

**MINUTES OF THE
MONTGOMERY COUNTY EMERGENCY COMMUNICATION DISTRICT
BOARD OF MANAGERS'
REGULAR MEETING**

March 14, 2012

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

BOARD ATTENDING

PRESENT: Paul Virgadamo, President
Vicky Rudy, Vice President
James Simon, Secretary
Ann Carr, Treasurer

ABSENT: Robert Hudson, Member
John Young, Ex-Officio Member

IN ATTENDANCE: Larry Foerster, Legal Counsel
Robert VanWassehnova, CPA/Auditor
Larry "Chip" VanSteenberg, Executive Director
Jeanne Frey, Administrative Manager
Russell Steffee, Systems Operations Manager
Shane Diaz, GIS Administrator
Terri Gill, Executive Assistant
Shawn Trainor, Montgomery County Hospital District
Lt. Joseph Sclider, Montgomery County Sheriff's Office

Mr. Paul Virgadamo, President, called the meeting to order at 10:00 a.m., noting a quorum was present.

PUBLIC COMMENTS

There were no public comments.

NEW APPOINTEE OF THE MONTGOMERY COUNTY FIRE CHIEF'S ASSOCIATION

Mr. Virgadamo, noted item one of the agenda, consider and take action accepting the new appointee of the Montgomery County Fire Chief's Association.

Mr. Virgadamo requested a motion to accept the new appointee. Mr. James Simon made the motion to accept Chief Robert Hudson as the new appointee of the Montgomery County Fire Chief's Association. Mrs. Ann Carr seconded the motion. The motion carried with all in favor.

ELECTION OF OFFICERS

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

Following a brief discussion, Mrs. Carr made the motion to nominate a new slate of officers: Mr. Paul Virgadamo as President, Ms. Vicky Rudy as Vice President, Mr. James Simon as Secretary. Ms. Rudy seconded the motion. The motion carried with all in favor.

Mrs. Carr will continue to serve as Treasurer and Chief Hudson will serve as Member.

SWORN STATEMENT AND OATH OF OFFICER

Mr. Virgadamo noted item three of the agenda, consider and take action if necessary on Sworn Statement of Officer and Oath of Office for new member.

Item deferred.

FISCAL YEAR 2011 AUDIT CONDUCTED BY VANWASSEHNOVA AND ASSOCIATES

Mr. Virgadamo noted item four of the agenda, consider and take action accepting the Fiscal Year 2011 Audit conducted by VanWassehnova and Associates.

Mr. Robert VanWassehnova distributed copies of the Annual Audit. Discussion followed.

Ms. Rudy made the motion to accept the Fiscal Year 2011 Audit. Mr. Simon seconded the motion. The motion carried with all in favor.

ORDER AUTHORIZING SIGNATURES FOR BANK OF AMERICA

Mr. Virgadamo noted item five of the agenda, consider and take action approving order authorizing signatures for Bank of America.

Mr. Simon made the motion to approve the Order Authorizing Signatures for the Bank of America. Mrs. Carr seconded the motion. The motion carried with all in favor.

TEXPOOL RESOLUTION AMENDING AUTHORIZED REPRESENTATIVES AND DELETION FORM

Mr. Virgadamo noted item six of the agenda, consider and take action approving the TexPool resolution amending authorized representatives and deletion form.

Ms. Rudy made the motion to approve the TexPool Resolution Amending Authorized Representatives and Deletion form. Mr. Simon seconded the motion. The motion carried with all in favor.

FINANCIAL SUBCOMMITTEE

Mr. Virgadamo noted item seven of the agenda, consider and take action appointing members to the financial subcommittee.

Mr. Larry VanSteenberg, Executive Director, requested the Board appoint two members to serve on the committee to work on the annual budget with him.

Mrs. Carr made the motion to appoint Ms. Rudy and Mr. Virgadamo to the Financial Subcommittee. Mr. Simon seconded the motion. The motion carried with all in favor.

SECTION 10.0 OF THE PERSONNEL MANUAL

Mr. Virgadamo noted item eight of the agenda, consider and take action approving a change to section 10.0 of the personnel manual.

Mr. VanSteenberg reviewed the recommended change to Section 10.0 and a discussion followed.

Ms. Rudy made the motion to approve the change to Section 10.0 of the Personnel Manual. Mr. Simon seconded the motion. The motion carried with all in favor. (Copy attached)

DECLARING AS SURPLUS CONSOLE FURNITURE COMPUTERS MONITORS AND OTHER RELATED EQUIPMENT FROM THE 9-1-1 SYSTEM UPGRADE

Mr. Virgadamo noted item nine of the agenda, consider and take action declaring as surplus, console furniture, computers, monitors and other related equipment from the 9-1-1 system upgrade.

Mr. VanSteenberg directed the Boards attention to the photos representative of the surplus items, discussion followed.

Mr. Simon made the motion to declare as surplus, console furniture, computers, monitors and other related equipment from the 9-1-1 system upgrade. Mrs. Carr seconded the motion. The motion carried with all in favor.

REVISING THE BOARD OF MANAGERS MEETING SCHEDULE FOR 2012

Mr. Virgadamo noted item ten of the agenda, consider and take action revising the Board of Managers meeting schedule for 2012.

Following a brief discussion, with Mrs. Carr's suggestion that lunch be provided; Ms. Rudy made the motion to change the meeting time to 12 noon. Mrs. Carr seconded the motion. The motion carried with all in favor.

