

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

**REGULAR MEETING**

**September 19, 2018**

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

**BOARD ATTENDING**

PRESENT: Paul Virgadamo, President  
Robert Hudson, Treasurer  
James Simon, Member  
Jack Yates, Member-Elect

NOT PRESENT: Vicky Rudy, Vice President  
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  
Terri Gill, Executive Assistant  
Lt. James Waller, Conroe Police Department  
Rick Erickson, The Woodlands Fire Department  
Sarah Cottar, Montgomery County Hospital District  
Shawn Trainor, Montgomery County Hospital District

Mr. Paul Virgadamo, President, called the meeting to order at 12:00 p.m., noting Ms. Vicky Rudy and Constable Ryan Gable were unable to attend.

**Public Comments**

No one requested to address the Board.

**Acknowledging the appointment of Mr. Jack Yates by the Cities and Towns of Montgomery County, and the reappointments of Constable Ryan Gable by the Montgomery County Commissioners Court, and Mr. John Young by the Primary Service Provider**

Mr. Virgadamo noted item one of the agenda, consider and take action acknowledging the appointment of Mr. Jack Yates by the Cities and Towns of Montgomery County, and the reappointments of Constable Ryan Gable by the Montgomery County Commissioners Court, and Mr. John Young by the Primary Service Provider.

Mr. James Simon made a motion to acknowledge the appointment of Mr. Yates and the reappointments of Constable Gable and Mr. Young. Chief Robert Hudson seconded the motion. The motion carried with all in favor.

## **Administer Statement of Officer and Oath of Office to all Board Members**

Mr. Virgadamo noted item two of the agenda, administer Statement of Officer and Oath of Office to all board members.

Ms. Terri Gill administered the oath and sworn statement to the members present.

No action was taken.

## **Election of Officers**

Mr. Virgadamo noted item three of the agenda, consider and take action, if necessary, on election of Officers.

Mr. Simon made a motion to appoint Mr. Paul Virgadamo as President, Chief Robert Hudson as Vice President, Constable Ryan Gable as Secretary, Mr. Jack Yates as Treasurer, and Mr. James Simon as Member. Chief Hudson seconded the motion. The motion carried with all in favor.

## **Conroe Police Department's request under the PSAP Improvement Program for a computer aided dispatch system**

Mr. Virgadamo noted item four of the agenda, consider and take action approving the Conroe Police Department's request under the PSAP Improvement Program for a computer aided dispatch system.

Mr. VanSteenberg introduced Lt. James Waller of the Conroe Police Department.

Lt. James Waller stated the police department had chosen the Superion One Solution, however they have been notified that Superion will merge with Tritech and are unsure how this might impact the CAD product. The Conroe Police Department requests their PIPP request for fiscal year 2018 be tabled.

Mr. VanSteenberg noted this is the last meeting of the fiscal year, so the funds will need to be rolled into fiscal year 2019.

Mr. Simon made a motion to table the Conroe Police Department's request, allowing the funds to roll to fiscal year 2019. Chief Hudson seconded the motion. The motion carried with all in favor.

## **Selection of firm to perform audit services from responses to RFQ**

Mr. Virgadamo noted item five of the agenda, consider and take action on selection of firm to perform audit services from responses to RFQ.

Mr. Virgadamo recused himself for this matter.

Mr. Chip VanSteenberg, Executive Director, stated BrooksWatson just completed a four-year engagement to perform annual audits of the district's financial statements. It has been several years since the district went through a process to request and review qualifications. Per the board's direction, the staff issued a request for qualifications, RFQ, for auditing services and received two submissions: BrooksWatson & Co., PLLC and Patillo, Brown & Hill, LLP.

Chief Hudson asked how the pricing compares. Mr. VanSteenberg replied, BrooksWatson is \$10,750 and Patillo, Brown & Hill are \$20,000.

Chief Hudson made a motion to select the firm BrooksWatson to perform audit services. Mr. Simon seconded the motion. The motion carried with all in favor.

