

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

REGULAR MEETING

November 15, 2017

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
John Young, Ex-Officio Member

NOT ATTENDING: Ryan Gable, Secretary

IN ATTENDANCE: Larry Foerster, Legal Counsel
Chip VanSteenberg, Executive Director
Jeanne Frey, Operations Manager
Roberto Gutierrez, Systems Manager
Andrea Wilson, Public Education Coordinator
Terri Gill, Executive Assistant
Sarah Cottar, Montgomery County Hospital District
Shawn Trainor, Montgomery County Hospital District
TJ Darst, Montgomery County Hospital District
Captain Randy Eaves, Montgomery County Sheriff's Office
Denise Jimenez, Montgomery County Sheriff's Office
Rick Erickson, The Woodlands Fire Department

Mr. Paul Virgadamo, President, called the meeting to order at 12:00 p.m., noting that Constable Ryan Gable was unable to attend the meeting.

Public Comments

No one requested to address the Board.

Acknowledging the reappointment of Mr. James Simon by the Montgomery County Commissioners Court

Mr. Virgadamo noted item one of the agenda, consider and take action acknowledging the reappointment of Mr. James Simon by the Montgomery County Commissioners Court.

Mr. Chip VanSteenberg, Executive Director, stated reappointments had been acknowledged at the last meeting, however, Commissioners' Court had not yet acted upon Mr. Simon's reappointment, which they did on October 24th.

Chief Robert Hudson made the motion to acknowledge the reappointment of Mr. Simon. Ms. Vicky Rudy 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.

Mr. VanSteenberg noted the district had not performed the oath in a while, and legal counsel advises we should perform the oath with each appointment or reappointment.

Ms. Terri Gill administered the statement of officer and the oath of office to Mr. Paul Virgadamo, Ms. Vicky Rudy, Mr. James Simon, and Chief Robert Hudson.

No action was needed.

District's Investment Policy

Mr. Virgadamo noted item three of the agenda, consider and take action on the district's investment policy.

Mr. VanSteenberg stated the Texas public funds investment act governs how local governments manage and invest. The PFIA requires all local governments to review their investment policies annually and adopt a resolution specifying any changes made. The act further requires local governments to annually adopt a list of qualified brokers authorized to engage in investment activities with the local government.

There are no changes recommended to the policy or the qualified brokers, FTN Financial and Hilltop Securities.

Mr. James Simon made the motion to approve the district's investment policy. Ms. Rudy seconded the motion. The motion carried with all in favor.

Meeting Schedule and Holidays for 2018

Mr. Virgadamo noted item four of the agenda, consider and take action on meeting schedule and holidays for 2018.

Mr. VanSteenberg explained this is an annual action, setting the schedule for the year for board meetings and approved holidays. The board generally meets on the third Wednesday, however, with concern for spring break the March meeting is scheduled for the fourth Wednesday. The number of holidays and the holidays observed are set by policy adopted by the board, but the dates are set annually.

Chief Hudson made the motion to approve the meeting schedule and holidays 2018. Mr. Simon seconded the motion. The motion carried with all in favor.

Authorizing the Executive Director to Sign Contracts Below a Specified Dollar Amount

Mr. Virgadamo noted item five of the agenda, discuss policy authorizing the executive director to sign contracts below a specified dollar amount.

Mr. VanSteenberg stated he had discussed, with Mr. Larry Foerster, Legal Counsel, whether the executive director is authorized to sign small contracts, i.e. for floor mats. Mr. Foerster thought the board should approve the designation officially.

Mr. Foerster stated the statute does not specifically speak to this, but he believes it is implied that the director could be responsible for any operations subject to any limitations set out in section 772.308. The board may adopt rules as they choose to, if the board thinks it is prudent to describe those times when there does not really need to be an agenda item to discuss a routine item.

Mr. Virgadamo asked if a dollar amount is specified. Mr. Foerster noted the dollar amount suggested in the draft

was for purposes of discussion. Ms. Vicky Rudy noted that it is not so much the dollar amount as the type of contract, routine daily operations, for instance, printers. Mr. Foerster described them as routine operational contracts. Mr. Virgadamo agreed. Ms. Rudy asked what is the current purchasing limit. Mr. VanSteenberg replied fifty thousand.

