

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

REGULAR MEETING

March 27, 2013

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

BOARD ATTENDING

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

IN ATTENDANCE: Larry Foerster, Legal Counsel
Chip VanSteenberg, Executive Director
Jeanne Frey, Administrative Manager
Regina Payne, Database Coordinator
Andrea Wilson, Public Education Coordinator
Roberto Gutierrez, Systems Technician
Terri Gill, Executive Assistant
Capt. Peggy Frankhouser, Montgomery County Sheriff's Office
Lt. Allison Allen, Montgomery County Sheriff's Office
Dianna Porche, AT&T
Shawn Trainor, Montgomery County Hospital District
Calvin Hon, Montgomery County Hospital District

Mr. Paul Virgadamo, President, called the meeting to order at 12:00 p.m., noting a quorum was present.

PUBLIC COMMENTS

There were no public comments.

REAPPOINTMENTS OF MS. VICKY RUDY AND SHERIFF TOMMY GAGE

Mr. Virgadamo noted item one of the agenda, consider and take action acknowledging the reappointments of Ms. Vicky Rudy by the Mayors of the Cities and Towns of Montgomery County and Sheriff Tommy Gage by Commissioners' Court.

Mr. Chip VanSteenberg, Executive Director, noting this action had taken place some time ago, was requesting the Board take action acknowledging the reappointments of Ms. Rudy and Sheriff Gage.

Mr. James Simon made the motion acknowledging the reappointments of Ms. Rudy and Sheriff Gage. Chief Robert Hudson seconded the motion. The motion carried with all in favor.

SELECT WINNER IN MCECD LOGO CONTEST

Mr. Virgadamo noted item two of the agenda, consider and take action, if necessary, selecting a winner in the MCECD logo contest.

Mr. VanSteenberg stated the staff had reached out to local schools, colleges and PSAP personnel to conduct a logo contest, designing a logo incorporating new technology. Thirty-seven entries were received from nine contestants. The staff had narrowed these down to three finalists and requested the Board make the final selection.

Following a brief discussion, the Board determined the final decision should be left to the staff, noting Ms. Rudy preferred logo number two, while Mr. Virgadamo, Mr. Simon and Sheriff Gage preferred logo number one.

Mr. Simon made the motion authorizing the staff to make the final selection in the logo contest. Sheriff Gage seconded the motion. The motion carried with all in favor.

REVISED COMPENSATION AND CLASSIFICATION POLICY

Mr. Virgadamo noted item three of the agenda, consider and take action approving a revised compensation and classification policy.

Mr. VanSteenberg stated the next four agenda items are policies and apologized that neither the Board nor the attorney had a chance to review them prior to the meeting, and did not expect the policies to be approved today. The staff has started the process of reviewing the district's policies and bringing them up to date.

Mr. VanSteenberg directed the Board's attention to the hand-out of the revised policy. The current policy was included in the packet and is very lengthy. The current policy, passed in 2007, included job descriptions that are inaccurate, performance appraisals that are no longer used, and a salary structure that is out of date. The newer policy is slimmer and does not include the job descriptions or performance appraisals. The philosophy for the policies presented today and in the future, would be to make them board governance policies, where changes are left to the executive director, with the board providing big picture guidance. Each policy will include a purpose, a scope, objectives and details of the policy.

The purpose of the compensation policy will provide equitable compensation, reward outstanding performance, and encourage professional development. The scope will apply to all employees and the five objectives are common to compensation policies. Plan administration, maintaining and evaluating job descriptions, conducting performance appraisals, recommending changes to the board of managers, recommending salary scale adjustments and maintaining salaries within the current approved budget will be the responsibility of the executive director.

The salary structure was developed by Waters Consulting Group through the salary survey. The salary structure was based on the district's positions compared with similar positions throughout the state.

The recommendation was for the salary structure to be established by the board, it will be adjusted annually, based upon the change in the consumer price index (CPI), and if there are any other adjustments, they must come before the board. The staff will not make unilateral changes, only the adjustment for CPI. Adjustments to the ranges do not necessarily adjust the salaries. CPI adjustments will impact the minimum and maximum ranges and keep the pay plan in line with inflation.

Mr. VanSteenberg reviewed the policy in its entirety, asking for input or questions. Ms. Vicky Rudy inquired about the number of employees and the number of grades. Mr. VanSteenberg explained flexibility was built into the policy by adding a low and high grade. Ms. Rudy stated there was a lot of policy for so few staff, a very complex plan.

