the VDB/ERDB databases. SimpleCell will help track cell sites for mapping. These are tools that the Addressing/GIS Department needs to move forward in the Next Generation database.

Chief Ray made the motion to approve the purchase of the MapSAG and SimpleCell software for the GIS Data Management System. Ms. Carr seconded the motion.

Chief Chancellor asked for further discussion. Deputy Chief Bittner asked if everything goes smoothly and everything falls into place, how long before the Next Gen will be up and running? Mr. Gunter replied two to five years. Mr. David Jones of Kimball & Associates concurred. Chief Chancellor asked if we are jumping the gun. Mr. Gunter replied no, the database is the first piece and the Texas 9-1-1 Alliance is the first group of 9-1-1 agencies in the entire nation who are moving forward with the NG9-1-1 database, currently testing in San Antonio. The NG9-1-1 is going to be pieces; you will have the database, then the ESI-net, then the Telco tandem routers have to be changed out, as well as the networks, a massive undertaking nationwide.

Mr. Gunter introduced Mr. David Jones, Past President of NENA and Vice President of L. Robert Kimball & Associates, an expert in the field. Mr. Jones stated that the VDB/ERDB issue is the interim step. NENA has identified it as I-2 and I-3. I-2 is this, the interim step and I-3 is true NextGen. I-3 is two to five years out, the I-2 part the database transition is gong on now and this is exactly where you should be as far as transitioning the database. Mr. Jones further stated that in his opinion the track that MCECD is on is where they need to be as far as preparing and moving forward. In the past 9-1-1 has always relied on tabular data, as 9-1-1 moves into the future it is going to be on GIS data, it is graphical.

Chief Chancellor asked if item eight and nine are related. Mr. Gunter replied affirmatively, we need the hardware, software, servers and cabling in item nine to load the MapSAG on; all of this is part of NextGen. Items eight, nine and ten are related and funding is on line item 6505 of the 2007/2008 budget.

Ms. Carr rescinded her second of the motion pertaining to item eight, regarding MapSAG and SimpleCell.

Mr. Gunter explained that item nine includes CAT-6 cabling, installed by A-Dandy, who has done all the cable work at the communications center; routers, switch and security for hardware and software and workstations from NWN; and the ArcGIS Server, the image server, the SQL database server, a storage device, training, software licenses and maintenance from ESRI – all totaling \$213,991.

Deputy Chief Bittner voiced his concern with the new technology being two to five years out. Ms. Chiu-Wen Ray, GIS Manager, explained that the new equipment and software are viable and necessary for today's creation of and maintenance of GIS data and for preparation of tomorrow's NextGen. The Board agreed that MCECD are the point people for GIS data in Montgomery County.

Mr. Jones responded to Deputy Chief Bittner's concern, is NextGen here today, are the applications developed? No, they are not. But the action steps the director has outlined are the appropriate steps that the District can do today, preparing your GIS, focusing on the database, and in item ten, moving your network to an IP-enabled network. Mr. Jones stressed that the applications we are hearing about are not developed right now, the District is focusing on steps that are (1) available today, and (2) when those applications are ready and hit the marketplace, the District will be in a position to take advantage of them.

Mr. Jones addressed item 10 of the agenda, the Kimball & Associates proposal to assist MCECD in the design of and transition to the Next Generation 9-1-1 System. The focus is on the ESI-net, Emergency Services IP-enabled Network. This project will assess what the District's needs are when it comes to bandwidth for the network. Mr. Jones further described the project, first to assess the bandwidth needs, for 9-1-1, CAD, radio, etc., second to take the data gathered and create a conceptual design of the regional ESI-net, serving the Montgomery County region, then creating an RFI based on MCECD's needs. Upon receipt of that data, they will prepare a report and recommendations for MCECD.

Mr. Gunter stated that all of these items were budgeted for NextGen 9-1-1 this year.

Ms. Carr made the motion to approve items eight and nine as stated, and to approve item ten, pending Mr. Foerster's review of the Kimball services agreement, for the total amount of \$409,822. Chief Ray seconded the motion. The motion carried with all in favor.

### **DIAMOND ELECTRIC PROPOSAL**

Mr. Gunter explained that Diamond Electric has submitted two proposals (1) to move the first floor onto the generator, reconfiguring the existing panel to support the entire facility, (2) installation of 24 occupancy sensors in lieu of standard light switches. The total for both proposals is \$19,090.

Deputy Chief Bittner made the motion to approve the proposals as written. Mr. Simon seconded the motion. The motion carried with all in favor.

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

Chief Chancellor requested the Board defer action on the K.R. Moore & Associates report until the next meeting, giving the Board an opportunity to review the information provided.

Deputy Chief Bittner made the motion to defer action on the K.R. Moore & Associates report. Ms. Carr seconded the motion. The motion carried with all in favor.

### **CONSENT AGENDA**

Chief Ray requested that the Board address the consent agenda prior to adjourning to the executive session.

Chief Chancellor noted items 15, 16 and 17 of the consent agenda. Mr. Simon made the motion to approve these items in their entirety. Chief Ray seconded the motion. The motion carried with all in

favor.

There were no invoices requiring approval.

### **EXECUTIVE SESSION**

Chief Chancellor adjourned to executive session at 12:41 p.m.

### **RECOVENE REGULAR MEETING**

Chief Chancellor reconvened the regular meeting at 1:45 p.m., to take action if necessary on matters discussed in closed executive session.

Chief Chancellor requested a motion. Ms. Carr made the motion to accept Mr. Gunter's letter of resignation/retirement and approve the consulting agreement with Gunter Consulting LLC, prepared by Mr. Foerster, MCECD Legal Counsel. Mr. Simon seconded the motion. The motion carried with Carr, Bittner and Simon in favor, and Ray opposed.

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

Chief Chancellor asked if there is a consensus for morning meetings, what day of the week? The members agreed to meet bi-monthly in the odd months at 9:00 a.m. on third Mondays.

The Board discussed holding a special meeting in August to discuss and take action on the K.R. Moore & Associates report. The special meeting will be Monday, August 18 at 9:00 a.m.

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

The meeting adjourned at 1:51 p.m.

Attest:

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Jerry J. Bittner  
Secretary

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John R. Chancellor  
President