

**MINUTES OF THE
MONTGOMERY COUNTY EMERGENCY COMMUNICATION DISTRICT
BOARD OF MANAGERS**

SPECIAL MEETING

June 27, 2018

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

BOARD ATTENDING

PRESENT: Paul Virgadamo, President
Ryan Gable, Secretary
Robert Hudson, Treasurer
James Simon, Member

NOT PRESENT: Vicky Rudy, Vice President
John Young, Ex-Officio Member

IN ATTENDANCE: Larry Foerster, Legal Counsel
Chip VanSteenberg, Executive Director
Jeanne Frey, Operations Manager
Robert Brewer, Systems Tech
Andrea Wilson, Public Education Coordinator
Terri Gill, Executive Assistant
Justin Evans, Montgomery County Hospital District
Denise Jimenez, Montgomery County Sheriff's Office
Mari Lambrecht, Montgomery County Sheriff's Office
Lt. James Waller, Conroe Police Department

Mr. Paul Virgadamo, President, called the meeting to order at 8:35 a.m., noting that all were present.

Public Comments

No one requested to address the Board.

Montgomery County Hospital District's Request Under the PSAP Improvement Program for Fiber Optic Cable

Mr. Virgadamo noted item one of the agenda, consider and take action approving the Montgomery County Hospital District's request under the PSAP Improvement Program for fiber optic cable.

Mr. Chip VanSteenberg, Executive Director, introduced Mr. Justin Evans with the hospital district, to discuss their project.

Mr. Evans, explained the hospital district is requesting \$110,000 to extend redundant fiber optic cable to the Conroe Police Department in preparation for moving the back-up equipment there. MCHD currently uses The Woodlands Fire Department station on Grogans Mill as the back-up location, however the police department's new location is better equipped for this purpose. The police department is currently served by fiber provided by Consolidated

Communications. The hospital district will contract with a second provider to bring redundant cable to the station. Additionally, the hospital district plans to purchase two fully functioning consoles with an additional radio console for the supervisor area.

Mr. VanSteenberg added the project total is \$151,871.86, of which \$110,000 would qualify for reimbursement under the PSAP improvement program.

Chief Robert Hudson made the motion to approve the hospital district's request under the PSAP improvement program for fiber optic cable. Mr. James Simon seconded the motion. The motion carried with all in favor.

Montgomery County Sheriff's Office Request Under the PSAP Improvement Program for Electronic Equipment

Mr. Virgadamo noted item two of the agenda, consider and take action approving the Montgomery County Sheriff's Office request under the PSAP Improvement Program for electronic equipment.

Mr. VanSteenberg explained this is the second request for this fiscal year for the sheriff's office. MCSO previously requested \$46,192 in project funds for Phase II of audio/visual upgrades in their dispatch center leaving approximately \$74,500 for additional requests. MCSO is now requesting \$33,307.55 for a variety of equipment for the communications department. MCSO's match for the project will be \$3,700.84. If approved, MCSO will still be eligible to request \$41,158 in program funds for the current fiscal year. They would like to roll that forward into next year for a larger project that is currently being planned for the emergency operations center.

Mr. Virgadamo asked what equipment is being added or replaced. Ms. Mari Lambrecht with the Sheriff's Office stated the equipment includes:

- 10 printers
- 26 monitors
- 2 shredders
- 6 chairs

Mr. Virgadamo stated the district should not become a funding source for items the agency would fund normally. Chief Hudson recommended the district develop a policy what is generally approved. Mr. VanSteenberg stated the annual resolution will be presented at the September meeting, and will include basic rules for approved project types.

Constable Ryan Gable made the motion to approve the sheriff's office request under the PSAP improvement program for electronic equipment. Chief Hudson seconded the motion. The motion carried with all in favor.

Capital Plan

Mr. Virgadamo noted item three of the agenda, consider and take action on the capital plan.

Mr. VanSteenberg stated the district traditionally does a five-year plan looking ahead at major projects. Mr. VanSteenberg reviewed the capital plan, highlights of the plan include:

- \$542,000 for PSAP improvement grants
- \$75,000 for anticipated equipment replacement for the 9-1-1 system
- \$200,000 to replace mobile command posts
- \$100,000 for upgrades to the microwave network

Mr. Simon made the motion to approve the capital plan as presented. Constable Gable seconded the motion. The motion carried with all in favor.

Fiscal Year 2019 Proposed Budget

Mr. Virgadamo noted item four of the agenda, consider and take action on the fiscal year 2019 proposed budget.

Mr. VanSteenberg explained the proposed budget, if approved by the board, will be submitted to the county commissioner's court and every city in the county. The county and a majority of the cities must approve the budget before it can be adopted.

Mr. VanSteenberg reviewed the proposed fiscal year 2019 budget, estimating an increase in budgeted revenues by \$237,800. Budgeted expenditures are proposed to decrease by \$46,000 for 1.1%. Proposed total revenue for fiscal year 2019 is \$4,701,200, and proposed total expenses are \$4,328,900.

Mr. Virgadamo asked what is planned for COLA or merit? Mr. VanSteenberg replied he has budgeted 4%, a 4% total increase for salaries, and will be presented to the board with the update to the compensation plan.

Constable Gable made the motion to approve the fiscal year 2019 proposed budget. Chief Hudson seconded the motion. The motion carried with all in favor.

Consent Agenda

Mr. Virgadamo noted item five of the consent agenda, requesting a motion to adjourn.

Chief Hudson made the motion to adjourn. Constable Gable seconded the motion. The motion carried with all in favor.

The meeting adjourned at 9:06 a.m.

*These minutes were approved at regularly scheduled board meeting on July 18, 2018.
If needed, an official, signed copy may be obtained at the MCECD office.*



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POSTED
Montgomery County Emergency Communication District
06/21/2018 11:13AM
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MARK TURNBULL, COUNTY CLERK
MONTGOMERY COUNTY, TEXAS

NOTICE OF SPECIAL MEETING

June 27, 2018

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 **8:30 a.m., Wednesday, June 27, 2018**, at the **MCECD 9-1-1 Boardroom, 150 Hilbig Road, Conroe, Texas**. The purpose of the meeting is as follows:

Open Meeting

Public Comments: Please sign in and limit comments to three (3) minutes

1. Consider and take action approving The Montgomery County Hospital District's request under the PSAP Improvement Program for fiber optic cable
2. Consider and take action approving The Montgomery County Sheriff's Office request under the PSAP Improvement Program for electronic equipment
3. Consider and take action on the Capital Plan
4. Consider and take action on the Fiscal Year 2019 Proposed Budget

Consent Agenda

5. Adjourn meeting

Larry L. VanSteenberg, Executive Director

Parking is available in front of the Law Enforcement Center. Please go to the Information Booth in the Center's main lobby and inform the attendant you are here for the 9-1-1 Board Meeting. You will be met at the access gate near the flagpoles. You may also call (936) 523-5911 from the gate located on Hilbig Road. The gate will be opened via remote.

The Montgomery County Emergency Communication District reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matter listed above, as authorized by Texas Government Code, Section 551.071 (Consultation with Attorney); 551.072 (Deliberations about Real Property); 551.073 (Deliberations about Gifts and Donations); 551.074 (Personnel Matters); 551.076 (Deliberations about Security Devices); and 551.087 (Economic Development).