

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

**REGULAR MEETING**

**July 15, 2015**

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

**BOARD ATTENDING**

PRESENT: Paul Virgadamo, President  
Vicky Rudy, Vice President  
Ryan Gable, Secretary  
Robert Hudson, Treasurer  
James Simon, Member  
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  
Regina Payne, Database Coordinator  
Deputy Chief Jeff Christy, Conroe Police Department  
Deputy Chief Jerry Bittner, The Woodlands Fire Department  
Rick Erickson, The Woodlands Fire Department  
Lt. David Park, Montgomery County Sheriff's Office  
Diana Porche, AT&T

Mr. Paul Virgadamo, President, called the meeting to order at 12:00 p.m., and noted all members were present.

**Public Comments**

No one requested to address the Board.

**The Conroe Police Department PSAP Improvement Project for the purchase of Exacom Archival Digital Logging Recorder System**

Mr. Virgadamo noted item one of the agenda, consider and take action on a request from The Conroe Police Department for their PSAP Improvement Project for the purchase of Exacom Archival Digital Logging Recorder system.

Mr. Chip VanSteenberg, Executive Director, noted the budget for the current fiscal year includes funding for a new initiative called the PSAP Improvement Participation Program. The program allows MCECD to help the district's partner agencies make improvements to the 9-1-1 call centers. MCECD will provide 90% of the funds for equipment, furniture, services, etc., up to \$75,000 per PSAP. So far this fiscal year, MCECD has participated in purchasing new chairs for telecommunicators in the Montgomery County Sheriff's Office, a new voice recording system for the Montgomery County Hospital District, and a radio console for The Woodlands Fire Department.

The Conroe Police Department (CPD) has submitted a request under the program to assist with the purchase of a digital recording system, which is connected to the 9-1-1 system and to their radio system.

The total cost of the recorder is estimated at \$44,107. CPD will contribute \$4,107 toward the project and are requesting \$40,000 from MCECD.

The City of Conroe and the Montgomery County Sheriff's Office have requested, since they did not have enough planning time to prepare for the requests, that the district roll-over the unused funds for next year's budget. We have agreed to these requests.

Mr. Virgadamo asked Mr. Larry Foerster, legal counsel, whether it would be appropriate for him to abstain. Mr. Foerster replied affirmatively. Mr. Virgadamo noted for the record he would abstain from this vote.

Chief Robert Hudson made the motion to approve The Conroe Police Department PSAP Improvement Project in the amount of \$40,000. Constable Ryan Gable seconded the motion. The motion carried with all in favor and Mr. Virgadamo abstained.

### **Call for Nominations from the TML Multistate Intergovernmental Employee Benefits Pool**

Mr. Virgadamo noted item two of the agenda, consider and take action on a call for nominations from the TML Multistate Intergovernmental Employee Benefits Pool.

Mr. VanSteenberg stated that as a member of the TML Multistate Intergovernmental Employee Benefits Pool, the district can nominate a person to serve as a regional representative on the pool's board. Nominees must be an elected official or an employee of any incorporated city in the region. The current regional representative is Mr. Jay Stokes, city manager of the City of Deer Park. Mr. Stokes' three year term ends on September 20, 2015.

Mr. Simon made the motion to nominate the incumbent, Mr. Jay Stokes. Ms. Vicky Rudy seconded the motion. The motion carried with all in favor.

### **Texas County and District Retirement System (TCDRS) Plan Year 2016**

Mr. Virgadamo noted item three of the agenda, consider and take action on the Texas County and District Retirement System Plan Year 2016.

Mr. VanSteenberg reported the Board of Managers must annually specify two provisions for MCECD's retirement plan with TCERS. The first decision is to determine the rate of increase, if any, to the benefit payments for retirees. TCERS allows three options for retiree benefits:

- No increase
- A cost of living adjustment (COLA) based on the Consumer Price Index (CPI), or
- A flat rate COLA based on a percentage set by the Board.

A flat rate COLA is very simple. If the board specifies an increase of 3%, for example, all retirees' monthly payments will increase by 3%. A CPI based COLA is more complex. The board can adopt a COLA based on the change of the CPI or on a percentage of the change such as 50% or 70%, it must be in increments of 10. TCERS then recalculates the benefit payment to adjust for the CPI change from the original retirement date. Mr. VanSteenberg noted the brief history of the MCECD board actions:

2008 – 100% CPI-based COLA  
2009 – 20% CPI-based COLA  
2010 – No increase

2011 – 1% flat-rate COLA  
2012 – No increase  
2013 – 70% CPI-based COLA  
2014 – 70% CPI-based COLA  
2015 – 70% CPI-based COLA

In addition to setting the rate for the COLA, the board must also decide whether to pay a rate higher than the required actuarial rate. This option is provided for employers that want to decrease their unfunded accrued liability.

