

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

**REGULAR MEETING**

**March 25, 2015**

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

**BOARD ATTENDING**

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

ABSENT: Vicky Rudy, Vice President

IN ATTENDANCE: Larry Foerster, Legal Counsel  
Chip VanSteenberg, Executive Director  
Jeanne Frey, Operations Manager  
Margaret Keen, GIS Analyst  
Roberto Gutierrez, Systems Manager  
Terri Gill, Executive Assistant  
Anthony Cardiel, BrooksCardiel, PLLC  
Matt Walkup, Montgomery County Hospital District  
Kevin Nutt, Montgomery County Hospital District  
Jared Cospers, Montgomery County Hospital District  
Lt. David Park, Montgomery County Sheriff's Office  
Eddie Matta, AT&T

Mr. Paul Virgadamo, President, called the meeting to order at 12:00 p.m., and noted Ms. Vicky Rudy was unable to attend.

**Public Comments**

No one requested to address the Board.

**Annual Audit Fiscal Year 2014 conducted by BrooksCardiel PLLC**

Mr. Virgadamo noted item one of the agenda, consider and take action, if necessary, on annual audit Fiscal Year 2014 conducted by BrooksCardiel PLLC.

Mr. Anthony Cardiel, CPA, stated his firm, BrooksCardiel, PLLC, had spent over one hundred hours conducting the annual audit. Mr. Cardiel noted there are four types of audit outcomes, unmodified, modified, adverse, or qualified. The district received an unmodified report, which is the best type.

Mr. Cardiel reviewed highlights from the financial report:

1. The district's net position is \$8.6 million, all of the assets, less the liabilities, an increase of \$289,000
2. There are \$2.6 million in capital assets, and an unassigned net position of \$5.9, or 139% of total expenses
3. Cash on-hand is 104% of total expenses
4. Fiscally the district is very strong, showing a net profit of 6%

Mr. Cardiel asked if there were any questions. Mr. Virgadamo asked if there were any issues or concerns the board should be aware of. Mr. Cardiel replied there were some comments in the management letter, most of which were minor, relating to the new CPA, the accounting software change, and the OPEB needing to be valued by an outside party. Overall the district is doing well. The items noted in the management letter are fine-tuning of accounting, not operations or control.

Mr. VanSteenberg noted he was concerned when he realized the district had briefly had funds in its account that exceeded the FDIC limit. This was due to two large projects coming to a close at the end of the fiscal year, monies were transferred to cover those expenditures. On September 30<sup>th</sup>, the district had a balance that should have been collateralized, however, the bank had not made any collateral arrangements. I will manage this more closely. Mr. Cardiel recommend the district sign a collateral agreement with the bank, and not have to worry in the future.

Mr. James Simon made the motion to approve the annual audit for Fiscal Year 2014. Chief Robert Hudson seconded the motion. The motion carried.

### **Goals for Fiscal Year 2016**

Mr. Virgadamo noted item two of the agenda, consider and take action on setting Goals for Fiscal Year 2016.

Mr. VanSteenberg noted as we head into fiscal year 2016 it is time to update the strategic planning statement. The staff recommends eight goals for the upcoming year:

1. Renegotiate and approve all interlocal agreements still in effect but beyond the initial term.
2. Research, select and implement a method for receiving text messages for 9-1-1 service.
3. Expand the trail marker pilot program to other parks and open spaces.
4. Develop programs to test and improve 9-1-1 service on multi-line telephone systems.
5. Negotiate a new depository agreement.
6. Review and update all administrative and personnel policies.
7. Expand efforts for outreach with public safety agencies and elected officials to improve emergency service response.
8. Improve the outdoor break area.

Chief Hudson made the motion to approve the goals for Fiscal Year 2016. Mr. Simon seconded the motion. The motion carried.

### **Report from staff on the progress of Major Projects including cost-saving measures**

Mr. Virgadamo noted item three of the agenda, report from staff on the progress of major projects including cost-saving measures.

Mr. VanSteenberg provided updates on major projects that are completed or underway. These include:

- Upgrade the 9-1-1 call-processing system including the relocation of Host B - Deploy a microwave network to connect all PSAPs in Montgomery County - Extend Consolidated's Metro E network to The Woodlands Central Fire Station
- Audit and modify the number and type of circuits and connections
- Transition to self-hosting the ALI database
- Test cell-phone accuracy
- Improve and upgrade the MCECD facility
- Implement a new call monitor and reporting system
- Test multi-line telephone systems at schools and hotels
- Other projects with identified cost-savings

Mr. VanSteenberg noted the overall cost-savings are \$165,000 for fiscal year 2015. A full year's cost-savings, once everything has been implemented, are expected to exceed \$425,000. Capital has been expended to reach this point, most notably the wireless network, which can be recouped in about one and a half years.

No action taken.

### **Executive Director's Report**

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. Chip VanSteenberg reported Ms. Margaret Keen, who has worked for the district for 25 years, has decided to retire and do some other things with her time, volunteering, ministry and service. She will retire at the end of April and we will host a retirement celebration on April 30<sup>th</sup>. We thank her and recognize her service and dedication. She has addressed a good portion of Montgomery County and receives nothing but positive comments.

We participated in the 9-1-1 Goes to Washington event, hosted by the National Emergency Number Association, NENA. Chief Hudson joined Mrs. Andrea Wilson and Mr. VanSteenberg in Washington DC.

Mr. Virgadamo joined Mrs. Wilson and Mr. VanSteenberg at the 9-1-1 Goes to Austin event hosted by the Texas Chapter of NENA.

In Washington, a chief concern was location accuracy for cellular companies. The FCC is working to adopt a new set of location requirements.

In Austin, the focus was on the multiline phone system bill, Kari's Law, Senate Bill 788, based on the incident in Marshall, Texas. Funding has also been an issue, not for the district's but for the COGs. A COGs funding must be appropriated by the legislature and has been a challenge every year. Due to the funding issue, several COGs want to become districts; and in the last legislative session, the Capitol Area Council of Governments became a district.

The last Saturday of April is Kidz Fest in Conroe, an event we participate in annually.

The trail marker pilot program is progressing. We have developed a numbering system that will identify an area of about ten square meters. We are ready to roll out, county-wide.

National Telecommunicator's Week is April 19 – 25, 2015. We appreciate our telecommunicators.

No action was taken.

### **Closed Executive Session**

Mr. Virgadamo adjourned the open meeting to the closed Executive Session at 12:40 p.m.

### **Reconvene into Open Session**

Mr. Virgadamo reconvened the open session at 1:00 p.m.

Mr. Virgadamo requested a motion based on the discussion in the closed Executive Session. Chief Hudson made the motion to increase the Executive Director's salary by 5% and to increase his auto allowance to \$1,000 per month, with the commendation of the Board for the good job he has done, and effective April 1<sup>st</sup>. Mr. Simon seconded the motion. The motion carried with all in favor.

Mr. Simon seconded the motion. The motion carried.

### **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.

Mr. Simon made the motion to approve the consent agenda as a whole. Constable Gable seconded the motion. The motion carried.

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

The meeting adjourned at 1:01 p.m.

*These minutes were approved at regularly scheduled board meeting on MAY 20, 2015.  
If needed, an official, signed copy may be obtained at the MCECD office.*