

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

**REGULAR MEETING**

**July 18, 2018**

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

**BOARD ATTENDING**

PRESENT: Paul Virgadamo, President  
Vicky Rudy, Vice President  
Robert Hudson, Treasurer  
James Simon, Member

NOT PRESENT: Ryan Gable, Secretary  
John Young, Ex-Officio Member

IN ATTENDANCE: Larry Foerster, Legal Counsel  
Chip VanSteenberg, Executive Director  
Jeanne Frey, Operations Manager  
Roberto Gutierrez, Systems Manager  
Robert Brewer, Systems Tech  
Andrea Wilson, Public Education Coordinator  
Terri Gill, Executive Assistant  
Jack Yates, City of Montgomery  
Deputy Chief Jerry Bittner, The Woodlands Fire Department  
Deputy Chief Doug Adams, The Woodlands Fire Department  
George Ebel, Motorola Solutions

Mr. Paul Virgadamo, President, called the meeting to order at 12:00 p.m., noting Chief Robert Hudson was running late and Constable Ryan Gable was unable to attend.

Mr. Virgadamo noted that Ms. Vicky Rudy is retiring from the City of Oak Ridge North and will also resign from the Board of Managers.

Mr. Chip VanSteenberg read from Ms. Rudy's award: "Presented to Vicky Rudy with appreciation for seven years of service to Montgomery County and its citizens, October 1, 2011 to September 30, 2018. Board of Managers and staff of the Montgomery County Emergency Communication District."

Ms. Rudy replied, "I have loved this, I cannot believe it's been seven years. And oh my gosh that is beautiful beyond, over-the-top beautiful and I will be thinking of y'all now forever because that's going to have a place of honor in my home. Thank you all so much."

**Public Comments**

No one requested to address the Board.

**The Woodlands Fire Department's Request Under the PSAP Improvement Program for a system to track and monitor the status of first responders in the field**

Mr. Virgadamo noted item one of the agenda, consider and take action approving the Woodlands Fire Department's request under the PSAP Improvement Program for a system to track and monitor the status of first responders in the field.

Item was delayed pending the arrival of Mr. George Ebelt with Motorola.

**Exercise an Option to Extend the Depository Bank Services Agreement with First Financial Bank for One Year**

Mr. Virgadamo noted item two of the agenda, consider and take action to exercise an option to extend the depository bank services agreement with First Financial Bank for one year.

Mr. VanSteenberg explained the staff are very happy with First Financial Bank. The initial term was for two years and ended on June 30, 2018. The agreement includes the ability to extend the original term for three one-year terms.

Ms. Rudy made the motion to approve a one-year extension of the bank services agreement with First Financial Bank. Mr. James Simon seconded the motion. The motion carried with all in favor.

**Nominations to the Board of Trustees of the Texas Municipal League Intergovernmental Risk Pool (TML IRP)**

Mr. Virgadamo noted item three of the agenda, consider and take action on nominations to the board of trustees of the Texas Municipal League Intergovernmental Risk Pool.

Mr. VanSteenberg stated the district is a member of the risk pool for insurance purposes, liability, property and worker's compensation. TML IRP is governed by a board of trustees elected by the members. Four board positions are up for elections this year. As a member, the district can submit nominations for each of these positions.

Mr. Virgadamo requested a nomination, being none, no action was taken.

**Nominations to the Board of Trustees of the Texas Municipal League Multistate Intergovernmental Employee Benefit Pool (TML M IEBP)**

Mr. Virgadamo noted item four of the agenda, consider and take action on nominations to the board of trustees of the Texas Municipal League Multistate Intergovernmental Employee Benefit Pool.

Mr. VanSteenberg explained the district is a member of TML M IEBP for the purpose of buying health, vision, dental and life insurance for employees. As a member, MCECD can nominate a person to serve as a regional representative on the pool's board. Nominees must be an elected official or an employee of any incorporated city in the region. The current regional representative is Jay Stokes, city manager of the City of Deer Park. Mr. Stokes' three-year term ends on September 30, 2018.

Mr. Virgadamo requested a motion to nominate Mr. Jay Stokes. Mr. Simon made the motion to nominate the district 14 incumbent, Mr. Jay Stokes of the City of Deer Park. Ms. Rudy seconded the motion. The motion carried with all in favor.

**Presentation of the March 2018 Quarterly Investment Report Compiled by Valley View Consulting**

Mr. Virgadamo noted item five of the agenda, presentation of the March 2018 quarterly investment report compiled by Valley View Consulting.

Mr. VanSteenberg stated he would review the investment report in detail, to keep the board up-to-date on the investments. Mr. VanSteenberg explained the district has two types of assets, (1) DDA, GIPS and MMF, which are demand deposit accounts, government investment pools, and money market funds; (2) securities and CDs. The district has just over \$6.6 million invested.

\*\*\*Note: Chief Robert Hudson arrived

Mr. VanSteenberg noted for the period ended March 31, 2018, the district earned \$25,781 in interest, and \$45,058 was earned year-to-date. The district buys to hold, holding until maturity.

Mr. VanSteenberg asked if there were questions on the investment report or the investment strategy. Ms. Rudy asked if Valley View provides investment strategy or only reporting. Mr. VanSteenberg replied they generally help with investments, but for the district, just reporting.