For the TCDRS plan provision for Plan Year 2015, staff recommends:

- Adopt a 70% CPI-based COLA
- Adopt a contribution rate of 15%

The 15% contribution rate is slightly more than the actuarially required rate of 14.58%. However, the contribution rate for 2015 is 16.9%, so MCECD will benefit from a significant decrease due to changes in employee demographics. The additional contribution will rapidly decrease the district's contribution rate and unfunded liability in future years.

Mr. Simon made the motion to approve a 70% CPI-based COLA for retirees and a 15% contribution rate for Plan Year 2016. Ms. Rudy seconded the motion. The motion carried with all in favor.

### **Purchase of New Vehicle**

Mr. Virgadamo noted item four of the agenda, consider and take action on the purchase of a new vehicle.

Mr. VanSteenberg noted the budget for fiscal year 2015 includes \$42,000 to purchase and customize a vehicle for responding to maintenance and service issues. The vehicle will replace a 2002 light duty pick-up truck. The staff proposes to purchase a heavy duty truck and outfit it with a storage unit for tools and supplies needed to service the 9-1-1 call centers.

Staff shopped locally, and have quotes from Weisner GMC, Buckalew Chevrolet, Gullo Ford, Caldwell Country Chevrolet, Knapp Chevrolet and Gullo Toyota. The general specifications:

- 2.5 ton capacity
- 4 wheel drive
- 4 door cab
- 5.5' – 6.5' bed
- Heavy Duty

Mr. Simon made the motion to approve the purchase of the Weisner GMC 2500 as specified. Ms. Rudy seconded the motion. The motion carried with all in favor.

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

Mr. Virgadamo noted item five of the agenda, Executive Director's report on items of community interest for which no action will be taken.

Mr. Chip VanSteenberg reported 9-1-1 system upgrades were performed over the months of May and June. Five sites received a complete replacement of the hardware, and updated software. A sixth site, an off-site location for a redundant server, was decommissioned and has been combined with an existing PSAP. We continue to install the Command Posts (laptops), we have made them more functional with docking stations and dual monitors, and added the mapping module. This allows the laptops to perform like a workstation. We still need to install the IP phones, which were purchased for overflow conditions.

All of the equipment needed to complete the microwave project is on-site, programmed and ready to go. We are working on an install date.

The targeted cut-over date for the self-hosted ALI is September 15<sup>th</sup>.

Mrs. Andrea Wilson has been very busy with public education. We hosted our first 9-1-1 junior first responder camp, five half days with 25 campers, ages 13 to 15. Campers spent a day on cyber-security and with the crime lab, a day with all the big trucks, and two days training for and receiving CPR and first aid certification. On the last day, we had a disaster simulation, putting into practice what they had learned during the week.

Mrs. Wilson will spend two half-days with the City of Conroe, reaching about 250 kids, elementary school ages.

The fire safety house is in production.

Mrs. Wilson applied for and won a grant from State Farm for \$15,000 for a teen driver safety program. The program will involve pedal cars and impaired goggles which simulate drunk driving, and other types of impaired driving.

Mr. VanSteenberg reported the Texas 9-1-1 Alliance has prepared an NG9-1-1 Master Plan. The purpose of the document is to articulate the vision and goals of Texas' Emergency Communication Districts organized under Chapter 772 of the Texas Health and Safety Code in the context of ongoing and contemplated future deployment, maintenance, and management of Next Generation 9-1-1 (NG9-1-1) systems. The Alliance envisions a system that is organic and regionally controlled, through ESI-Nets, where all the 9-1-1 entities come together as equal partners.

No action was taken.

### **Consent Agenda**

Mr. Virgadamo noted items six, seven, and eight of the consent agenda, noting the items may be taken separately or as a whole.

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

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

The meeting adjourned at 12:35 p.m.

*These minutes were approved at regularly scheduled board meeting on SEPTEMBER 16, 2015.  
If needed, an official, signed copy may be obtained at the MCECD office.*