### **Fiscal Year 2019 Proposed Budget**

Mr. Virgadamo noted item six of the agenda, consider and take action on the Fiscal Year 2019 Proposed Budget.

Mr. VanSteenberg noted the board had adopted a proposed budget in the spring that was sent to the county and the cities. Mr. VanSteenberg made presentations at several council meetings receiving positive feedback.

Mr. Simon made a motion to approve the fiscal year 2019 budget. Chief Hudson seconded the motion. The motion carried with all in favor.

### **Compensation Policy for Fiscal Year 2019**

Mr. Virgadamo noted item seven of the agenda, consider and take action on the compensation policy for Fiscal Year 2019.

Mr. VanSteenberg explained there are two appendices to the compensation policy that require updates annually. The first revises the amount of a raise based on the performance review score. The proposed schedule remains the same at 0% to 3.5%. The next appendix is the grade structure, based on the change to the consumer price index, a change of 2.7% this year. The minimum and maximum of each grade have been adjusted 2.7%.

Chief Hudson made a motion to approve the compensation policy for fiscal year 2019. Mr. Simon seconded the motion. The motion carried with all in favor.

### **Texas County and District Retirement System (TCDRS) Plan Year 2019**

Mr. Virgadamo noted item eight of the agenda, consider and take action on the Texas County and District Retirement System (TCDRS) Plan Year 2019.

Mr. VanSteenberg stated the board must annually specify two provisions for the district's retirement plan with TCDRS. The first decision is to determine the rate of increase, if any, to the benefit payments for retirees. The second is to decide whether to pay a higher rate than the required actuarial rate. Since 2013, the district has adopted a COLA based upon 70% of the CPI.

Chief Hudson made a motion to approve a 70% CPI-based COLA, and a total contribution rate of 19.48% for plan year 2019. Mr. Simon seconded the motion. The motion carried with all in favor.

### **Resolution revising procedures for the PSAP Improvement Participation Program for FY 2019**

Mr. Virgadamo noted item nine of the agenda, consider and take action on a resolution revising procedures for the PSAP Improvement Participation Program for FY 2019.

Mr. Chip VanSteenberg, requested the resolution be deferred to the November meeting. The board agreed.

No action was taken

### **Renewal agreement with Rave Mobile Safety for Rave Alert and Smart911 for the term October 1, 2018 to September 30, 2019**

Mr. Virgadamo noted item ten of the agenda, consider and take action on renewal agreement with Rave Mobile Safety for Rave Alert and Smart911 for the term October 1, 2018 to September 30, 2019.

Mr. VanSteenberg explained that Rave is our technology partner for alerting and Smart911 applications. The cost to renew for fiscal year 2019 is the same as the cost for the current year, \$121,750.

Mr. Larry Foerster asked if there is a mechanism for individual cities to use the alert system? Mr. VanSteenberg replied the cities can request an alert through Ms. Jimenez with the Sheriff's Office Communications. Mr. Foerster asked if there would be a fee. Mr. VanSteenberg replied no fee. The alert could be created and sent within five to ten minutes. Ms. Andrea Wilson suggested an iPAWS alert might be recommended as it will reach every cell phone in the affected area. Mr. VanSteenberg added an alert issued through Rave will reach all in the area who have signed up for alerts, while an iPAWS alert will connect with all the cellphones in the alert area.

Mr. Simon made a motion to approve the renewal agreement with Rave Mobile Safety for the term October 1, 2018 to September 30, 2019. Chief Hudson seconded the motion. The motion carried with all in favor.

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

Mr. Virgadamo noted item eleven of the agenda, consider and take action on ballot for the Board of Trustees of the Texas Municipal League Intergovernmental Risk Pool (TML IRP).

Mr. VanSteenberg stated the district is a member of the TML IRP, which provides liability, property and workers' compensation insurance. As a member, the district's board of managers may participate in the election for the board of trustees. There are four places up for reelection this year.

