

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

REGULAR MEETING

January 15, 2014

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

BOARD ATTENDING

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

ABSENT: James Simon, Secretary
Tommy Gage, Member

IN ATTENDANCE: Larry Foerster, Legal Counsel
Chip VanSteenberg, Executive Director
Jeanne Frey, Administrative Manager
Roberto Gutierrez, IT Manager
Robert Brewer, Systems Technician
Regina Payne, Database Coordinator
Andrea Wilson, Public Education Coordinator
Terri Gill, Executive Assistant
Mike Reyes, Commercial Wireless
Dianna Porche, AT&T
Rick Erickson, Woodlands Fire Department

Mr. Paul Virgadamo, President, called the meeting to order at 12:00 p.m., noting all members were present.

Public Comments

Mr. Larry Foerster requested to speak to the Board and guests. Mr. Foerster announced the first annual Montgomery County Historical Commission's History Road Rally on Saturday, January 25th in historic Montgomery.

Resolution Adopting Changes to the Investment Policy and Investment Strategies for Fiscal Year 2014

Mr. Virgadamo noted item one of the agenda, consider and take action on a resolution adopting changes to the investment policy and investment strategies for fiscal year 2014.

Mr. Chip VanSteenberg stated the staff recommended changes to the District's requirement on Safekeeping, allowing "a depository institution or clearing broker-dealer registered with the Securities and Exchange Commission and operating pursuant to Securities and Exchange Commission Rule 15c3-3 (17C.F.R. Section 240.15c3-3) as custodian for the District if appointed by a resolution of the Board of Managers of the District."

Ms. Vicky Rudy made the motion to approve a resolution adopting changes to the investment policy and investment

strategies for fiscal year 2014. Chief Robert Hudson seconded the motion. The motion carried with all in favor.

Proposal to Develop and Implement a System-wide Wireless Network

Mr. Virgadamo noted item two of the agenda, consider and take action on a proposal to develop and implement a system-wide wireless network.

Mr. VanSteenberg stated a proposal had been solicited from Commercial Wireless for the installation of a wireless network that connects five sites for the purpose of moving 9-1-1 calls and related data. The five sites are: (1) the MCECD facility on Hilbig, (2) the Conroe Police Station, (3) the Montgomery County Hospital District’s administration building, (4) The Woodlands Fire Department central station, and (5) MCECD’s Host B site. These sites are currently connected by a ring of fiber optic cable, which serves as the primary system, and a series of copper telephone circuits for redundant purposes. The staff proposed to use the new wireless connection in place of the telephone circuits.

Mr. VanSteenberg noted there are two primary reasons to move to a wireless network solution. The first reason is the wireless network can carry more data and deliver it faster than fiber or copper. The second reason is to reduce the long-run costs of maintaining the county-wide networks. The staff estimates the capital cost can be recovered in 3-4 years after cancelling the copper circuits.

The project is estimated at less than \$500,000, well below the amount budgeted. We can take advantage of the Houston-Galveston Area Council’s co-operative purchasing program and contract with Commercial Wireless at H-GAC’s negotiated price.

Mr. VanSteenberg added the final proposal will be presented at the March 2014 Board Meeting.

No action taken.

Appoint a Budget Committee

Mr. Virgadamo noted item three of the agenda, consider and take action, if necessary, to appoint a budget committee.

Mr. VanSteenberg stated he will present a proposed budget for Fiscal Year 2015 to the Board of Managers at the meeting scheduled for May 15, 2014. The Budget Committee will advise the Executive Director during budget preparation. For Fiscal Year 2014, the board appointed Paul Virgadamo and Vicky Rudy to the Budget Committee. The Budget Committee will meet two to three times between February and early May to review and discuss the proposed budget.

Chief Hudson made the motion to appoint Mr. Virgadamo and Ms. Rudy to the Budget Committee. Ms. Rudy 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 four of the agenda, Executive Director’s report on items of community interest for which no action will be taken.

Mr. VanSteenberg introduced the newest member of the district’s staff, Mr. Robert Brewer, Systems Tech. Mr. Jeffrey Losek, the district’s new GIS Data Specialist will start on January 21st, following a move from Oregon.

Mr. VanSteenberg informed the board on the efforts of the Follow Me 9-1-1 coalition, which wants the cellular carriers to increase the location accuracy of wireless 9-1-1 calls. The coalition is claiming that up to 50% of wireless 9-1-1 calls are received with inadequate location information. According to Mr. VanSteenberg, Montgomery County PSAPs were not experiencing significant problems locating wireless 9-1-1 callers.

Consent Agenda

Mr. Paul Virgadamo noted items five, six, seven and eight of the consent agenda; stating these may be taken separately or as a whole.

Ms. Rudy made the motion to approve items five, six, seven and eight of the consent agenda. Chief Hudson seconded the motion. The motion carried with all in favor.

Note: Items six and seven of the agenda only addressed the October reports.

Mr. Virgadamo requested a motion to adjourn. Ms. Rudy made the motion to adjourn. Chief Hudson seconded the motion. The motion carried with all in favor.

The meeting adjourned at 12:32 p.m.

These minutes were approved at regularly scheduled board meeting on NOVEMBER 13, 2013.

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