

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

**SPECIAL MEETING**

**June 30, 2016**

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

**BOARD ATTENDING**

PRESENT: Paul Virgadamo, President  
Vicky Rudy, Vice President  
Robert Hudson, Treasurer  
James Simon, Member

ABSENT: Ryan Gable, Secretary  
John Young, Ex-Officio Member

IN ATTENDANCE: Larry Foerster, Legal Counsel  
Chip VanSteenberg, Executive Director  
Jeanne Frey, Operations Manager  
Roberto Gutierrez, Systems Manager  
Terri Gill, Executive Assistant  
Andrea Wilson, Public Education Coordinator  
Ken Mayfield, First Financial Bank  
Lee Warren, First Financial Bank

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

**Public Comments**

No one requested to address the Board.

**Agreement with First Financial Bank for bank depository services**

Mr. Virgadamo stated the Board would hear item 3 then resume the agenda order.

Mr. Virgadamo noted item three of the agenda, consider and take action on an agreement with First Financial Bank for bank depository services.

Mr. Chip VanSteenberg, Executive Director, stated the district has used the Bank of America for several years and not sought depository services. We have a fairly small governmental account, but do require some special services. We engaged the services of Valley View Consulting to prepare an RFA for depository services and distributed it to every bank in Conroe and the immediate vicinity. First Financial Bank (FFB) was the only institution that returned a packet in response to the RFA.

The response from FFB was both thorough and favorable. They agreed to provide all services addressed in the RFA. Further, FFB agreed to waive all bank service charges in excess on the earnings credit for funds on deposit. In other words, the district will not pay any fees for FFB's services.

Mr. VanSteenberg stated the staff are looking forward to a local face and presence with our banker. Mr. VanSteenberg asked that the attendees introduce themselves: Mr. Lee Warren, Chief Operations Officer for the Conroe region. Mr. Ken Mayfield, Business Development. Mr. Mayfield stated he and Mr. Warren have been with the bank for 20 plus years, and appreciate the opportunity.

Mr. Virgadamo asked if there were questions, and hearing none requested a motion.

Mr. Simon made the motion to approve the agreement with First Financial Bank for depository services. Chief Hudson seconded the motion. The motion carried with all in favor.

### **Capital Plan**

Mr. Virgadamo noted item one of the agenda, consider and take action on capital plan.

Note: Vicky Rudy arrived at 12:04 p.m.

Mr. Chip VanSteenberg, Executive Director, stated for the last several years we have done a five-year capital plan which helps us look into the future and ensure we are planning appropriately.

Mr. VanSteenberg brought attention to the PowerPoint (copy attached) and explained the updated five-year capital plan that begins with Fiscal Year 2017 calls for spending \$829,000 in the upcoming fiscal year. Highlights of the plan include:

- Purchasing four (4) additional Vesta Command Posts which are laptop computer versions of 9-1-1 call-taker workstations
- Replacing the GIS servers
- Adding a new back-up power generator
- Completing Phase II of the outdoor break area improvements
- Continuing the PSAP Improvement Participation Program

Mr. Virgadamo asked if there were questions, and hearing none requested a motion.

Chief Robert Hudson made the motion to approve the capital plan. Ms. Vicky Rudy seconded the motion. The motion carried with all in favor.

### **Fiscal Year 2017 Proposed Budget**

Mr. Virgadamo noted item two of the agenda, consider and take action on fiscal year 2017 proposed budget.

Mr. VanSteenberg directed attention to the PowerPoint (copy attached) and stating the detailed budget becomes the high level budget that is mailed to the cities and county for approval.

The FY 2017 budget includes an increase in budgeted revenues by \$2,200. Budgeted expenditures are proposed to decrease by \$133,300 or 3.1%.

- The estimated cash balance on 10/1/15 was \$5,781,300, plus the surplus of revenues over expenditures of \$140,300, equals net funds available of \$5,921,600.
- The district sets aside an operating reserve, 4 months of expenses, of \$1,386,500, an emergency allocation for repairs and replacements of \$500,000 and a capital reserve of \$4,485,100, for total restricted reserves of \$5,871,600.
- The estimated unencumbered reserves on 9/30/2017 are \$50,000.
- The estimated capital reserve on 10/1/16 is \$4,485,100, plus the net proceeds from operations of \$140,300, equals \$4,625,400 available for capital outlay.
- Capital outlay budget for FY 2017 is \$829,000

- Estimated capital reserve on 9/30/17 is \$3,796,400

Mr. Virgadamo asked if there were questions, and hearing none requested a motion.

Mr. James Simon made the motion to approve the fiscal year 2017 proposed budget. Chief Hudson seconded the motion. The motion carried with all in favor.

### **Renewal Agreement with Rave Mobile Safety for Rave Alert and Smart911**

Mr. Virgadamo noted item four of the agenda, consider and take action on an agreement with Rave Mobile Safety for Rave Alert and Smart911 for the term October 1, 2016 to September 30, 2017.

Mr. VanSteenberg explained the district contracted with Rave Mobile Safety in October 2015 for two of their products: Smart911 and Rave Alert. The contract is for one year but it renews automatically unless the district provides 90-days' notice of non-renewal. The staff has a positive relationship with Rave and believes the products are performing as expected.

Rave has not sent a quote for the new term. Presumably, the board will have an opportunity to consider and approve the quote before the district is locked into another year. The Board's action taken here will simply verify the district does not want to opt out of Rave's services for the upcoming year.

Mr. Virgadamo asked if there were questions, and hearing none requested a motion.

Ms. Rudy made the motion to approve the agreement with Rave Mobile Safety pending a reasonable renewal rate. Mr. Simon seconded the motion. The motion carried with all in favor.

### **Renewal Agreement with Emergency Communication Network**

Mr. Virgadamo noted item four of the agenda, consider and take action on an agreement with Emergency Communication Network for the term October 1, 2016 to September 30, 2017.

Mr. VanSteenberg explained the contract for CodeRed automatically renews on October 1, 2016 unless we send written notification at least 30 days before the current contract expires.

Staff recommends the board authorize the Executive Director to notify Emergency Communication Network that the district will not renew their CodeRed service beginning October 1, 2016.

Mr. Virgadamo asked if there were questions, and hearing none requested a motion.

Ms. Rudy made the motion to authorize the Executive Director to notify Emergency Communication Network that the district will not renew their CodeRed service. Chief Hudson seconded the motion. The motion carried with all in favor.

The meeting adjourned at 12:43 p.m.

*These minutes were approved at regularly scheduled board meeting on SEPTEMBER 28, 2016.  
If needed, an official, signed copy may be obtained at the MCECD office.*