MATTERS REQUIRING ATTENTION BUT NOT IMMEDIATE ACTION

Mr. Virgadamo noted item eleven of the agenda, consider and discuss other matters requiring attention but not immediate action.

A. NG9-1-1 PROJECT UPDATE

Mr. VanSteenberg provided a brief update on the Next Generation 9-1-1 Project.

B. OTHER 9-1-1 MATTERS

Mr. VanSteenberg reported on an issue with the ALI, automatic location identification, one of the two circuits was not operable. ALI calls were temporarily re-routed through San Antonio.

CLOSED EXECUTIVE SESSION / RECOVENE OPEN SESSION

Mr. Virgadamo adjourned the regular meeting to closed executive session at 10:27 a.m.

Mr. Virgadamo reconvened the open meeting at 10:35 a.m.

Mr. Virgadamo noted item thirteen of the agenda, take action if needed on matters involving the Executive Director.

Mrs. Carr made the motion to reimburse the Executive Director for his actual insurance premium for 90-days; beginning February 1, 2012. Mr. Simon seconded the motion. Mr. Virgadamo requested clarification is the actual premium or what we would pay normally. Mrs. Carr replied, "The actual premium." The motion carried with all in favor.

CONSENT AGENDA

Mr. Virgadamo noted the consent agenda. 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.

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

The meeting adjourned at 10:45 a.m.

Attest:

James Simon
Secretary

Paul Virgadamo
President



Montgomery County Emergency Communication District
 Post Office Box 1830, Conroe Texas 77305-1830 Doc# 12-0386
 Phone: (936) 523-5911 / Fax: (936) 539-9111

POSTED
 03/09/2012 8:41AM
 Tiffany Gaunce
 MARK TURNBULL, COUNTY CLERK
 MONTGOMERY COUNTY, TEXAS

NOTICE OF REGULAR MEETING

March 14, 2012

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 **10:00 a.m., Wednesday, March 14, 2012**, 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 accepting the new appointee of the Montgomery County Fire Chief's Association.
2. Consider and take action, if necessary, on Election of Officers.
3. Consider and take action, if necessary, on Sworn Statement of Officer and Oath of Office for new member.
4. Consider and take action accepting the Fiscal Year 2011 Audit conducted by VanWassehnova and Associates.
5. Consider and take action approving the Order Authorizing Signatures for Bank of America.
6. Consider and take action approving the TexPool Resolution Amending Authorized Representatives and Deletion form.
7. Consider and take action appointing members to the Financial Subcommittee.
8. Consider and take action approving a change to Section 10.0 of the Personnel Manual.
9. Consider and take action declaring as surplus, console furniture, computers, monitors and other related equipment from the 9-1-1 system upgrade.
10. Consider and take action revising the Board of Managers Meeting Schedule for 2012.
11. Consider and discuss other matters requiring attention but not immediate action.
 - A. NG9-1-1 Project Update
 - B. Other 9-1-1 matters

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 551.097 (Economic Development).


Agenda Continues:

CLOSED EXECUTIVE SESSION

12. The Board may meet in closed Executive Session as authorized per the Texas Open Meetings Act, to consider personnel matters pursuant to Texas Government Code, Section 551.074
- A. Discuss matters involving the Executive Director.
13. Reconvene into open session to consider and take action if necessary.
- A. Take action if needed on matters involving the Executive Director.

CONSENT AGENDA

14. Approval of meeting minutes for January 11, 2012 and January 26, 2012.
15. Approval of monthly financial statements for the periods ending December 31, 2011 and January 31, 2012.
16. Approval of quarterly financial statement for the period ending December 31, 2011.
17. Adjourn meeting.



Larry L. VanSteenberg, Executive Director

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10.00 HOLIDAYS

10.01 GENERAL POLICY.

10.01.01 The Board of Managers establishes paid holidays each year. The following normally are observed as paid holidays for all employees:

New Year's Day
Martin Luther King Day
President's Day
Good Friday
Memorial Day
Independence Day
Labor Day
Veteran's Day
Thanksgiving Day and the Friday following Thanksgiving
Christmas Eve and Christmas Day

10.01.02 Temporary employees and regular part-time employees are not paid for holidays not worked.

10.01.03 A list of holidays approved for the current year, specifying the days of the week and dates, will be distributed to all employees at least once each year.

10.01.04 An employee who is absent without an approved paid day, or leave on the workday immediately preceding or following a holiday will not be paid for that holiday.

10.01.05 Employees will be credited with eight hours of leave time for each holiday observed.

10.01.06 If a holiday falls on a day when the employee's regularly scheduled shift exceeds eight hours, the employee will do one of the following:

- a. supplement the holiday leave with vacation leave or compensatory time
- b. work an additional hour(s) during the same work week to make up the difference between the length of the shift and the eight hours of holiday leave
- c. elect not to be compensated for the difference between the length of the shift and the eight hours of holiday leave.

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10.02 HOLIDAY DURING VACATION.

If an official holiday falls within a regular employee's approved vacation schedule, the employee will be granted the holiday and not charged for a day of vacation.

10.03 WORK DURING HOLIDAYS.

10.03.01 If the executive director finds it necessary to do so, he or she may direct some or all employees of a department to report to work on any holiday. Regular employees normally are given an alternate day off within the calendar year, January to December.

10.03.02 Non-exempt employees who are required to work on a holiday in addition to working their regular 40-hour workweek will be paid at time and one-half for each overtime hour worked in excess of 40 hours.