

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

REGULAR MEETING

January 21, 2015

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

BOARD ATTENDING

PRESENT: Paul Virgadamo, President
Vicky Rudy, Vice President
Ryan Gable, Secretary
Robert Hudson, Treasurer
James Simon, Member
John Young, Ex-Officio Member

IN ATTENDANCE: Larry Foerster, Legal Counsel
Chip VanSteenberg, Executive Director
Jeanne Frey, Operations Manager
Regina Payne, Database Coordinator
Roberto Gutierrez, Systems Manager
Robert Brewer, Systems Technician
Terri Gill, Executive Assistant
Matt Walkup, Montgomery County Hospital District
Lt. David Park, Montgomery County Sheriff's Office
Rick Erickson, The Woodlands Fire Department
Dianna Porche, AT&T

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

Public Comments

No one requested to address the Board.

Interlocal Agreement with the City of Conroe Pertaining to the Use of Radio Towers and Backhaul Bandwidth

Mr. Virgadamo noted item one of the agenda, consider and take action approving an interlocal agreement with the City of Conroe pertaining to the use of radio towers and backhaul bandwidth.

Mr. Chip VanSteenberg, Executive Director, stated this is the final interlocal agreement for the microwave network. The board has approved similar agreements with the Montgomery County Sheriff's Office and the Montgomery

County Hospital District. Mr. VanSteenberg reviewed the network design, noting with the microwave network the 9-1-1 system will have redundant paths to each site in the event of an outage.

Chief Robert Hudson made the motion to approve the interlocal agreement with the City of Conroe pertaining to the use of radio towers and backhaul bandwidth. Mr. James Simon seconded the motion. The motion carried.

Request from the Montgomery County Hospital District for their PSAP Improvement Project for the Purchase of Recording Hardware and Software

Mr. Virgadamo noted item two of the agenda, consider and take action on a request from the Montgomery County Hospital District for their PSAP improvement project for the purchase of recording hardware and software.

Mr. VanSteenberg noted the partnership program had been approved in the FY 2015 budget. The hospital district has purchased new recording equipment, a key component of the 9-1-1 system, which records voice as well as radio traffic and related data. The project cost was \$199,684, and the district would reimburse them \$75,000 under the program.

Ms. Vicky Rudy made the motion to approve the request from the Montgomery County Hospital District for their PSAP Improvement Project, the purchase of recording hardware and software. Constable Ryan Gable seconded the motion. The motion carried.

Resolution Amending the Program Procedures for Call-taker Certification Pay

Mr. Virgadamo noted item three of the agenda, consider and take action on a resolution amending the program procedures for call-taker certification pay.

Mr. VanSteenberg stated the budget included, for the first time, a program of financial incentives for telecommunicators who pursue training and continuing education. While developing the program procedures, the staff considered the possibility of paying qualified telecommunicators directly; that option was not included in the recommended procedures due to the potential of complicating the tax returns of recipients. We have had a request from one of the PSAPs to reconsider this option, at least for this first year of implementation. Since the program was adopted late in the budget year, they did not have time to include it in their budget, it might be a year before they are able to kick it off.

Constable Ryan Gable clarified the incentive is based on education and training certification. Mr. VanSteenberg replied affirmatively. Mr. VanSteenberg added the district would issue a 1099 to the employees. Mr. Virgadamo noted this method will not allow for contributions to the employees' retirement plans and their employer's matching contributions. Mr. Virgadamo and Ms. Rudy asked that the motion include the caveat of "one-time only" for Fiscal Year 2015.

Mr. Larry Foerster, Legal Counsel, recommended a letter be included to address the tax issue directly with each employee.

Mr. Simon made the motion to approve the resolution amending the program procedures for call-taker certification pay for Fiscal Year 2015 only. Constable Gable seconded the motion. The motion carried.

Revisions to the Travel Policy

Mr. Virgadamo noted item four of the agenda, consider and take action approving revisions to the travel policy.

Mr. VanSteenberg noted the policy has not been reviewed in several years, and briefly reviewed the proposed policy, which will establish reasonable standards. Per Diem is based on the General Service Administration (GSA); per diem covers meals, beverages, tips and incidental expenses. Mr. Virgadamo inquired if the per diem is broken up. Mr.

VanSteenberg replied no, that has not traditionally been the district's practice. This is partially a tracking issue, flight delays, a reimbursement not just for meals, but for other incidental expenses.

After further discussion, the Board requested the Executive Director prorate per diem for partial days travel.

Ms. Rudy made the motion to approve the revisions to the travel policy with the recommended changes. Mr. Simon seconded the motion. The motion carried.

Year-end Review for the Fiscal Year ended September 30, 2014

Mr. Virgadamo noted item five of the agenda, year-end review for the fiscal period ended September 30, 2014.

Mr. VanSteenberg stated there is not much financial information in the report, as the annual financial report is not yet complete; we have a new auditor this year and also switched accounting systems after the first of the year.

Mr. VanSteenberg provided an operational summary, noting 200,097 calls were received by the 9-1-1 system at the primary PSAPs, almost one out of two persons made a 9-1-1 call in Montgomery County. There were 43,290 calls to the secondary PSAPS, a total of 243,387 system calls.

Mr. VanSteenberg reported on the projects and accomplishments achieved during the year, including the deployment of ECaTS, improved and tested contingency plans, added pictometry to the mapping program, and prepared for major projects for FY2015.

GIS and Database accomplishments included replacing the workstations, conducting testing for cell phone location accuracy and standardizing TVW's for cell tower locations, obtained certification as a telephone utility in preparation to self-host the ALI database, and assigned 1,326 addresses, entering 126 plats with 4,888 lots.

Public Education accomplishments: present at 49 community events, 17 were with fire departments, tested every Montgomery County hotel's MLTS, conducted safety awareness at 19 schools and 4 camps, reaching 5,695 students, presented a Kid Hero award to Faith Hayes, age 9, taught public education sessions at NENA and assisted in the development of the 9-1-1 texting talking points for NENA.

Administration and Facilities accomplishments included upgrading the administration network servers, auditing the phone and data bills resulting in saving \$49,980 per year, disposed of surplus property generating nearly \$7,000, transitioned to new email, calendar and contact system, and upgraded the first floor offices and both breakrooms.

Mr. VanSteenberg reported revenue was down for FY 2014, landline revenues were down and continue to fall, while wireless and VoIP were up. As the result of a lawsuit, the District, with the other Districts and CSEC, had to pay a refund to Virgin, Verizon and TracPhone. If not for the refund, revenues would have been flat.

No action was taken.

Executive Director's Report

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. Chip VanSteenberg reported the staff worked with multiple agencies on the City of Conroe's large annexation, which included April Sound. The microwave and Vesta projects are in progress.

Mr. VanSteenberg stated Margaret Keen will be retiring, after 25 years of service, at the end of April. We will recognize her at the March meeting and have a reception.

No action was taken.

Consent Agenda

Mr. Virgadamo noted items seven, eight and nine 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 as a whole. Mr. Simon seconded the motion. The motion carried.

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

The meeting adjourned at 12:47 p.m.

These minutes were approved at regularly scheduled board meeting on MARCH 25, 2015.

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