

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

REGULAR MEETING

November 16, 2016

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

BOARD ATTENDING

PRESENT: Vicky Rudy, Vice President
Robert Hudson, Treasurer
James Simon, Member
John Young, Ex-Officio Member

ABSENT: Paul Virgadamo, President
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
Denise Jimenez, Montgomery County Sheriff's Office
Matt Walkup, Montgomery County Hospital District

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

Public Comments

No one requested to address the Board.

Amended and Restated Alliance Interlocal Agreement with the Texas 9-1-1 Alliance

Ms. Rudy noted item one of the agenda, consider and take action on an amended and restated Alliance Interlocal agreement with the Texas 9-1-1 Alliance.

Mr. Chip VanSteenberg, Executive Director, explained the 26 emergency communication districts in Texas formed an alliance in 2004 that allows them to cooperate on different projects, and share services, such as legislative and regulation monitoring on the state and national level. The Alliance's scope of projects has changed and grown over the years, but is still operating under the original legal agreement. A new agreement was drafted that better reflects the Alliance's current activities. The agreement has been reviewed by multiple levels of attorneys. Mr. Larry Foerster has reviewed the agreement and found no objection to it.

Ms. Rudy noted there are extensive changes. Mr. VanSteenberg agreed, noting the Alliance is shifting towards shared services, for example, our project with Greater Harris County to administer the ALI database. Mr. Foerster noted the agreement gives each district some latitude, whether or not they want to participate in a project.

Mr. James Simon made the motion to approve the amended and restated Alliance Interlocal agreement with the Texas

9-1-1 Alliance. Chief Robert Hudson seconded the motion. The motion carried with all in favor.

Investment Policy

Ms. Rudy noted item two of the agenda, consider and take action on the district's investment policy.

Mr. VanSteenberg stated the policy should be reviewed annually, and includes a training requirement that Mr. VanSteenberg has just completed.

Mr. VanSteenberg stated a required change is on page 7, which states, "On a quarterly basis, one of the approved broker/dealers will review the credit rating of the issuers of all securities in the district's portfolio and will notify the district of any changes to those credit ratings." To meet this requirement, we will send a list of the district's securities to one of the broker/dealers to review the credit rating. If a rating has changed and become a risky investment, we will need to sell it.

Mr. VanSteenberg explained the change to page 9, under safekeeping: the prior policy allowed the district's securities to be held at the broker/dealer's bank. The district has changed depositories, and safekeeping services are provided at no charge.

Mr. VanSteenberg stated he had met with the financial committee, and proposes one additional change, also on page 7, under Competitive Bidding, adding the clause: "When buying small lots, transactions of \$500,000 or less, where the designated Investment Officer can determine the price is in line with market rates." Ms. Rudy inquired if the \$500,000 could be reduced? Mr. VanSteenberg stated it could be, he would say \$250,00 or less.

Chief Hudson made the motion to approve the district's investment policy with the recommended change to \$250,000 to page seven for competitive bidding. Mr. Simon seconded the motion. The motion carried with all in favor.

Resolution Authorizing Procedures for PSAP Improvement Participation Program for FY 2017

Ms. Rudy noted item three of the agenda, consider and take action on a resolution authorizing procedures for PSAP improvement participation program for FY 2017.

Mr. VanSteenberg noted fiscal year 2017 will be the third year of the program, and the district has budgeted \$100,000 for each of the four PSAPs. This has been a popular program, we have been able to buy digital recorders, additional workstations, and heavy-duty 24-hour chairs. It is a reimbursement program and has a participation requirement of ten percent. The Board approves the rules and funding annually.

Mr. Simon made the motion to approve the resolution authorizing procedures for PSAP improvement participation program for FY 2017. Chief Hudson seconded the motion. The motion carried with all in favor.

Year-end Review for Fiscal Year 2016

Ms. Rudy noted item four of the agenda, year-end review for fiscal year 2016.

Mr. VanSteenberg requested the review be deferred to the January meeting.

No action was taken.

Executive Director's Report

Ms. Rudy noted item five of the agenda, executive director's report on items of community interest for which no action will be taken.

Mr. VanSteenberg reported the district has kicked off a new program, Telecommunicator of the Quarter. Our first honoree is Lauren Lindsey with The Woodlands Fire Department. During the Memorial Day floods, Lauren was eight months pregnant, and off duty. The call center was receiving a high volume of calls, Lauren reported for duty, going above and

beyond the call of duty. We recognize Lauren Lindsey as the Telecommunicator of the Quarter. We will name an honoree every quarter.

Mr. VanSteenberg stated Rave Mobile Safety was conducting training courses at the facility today.

Mr. VanSteenberg reported on a weather alert that was issued locally for a freeze warning in Amarillo. Several citizens were woken in the middle of the night for these warnings. When setting up the template, a small section was missed. The template has been corrected.

The microwave network has been up and operating for some time, but has not been operating as designed. There are some links that have not worked. The district has been caught in the middle of a buy-out, however, all the links have been up and operating for about a week.

An upgrade for the Vesta system will occur at mid-December. This will allow SMS texting.

Mr. Simon expressed his appreciation for the 9-1-1 system, the police and fire departments for their prompt and courteous service during his family's recent 9-1-1 call.

Mr. VanSteenberg reported September was fire prevention month and Mrs. Andrea Wilson, Public Education Coordinator attended several events. Mrs. Wilson reported the fire safety house was used 31 times during the year.

Mr. VanSteenberg noted the new investment reports, explaining the district has contracted with Valley View Consulting to provide quarterly investment reports. There are specific requirements in the law, required calculations, that our reports did not meet. The reports will get more detailed as they go along because of the added history. Mr. VanSteenberg briefly reviewed the September 2016 report. Ms. Rudy noted Mr. VanSteenberg has done an impressive job with the district's investments.

Consent Agenda

Ms. Rudy noted items six, seven, eight, nine, ten, and eleven of the consent agenda, noting the items may be taken separately or as a whole.

Mr. Simon made the 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 12:35 p.m.

These minutes were approved at regularly scheduled board meeting on March 29, 2017.

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



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POSTED
11/10/2016 11:24AM

NOTICE OF REGULAR MEETING

by Curry
MARK TURNBULL, COUNTY CLERK
MONTGOMERY COUNTY, TEXAS

November 16, 2016

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 16, 2016**, 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 on an Amended and Restated Alliance Interlocal Agreement with the Texas 9-1-1 Alliance
2. Consider and take action on the District's Investment Policy
3. Consider and take action on a resolution authorizing procedures for PSAP Improvement Participation Program for FY 2017
4. Year-end review for Fiscal Year 2016
5. Executive Director's report on items of community interest for which no action will be taken

Consent Agenda

6. Approval of meeting minutes for September 28, 2016
7. Ratify the accounts payable for the months of September, and October 2016
8. Approval of monthly financial statements for the period ending September 30, 2016
9. Approval of quarterly financial statements for the period ending September 30, 2016
10. Approval of quarterly investment reports for the periods ending September 30, 2015, December 31, 2015, March 31, 2016, June 30, 2016, and September 30, 2016
11. 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 661.071 (Consultation with Attorney); 661.072 (Deliberations about Real Property); 661.073 (Deliberations about Gifts and Donations); 661.074 (Personnel Matters); 661.076 (Deliberations about Security Devices); and 661.087 (Economic Development).