Mr. Virgadamo asked if there were other questions or concerns, there were none. Mr. VanSteenberg stated a resolution will be brought to the board.

No action was taken.

Report from the Executive Director on the Unaudited Financial Statement for the Fiscal Year that ended September 30, 2017

Mr. Virgadamo noted item six of the agenda, report from the executive director on the unaudited financial statement for the fiscal year that ended September 30, 2017.

Mr. VanSteenberg noted with the audit in process, the numbers presented are unaudited. Mr. VanSteenberg directed attention to the PowerPoint presentation (copy attached), and discussed the district's revenues and operating expenses. The district's cash and investments are estimated to be \$6,136,240, and the net position will be determined with the audit.

Mr. VanSteenberg stated the 9-1-1 district directors are very concerned with Next Generation 9-1-1 and the associated costs. We will see an increase of \$300,000 to \$305,000 per year, once we are forced off the selective router and tandems, and onto Next Generation platform. The costs will come down eventually, but for the first five years or so, the providers will charge for the learning curve.

Ms. Rudy asked how Smart9-1-1 is doing. Mr. VanSteenberg replied the Hurricane Harvey had been good for registrations. We are learning more about the system, how to use it, how to promote it. Ms. Andrea Wilson is working with a team that includes members from each PSAP and the OEM. Ms. Wilson added she is working with the City of Conroe to get the message out to the community.

No action was taken.

Executive Director's Report

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

Mr. VanSteenberg stated the district presented a kid hero award to a 7-year old boy from Geisinger Elementary. He called 9-1-1 when his mother was having seizures. The dispatchers were Ms. Kristi Dunn with the Conroe Police Department and Mr. Carter Parent with the Montgomery County Hospital District.

Mr. VanSteenberg reported the microwave network has one link down from Hilbig to the EOC. The repairs are estimated at \$19,000. The vendor used indoor rated cable for an outdoor application. This purchase was made through an H-GAC contract, and we are working with Mr. Foerster to review the district's options.

Mr. VanSteenberg expressed his frustration with Text to 9-1-1. When trying to be at the leading edge of technology, everything takes a while. We are able now, with Verizon, to text to 9-1-1, however we do not get services with the call, no location information. The first text to 9-1-1 was delivered October 19th. We are dealing with very technical details, with many vendors and connections, a type of connection that has not been used before.

Consent Agenda

Mr. Virgadamo noted items eight through twelve of the consent agenda, noting the items may be taken separately

or as a whole.

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

The meeting adjourned at 12:27 p.m.

These minutes were approved at regularly scheduled board meeting on March 28, 2018.

If needed, an official, signed copy may be obtained at the MCECD office.



Montgomery County Emergency Communication District
 Post Office Box 1830, Conroe Texas 77305-1830
 Phone: (936) 523-5911 / Fax: (936) 539-9111

NOTICE OF REGULAR MEETING

November 15, 2017

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, November 15, 2017**, 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 reappointment of Mr. James Simon by the Montgomery County Commissioners Court
2. Administer Statement of Officer and Oath of Office to all Board Members
3. Consider and take action on the District's Investment Policy.
4. Consider and take action on Meeting Schedule and Holidays for 2018
5. Discuss policy authorizing the executive director to sign contracts below a specified dollar amount
6. Report from the executive director on the unaudited financial statement for the fiscal year that ended September 30, 2017
7. Executive Director's report on items of community interest for which no action will be taken

Consent Agenda

8. Approval of meeting minutes for September 20, 2017
9. Ratify the accounts payable for the months of September, and October 2017
10. Approval of monthly financial statements for the periods ending August 31, and September 30, 2017
11. Approval of quarterly financial statements for the period ending September 30, 2017
12. Adjourn meeting

Larry L. VanSteenberg, Executive Director

DOC# 17-1399
 POSTED
 11/09/2017 01:48PM
 DEANA FAIRCLOTH
 MARK TURNBULL, COUNTY CLERK
 MONTGOMERY COUNTY, TEXAS

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).