

The regular session of the Board of Managers meeting was called to order by Chairman Gene Cottle' at 10:02 AM on December 22, 2011 in the Board Room of the District's office at 1001 ESE Loop 323 Suite #410.

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

Staff Present: Bill Morales
Jan Funderburgh

Guests: Sharon Roberts-Legal Council
Chad Richey- ETMC EMS
Dan Allee – GIS Consortium
Steve Kean – City of Tyler Legal
Troup?

- 1. Call to order and introductions.** Mr. Cottle stated that a quorum was present and called the meeting to order at 10:02am. Mr. Cottle stated that there were two board members absent Mr. Ron Shaffer and Mr. Gary Ferguson.
- 2. Approval of October 2011 and November 2011 Board Meeting Minutes.** Mr. Morales reported that the October 2011 minutes were not complete. The November minutes were included in the meeting packet for review. Mr. Cottle as if there questions or changes to the minutes as submitted. Mr. Garmon made the motion to approve and second by Mr. Brown. Motion carried unanimously.
- 3. Review October 2011 and November 2011 Financials.** Mr. Morales reported on the October and November Financials. The District is at 17% of the budget year with Income being reported at 18.42% of budgeted and Expenses being at 39.4% of budgeted. Mr. Morales reported that the expenses include a lot of one-time payments that are completed early in the fiscal year.
- 4. Receive update on three Board of Managers appointments, Ron Shaffer (All cities appointee) and Bobby Garmon (Smith County appointee), and Johnny Brown (VFD's appointee) set to expire on December 31, 2011.** Mr. Morales reported that both Mr. Shaffer and Mr. Garmon were re-nominated for their positions on the Board. Since there were no other nominees they are both considered re-appointed for an additional 2-year term.

5. **Discuss and consider the appointment or re-appointment of a Chairman, Vice-Chairman, and Secretary/ Treasurer for the Smith County 9-1-1 Board of Managers.** Mr. Garmon made the motion that Mr. Cottle remains Chairman, Mr. Shamburger remains Vice-Chairman and Mr. Shaffer remain as Secretary/Treasurer. The motion was seconded by Mr. Brown and the motion carried unanimously.

6. **Discuss and consider authorizing the District Director, on behalf of the GIS Consortium, to enter into a contract to purchase Freeance Mobile 5.2 Pro Edition, server based software to publish ArcGIS Server Maps to Smartphone's, from TDC Group Incorporated in the amount not to exceed \$25,000.** Mr. Morales discussed the contract to purchase Freeance Mobile 5.2 Pro Edition which is a Smartphone based software solution for our current GIS Consortium maps available to the public. This software will improve the delivery of our data to mobile equipment. The motion to approve was made by Mr. Brown and second by Mr. Shamburger. The motion carried unanimously.

7. **Discuss and consider authorizing the District Director to restructure the approved Financial Coordinator Position into a 911 Addressing/Administrative Coordinator Position with no fiscal impact to the approved FY 2011-2012 Budget.** Mr. Morales reported that due to Ms. Singletary not returning to her position and going out on long term disability, there is an opportunity to restructure the position into one that can assist with a wider variety of needs at the District. Mr. Morales reported that the final job description was not completed but asked the board to approve the restructuring of the position with the final job description being ratified at a later hearing and before any advertising of the position. The motion to approve was made by Mr. Shamburger and second by Mr. Brown. The motion carried unanimously.

8. **Receive a report from the District Director on the 911 District assuming primary addressing responsibilities for properties within the city limits of Tyler.** Mr. Morales reported that the City of Tyler and SC911 District have agreed to make the 911 District the primary contact for issuing of all new addressing within the City limits of Tyler. The two agencies have agreed on a process for handling all requests. This addressing responsibility will begin immediately and be monitored the remainder of this fiscal year. Mr. Morales will keep the board updated on any issues or concerns that arise during this project.

9. **Receive November 2011 ticket reports and updates for all SC 9-1-1 District Public Safety Answering.** Mr. Morales discussed trouble ticket report. There were no questions.

10. **Review November 2011 activities including Addressing, MSAG, and Plat reports.** Ms. Funderburgh reviewed her report.

11. **Review November 2011 Public Education and Training Activities.** Mr. Morales presented the report as submitted by Ms. Caballero.

12. **Adjournment.** The meeting was adjourned at 10:54AM

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