

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

**May 9, 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  
Robert Hudson, Member  
John Young, Ex-Officio Member

IN ATTENDANCE: Larry Foerster, Legal Counsel  
Larry "Chip" VanSteenberg, Executive Director  
Jeanne Frey, Administrative Manager  
Russell Steffee, Systems Operations Manager  
Regina Payne, Database Coordinator  
Shane Diaz, GIS Administrator  
Terri Gill, Executive Assistant  
Lt. Joseph Sclider, Montgomery County Sheriff's Office  
Rhon Green, AT&T  
Dianna Porche, AT&T

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.

**SWORN STATEMENT AND OATH OF OFFICER**

Mr. Virgadamo noted item one of the agenda, consider and take action if necessary on Sworn Statement of Officer and Oath of Office for Chief Robert Hudson.

Chief Hudson was sworn in and took the oath of office.

**CONSIDER SETTING A DATE AND TIME FOR A STRATEGIC PLANNING WORKSHOP**

Mr. Virgadamo noted item two of the agenda, consider setting a date and time for a strategic planning

workshop.

Mr. VanSteenberg led a discussion to determine the best date for the workshop.

Ms. Vicky Rudy made the motion to set the date for the Strategic Planning Workshop on Friday, June 1<sup>st</sup> at 9:00 a.m. Chief Hudson seconded the motion. The motion carried with all in favor.

## **MATTERS REQUIRING ATTENTION BUT NOT IMMEDIATE ACTION**

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

### **A. Executive Director's review of operations and policies**

Mr. VanSteenberg noted his primary focus for the first three months was to evaluate the District's financial position, the Next Generation 9-1-1 Project, to determine the next steps for NG9-1-1 readiness, to coordinate improvements to the dispatch center, preparing the 2013 budget and reaching out to the partner agencies.

The District's funding levels are adequate, although the funding structure is not keeping pace with inflation or population changes, we have more than adequate reserves, financial controls are very good, inventory, there is an an emphasis on cross-training and redundancy, policy documents are thorough, if dated, the organizational structure is working fine.

Highlights of the operating plans include deployment of additional equipment, complete improvements that were approved, the board room audio system, upgrades to the security and document storage systems.

For staff development, we will work on a salary study, to update the compensation plan and will complete performance evaluations.

Looking beyond this fiscal year, we have more to do with the NG9-1-1 system, the Regional ESI-Net, contingency preparations that include deploying a microwave system, possibly relocating the Host B site to a more secure, in another location.

### **B. NG9-1-1 Project Update**

Mr. VanSteenberg reported all issues have been taken care of, with nothing new to report.

### **C. Other 9-1-1 Matters**

There were no other matters to discuss.

## **CONSENT AGENDA**

Mr. Virgadamo noted the consent agenda, items four through six. 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.

## **BUDGET WORKSHOP / RECOVENE OPEN SESSION**

Mr. Virgadamo adjourned the regular meeting to the budget workshop at 12:10 p.m.

Mr. VanSteenberg presented the proposed 2013 Fiscal Year Budget, explaining the District's revenue streams and the impact of the current funding structure and population growth.

Mr. VanSteenberg reviewed the operating and capital budgets proposed for the 2013 Fiscal Year, with total revenue of \$4,041,700 and total expenses of \$4,026,460.

Mr. VanSteenberg noted monies have been included for salary increases. A salary survey will be conducted this summer, and we will update the compensation plan and present a plan to the Board on how salary monies would be distributed.

Mr. VanSteenberg reviewed the proposed capital expenditures for Fiscal Year 2013, which includes \$600,000 for a Microwave Data Network, \$391,000 for further improvements to the call-center and other facility refurbishments, as well as some monies for other technology. The total proposed for Capital Projects is \$1,045,100.

Mr. VanSteenberg noted one suggestion to create a part-time public education position, and would development and bring a plan to the Board.

Mr. Virgadamo noted the Executive director would revise the budget to include a part-time public education position and the Board would take action at the meeting on June 1<sup>st</sup>.

Mr. Virgadamo reconvened the open meeting at 12:59 p.m.

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

The meeting adjourned at 1:00 p.m.

Attest:

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James Simon  
Secretary

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Paul Virgadamo  
President