No action taken.

Mr. Virgadamo moved back to item one of the agenda.

### **The Woodlands Fire Department's Request Under the PSAP Improvement Program for a system to track and monitor the status of first responders in the field**

Mr. Virgadamo noted item one of the agenda, consider and take action approving the Woodlands Fire Department's request under the PSAP Improvement Program for a system to track and monitor the status of first responders in the field.

Mr. Chip VanSteenberg, Executive Director, introduced Deputy Chief Jerry Bittner with the fire department, to discuss their project.

Deputy Chief Bittner introduced Deputy Chief Doug Adams and Mr. George Ebel, Motorola.

Deputy Chief Bittner explained the fire department is requesting a personal accountability system. Motorola has developed a system that works in conjunction with the radios, which allows tracking of personnel, not just by the incident commander, but also by the dispatcher. This is a key advantage at an emergency scene. The incident command or the dispatcher sends an inaudible message to the personnel on a scene, personnel can respond with a click of the mike, I am okay. The product can determine if personnel are on the correct radio channel, monitoring their battery life, and whether the radio has been powered off or has lost connection to the system.

Deputy Chief Bittner stated the grant would allow for all the back-room equipment needed to get the system established. Other agencies using the Motorola radio system will be able to use the accountability system after programming their individual radios and adding the software to their incident command vehicles.

Mr. Larry Foerster asked if the funding request was for this year's or next year's budget? Deputy Chief Bittner responded, this year's. Mr. VanSteenberg stated the monies had been budgeted for the PSAP improvement projects for fiscal year 2018. Ms. Rudy asked that they tie it to PSAPs, why is this okay? Mr. VanSteenberg replied the dispatchers do a lot of multi-tasking, keeping up with firefighters on scene, the radio traffic back and forth, all while the 9-1-1 phones are ringing, the system will free up time. Deputy Chief Bittner added the more eyes that are on the protection of people, the better.

Mr. Foerster stated his second question concerns whether this project is consistent with what we are statutorily authorized to do, to ensure we are not setting a precedent beyond what we are authorized to do.

Mr. VanSteenberg noted various districts, and the attorneys that serve those districts, realize the statute is worded broadly, and some districts provide radio systems, some districts provide CAD, and some provide recorders. We decided not to provide some of those services, but this is an ancillary service, and I believe it does touch the 9-1-1

dispatcher enough.

Mr. Foerster stated for the minutes, "If the board approves this, I don't know if I have an objection to it, we need to make sure we recognize this will enhance our 9-1-1 ability to serve and respond to emergencies." Mr. Virgadamo stated he would like to see it approved subject to review. Ms. Rudy concurred.

The total cost of the system is \$109,698.85, of which MCECD will fund \$98,728, with The Woodlands Fire Department providing a 10% match.

Ms. Vicky Rudy made the motion to approve the fire department's request under the PSAP improvement program for the APX Personnel Accountability system, pending review by Mr. Larry Foerster, Legal Counsel. Chief Robert Hudson seconded the motion. The motion carried with all in favor.

### **Executive Director's Report on Items of Community Interest for Which No Action Will Be Taken**

Mr. Virgadamo noted item six of the agenda, executive director's report on items of community interest for which no action will be taken.

Mr. VanSteenberg reported on the school safety day on June 12<sup>th</sup>. We met with all the ISDs and the five largest private schools. MCECD, the Montgomery County Department of Homeland Security, the fire marshal's office, and the sheriff's office gave presentations on school safety to start a dialogue. Since then, two of the school districts and two of the private schools have purchased Panic Button, put out by Rave. We have two school districts that have entered all their campuses in our Rave Facility program, a lot of campus-wide information pops up when a 9-1-1 call is made from that campus. Willis ISD has decided to purchase Panic Button, so their information will be added to the information for Conroe and New Caney ISDs. Splendora ISD, Legacy Prep and Covenant have also purchased Panic Button.

Mr. VanSteenberg stated the Junior First Responder Camp was the June 11 to 15, with 22 attendees. Next year we will host two camps, adding one for the east county area.

We are currently undergoing a preview of our Vesta system, the 9-1-1 calling system. A software update is available.

The GIS department is working on the census data for 2020. The census sent their address data and asked us to review 252,000 records, and we are about 72% complete with an August 16<sup>th</sup> deadline.

We are also auditing all the cell phone towers, we have just completed the AT&T towers. We are verifying the location, verifying that they are reporting to the correct agency, and adding the sectors of each tower.

We are in the midst of upgrading all the servers and storage.

Mr. VanSteenberg reported he is working with the 9-1-1 Alliance to develop a strategy for the next legislative session or two, on fee structure. There is a lot of concern that as technology changes the 9-1-1 fees are covered, perhaps adding a fee structure onto a data plan. We are working with AT&T and other industry partners to present a unified message.

No action taken.

### **Consent Agenda**

Mr. Virgadamo noted item seven through eleven of the consent agenda, noting the items may be taken separately or as a whole.

Mr. Simon made a motion to approve the consent agenda in its entirety. Ms. Rudy seconded the motion. The motion carried with all in favor.

The meeting adjourned at 12:48 p.m.

*These minutes were approved at regularly scheduled board meeting on September 19, 2018.  
If needed, an official, signed copy may be obtained at the MCECD office.*