Following a brief discussion, the board requested the item be deferred to allow Mr. VanSteenberg and Ms. Rudy to confer regarding merit, ranges and market adjustments.

Mr. Larry Foerster requested the disclaimer used in item nine (9-G) of the policy be added to the section on longevity. “The board, subject to revenue and budget requirements, has the right, at any time, to make adjustments to the classification and compensation policy.”

The matter was deferred.

REVISED VEHICLE USAGE POLICY

Mr. Virgadamo noted item four of the agenda, consider and take action approving a revised vehicle usage policy.

Mr. VanSteenberg explained he had completely revamped the vehicle usage policy. The revised policy establishes the board’s governance of vehicle usage.

Mr. VanSteenberg briefly reviewed the revised policy, asking for input or concerns. There were none.

Ms. Rudy made the motion to approve the revised vehicle usage policy. Chief Hudson seconded the motion. The motion carried with all in favor.

REVISED PURCHASING POLICY

Mr. Virgadamo noted item five of the agenda, consider and take action approving a revised purchasing policy.

Mr. VanSteenberg noted the current policy tied the district to the purchasing requirements issued for counties. Staff has learned the emergency communication districts are not required, under any state law, to perform competitive bidding or purchasing. The revised policy includes a section on ethical standards, as well as a series of purchasing limits. The current state law for cities and counties establishes a \$50,000 threshold for the requirement to bid; the new policy sets a \$50,000 requirement for purchases to come before the board. Ms. Rudy noted the policy does not reference the budget. Mr. VanSteenberg agreed, stating the previous policy did include a reference to the budget.

Following a brief discussion regarding the threshold requiring board approval, the consensus set the threshold at \$25,000 (Item A). By default, the district will follow the county bidding statute, chapter 262, with a \$50,000 threshold required for bids. Item C specifies items costing between \$5,000 and \$25,000 will require three written quotes, for items that cost between \$1,000 and \$5,000 the staff will make good faith efforts to ensure the district gets the best price, and for items under \$1,000 the staff will perform due diligence.

The check signing authorization requires one signature of either the executive director or a board member designated by the board as authorized signatory. Checks issued to the executive director will require a board members signature.

Staff will begin presenting the accounts payable for approval of the board at the bi-monthly meetings.

Mr. Simon made the motion to approve the revised purchasing policy with the addition of the \$25,000 limit as requested by the board. Sheriff Gage seconded the motion. The motion carried with all in favor.

BOARD REAPPOINTMENT POLICY

Mr. Virgadamo noted item six of the agenda, consider and take action approving a board reappointment policy.

Mr. VanSteenberg noted the district does not currently have an appointment policy, and also noted the law is vague

regarding how appointments are to take place. The staff has directed the election by the municipalities and notified the county. The new policy spells out how the board will oversee the process.

For appointments by the municipalities, the staff will initiate a nomination process in June, sending a letter to the municipalities requesting nominations, with replies due to the staff by July 15th. The staff will then send out a ballot, once the ballots are returned, the district will accept the results and notify the representative.

The county process is easier, staff will notify commissioners' court they have an appointment that is expiring, and request the appointee's name be provided by August 15th.

The appointment by the fire departments is happening differently than the law states. Mr. VanSteenberg's inquiry to the other executive director's around the state revealed no one is precisely following the law. The language is antiquated, and states a representative is elected by the volunteer fire departments in the county and the election is coordinated by the fire marshal. We have been turning that over to the Montgomery County Fire Chief's Association (MCFCA), which has operated fine, yet is outside the law. There are more than volunteer fire departments who are members of the association. Ms. Rudy asked what happens if we have no volunteer fire departments. Mr. VanSteenberg inquired of Mr. Foerster, whether the district should put in the policy that the district will refer back to the MCFCA and let them continue to handle the election. Mr. Foerster replied he had not given any thought to the matter. The district will want something practical that will work well and be functional, continuing with Fire Marshall Williams coordinating the election. Mr. VanSteenberg added he had spoken with Fire Marshall Williams who was unaware of the requirement. Mr. Foerster stated the intent of the legislature was likely to allow the fire departments to have a representative on the board. For example, Chief Hudson's ESD 8 has no volunteer fire firefighters and would not qualify to have a representative on the board. Mr. VanSteenberg noted the municipal fire departments are covered by the city appointment.

Mr. Foerster stated in absence of specific law on this matter, the district should continue as it has, allowing each of the emergency service districts (ESDs) to participate in the process.

Mr. VanSteenberg and Mr. Foerster will work on the proper phrasing for the policy.

The matter was deferred.