Following a brief discussion, Mr. Virgadamo requested a motion. Mr. Simon made a motion to vote for Burt Lumbreras, place 12, Randy Criswell, place 11, Byron Black, place 13, and David Rutledge, place 14. Chief Hudson seconded the motion. The motion carried with all in favor.

### **Board of Trustees of the Texas Municipal League Multistate Intergovernmental Employee Benefits Pool (TML M IEBP)**

Mr. Virgadamo noted item twelve of the agenda, consider and take action on ballot for the Board of Trustees of the Texas Municipal League Multistate Intergovernmental Employee Benefits Pool (TML M IEBP).

Mr. VanSteenberg noted the district is a member of the TML Multistate IEBP, and as such may vote for a regional representative to sit on the board.

Mr. Simon made a motion to vote for Kyle Jung. Chief 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 thirteen of the agenda, executive director's report on items of community interest for which no action will be taken.

Mr. VanSteenberg noted the fiscal year will end September 30<sup>th</sup>.

There has been lots of activity in Next Generation 9-1-1 with our district peers. Greater Harris County 9-1-1 is developing their own next generation 9-1-1 system, that we will be able to piggy-back onto if it is a product that we like. Of their 43 PSAPs, ten are on the new next generation system. Bexar Metro, Lubbock, and Denco are also working on their systems. We want to be able to watch these districts and learn from their experience, and take the lessons learned into account when we are ready to move into next generation 9-1-1.

This is a busy time of year for public education with school safety days and national night out. We participated in an awareness campaign with the City of Conroe with inserts in water bills.

No action was taken.

## **Consent Agenda**

Mr. Virgadamo noted items fourteen through eighteen 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. Chief Hudson seconded the motion. The motion carried with all in favor.

The meeting adjourned at 12:34 p.m.

*These minutes were approved at regularly scheduled board meeting on November 14, 2018.  
If needed, an official, signed copy may be obtained at the MCECD office.*



DOC# 18-1323  
 POSTED  
 09/13/2018 12:21PM  
 SHERRY CURRY  
 HARRIS COUNTY CLERK  
 MONTGOMERY COUNTY, TEXAS

Montgomery County Emergency Communication District  
 Post Office Box 1830, Conroe Texas 77385-1830  
 Phone: (936) 523-5911 / Fax: (936) 523-5911

## NOTICE OF REGULAR MEETING

September 19, 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 **12:00 p.m., Wednesday, September 19, 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 acknowledging the appointment of Mr. Jack Yates by the Cities and Towns of Montgomery County, and the reappointments of Constable Ryan Gable by the Montgomery County Commissioners Court, and Mr. John Young by the Primary Service Provider.
2. Administer Statement of Officer and Oath of Office to all Board Members
3. Consider and take action, if necessary, on election of Officers
4. Consider and take action approving the Conroe Police Department's request under the PSAP Improvement Program for a computer aided dispatch system
5. Consider and take action on selection of firm to perform audit services from responses to RFQ
6. Consider and take action on the Fiscal Year 2019 Proposed Budget
7. Consider and take action on the Compensation Policy for Fiscal Year 2019
8. Consider and take action on the Texas County and District Retirement System (TCDRS) Plan Year 2019
9. Consider and take action on a resolution revising procedures for the PSAP Improvement Participation Program for FY 2019
10. Consider and take action on renewal agreement with Rave Mobile Safety for Rave Alert and Smart911 for the term October 1, 2018 to September 30, 2019
11. Consider and take action on ballot for the Board of Trustees of the Texas Municipal League Intergovernmental Risk Pool (TML IRP)
12. Consider and take action on ballot for the Board of Trustees of the Texas Municipal League Multistate Intergovernmental Employee Benefits Pool (TML M IEBP)
13. Executive Director's report on items of community interest for which no action will be taken

### Consent Agenda

14. Approval of meeting minutes for July 18, 2018
15. Ratify the accounts payable for the months of July, and August 2018
16. Approval of monthly financial statements for the periods ending June 30, and July 31, 2018
17. Approval of quarterly financial statements for the period ending June 30, 2018
18. 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 matters 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).*