APPOINT BUDGET COMMITTEE

Mr. Virgadamo noted item seven of the agenda, consider and take action, if necessary, appointing a budget committee.

Mr. VanSteenberg stated Mr. Virgadamo and Ms. Rudy had served as the budget committee last year, enabling him to present the budget to the committee and receive their input and feedback prior to presenting the budget to the board as a whole. Staff recommends the appointment of a budget committee.

Mr. Simon made the motion to appoint Mr. Paul Virgadamo and Ms. Vicky Rudy to the Budget Committee. Chief Hudson seconded the motion. The motion carried with all in favor.

EXECUTIVE DIRECTOR'S REPORT ON ITEMS OF COMMUNITY INTEREST

Mr. Virgadamo noted item eight of the agenda, executive director's report on items of community interest for which no action will be taken.

Mr. VanSteenberg noted the recent completion of updates to the software program running the 9-1-1 system, put out by Cassidian, a conversion from 3.1 to 3.2. Each 9-1-1 workstation, close to 50, was updated.

The staff are in the process of improving the GIS database. The 9-1-1 system's map is at the tail end of the information process and is an added feature to assist the dispatchers and responders in the field. In NextGeneration 9-1-1 (NG9-1-1), the GIS information is the focal point determining the routing of 9-1-1 calls. We are working to meet the performance measures necessary before we will be considered ready for NG9-1-1. Ms. Jeanne Frey is leading that effort. We are also working with our agencies to improve the data so it can be used to route vehicles and allocate costs in their CAD systems.

The Woodlands Fire Department is in the process of moving into the new Central fire station, part of the move will require moving the dispatch and 9-1-1 systems. Operations are set to begin in April.

Improvements to the district's facility are scheduled to begin in the summer. The staff will present bids for some of these improvements at the May meeting.

Mr. Virgadamo asked if there were questions. There were none.

EXECUTIVE SESSION

Mr. Virgadamo adjourned the regular meeting to closed executive session at 12:55 p.m.

Mr. VanSteenberg made a recommendation to the board to use the alternate procedure of certified agendas for the district's executive session rather than a tape recording. The board and legal counsel agreed.

RECONVENE REGULAR MEETING

Mr. Virgadamo reconvened the regular meeting at 1:30 p.m., adding Sheriff Gage left during the executive session, however, a quorum remained.

Mr. Virgadamo noted item 10A of the agenda, take action if needed on matters involving the executive director.

Mr. Simon made the motion to approve a 3.5% salary increase, effective today, with a review in six months. Ms. Rudy seconded the motion. The motion carried with all in favor.

CONSENT AGENDA

Mr. Virgadamo noted items eleven, twelve and thirteen of the consent agenda; stating these may be taken separately or as a whole.

Ms. Rudy made the motion to approve items eleven, twelve and thirteen of the consent agenda. 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. Chief Hudson seconded the motion. The motion carried with all in favor.

The meeting adjourned at 1:45 p.m.

Attest:

James Simon
Secretary

Paul Virgadamo
President



Montgomery County Emergency Communication District

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Doc# 13-0442

POSTED

03/21/2013 3:32PM

Talisa Caldwell

MARK TURNBULL, COUNTY CLERK

MONTGOMERY COUNTY, TEXAS

NOTICE OF REGULAR MEETING**MARCH 27, 2013**

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, March 27, 2013**, 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.

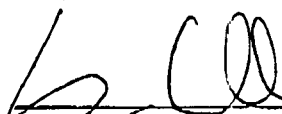
1. Consider and take action acknowledging the reappointments of Ms. Vicky Rudy by the Mayors of the Cities and Towns of Montgomery County and Sheriff Tommy Gage by Commissioners' Court
2. Consider and take action, if necessary, selecting a winner in the MCECD logo contest
3. Consider and take action approving a revised Compensation and Classification Policy
4. Consider and take action approving a revised Vehicle Usage Policy
5. Consider and take action approving a revised Purchasing Policy
6. Consider and take action approving a Board Reappointment Policy
7. Consider and take action, if necessary, appointing a Budget Committee
8. Executive Director's report on items of community interest for which no action will be taken

Closed Executive Session

9. 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
10. Reconvene into open session to consider and take action if necessary
 - A. Take action, if needed, on matters involving the Executive Director

Consent Agenda

11. Approval of meeting minutes for January 9, 2013
12. Approval of monthly financial statements for the periods ending December 31, 2012, January 31 and February 28, 2013
13. Approval of quarterly financial statement for the period ending December 31, 2012
14. 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 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 551.087 (Economic Development).