

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

REGULAR MEETING

September 11, 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
Robert VanWassehnova, CPA
Chip VanSteenberg, Executive Director
Jeanne Frey, Administrative Manager
Regina Payne, Database Coordinator
Andrea Wilson, Public Education Coordinator
Russell Steffee, Systems Manager
Roberto Gutierrez, Systems Technician
Terri Gill, Executive Assistant
Dianna Porche, AT&T
Capt. Ronnie, Silvio, Montgomery County Sheriff's Office
Lt. Allison Allen, Montgomery County Sheriff's Office
Denise Jimenez, Montgomery County Sheriff's Office
Rick Erickson, Woodlands Fire Department
Shawn Trainor, Montgomery County Hospital District

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

Public Comments

There were no public comments.

VanWassehnova & Associates Letter of Understanding for annual audit for Fiscal Year 2013

Ms. Rudy noted item one of the agenda, consider and take action on VanWassehnova and Associates letter of understanding for annual audit for fiscal year 2013.

Mr. Chip VanSteenberg, Executive Director, noted the district has used VanWassehnova and Associates for several years, and they have presented a letter of understanding for fiscal year 2013. The estimated cost of the audit is \$11,000.

Mr. Larry Foerster, Legal Counsel, added the audit is a professional contract under the government code and the Board may select whomever they wish.

Mr. James Simon made the motion to approve the letter of understanding with VanWassehnova and Associates for fiscal year 2013. Chief Robert Hudson seconded the motion. The motion carried with all in favor.

Application to become a Certificated Telephone Utility

Mr. Virgadamo noted item two of the agenda, consider and take action authoring an application to become a certificated telephone utility.

Mr. VanSteenberg stated a key component of the 9-1-1 system is the ALI Database, the automatic location information, which serves two important functions, it routes calls, ensuring they are routed to the correct PSAP and provides the location information to the call-taker, which is displayed at their console. The ALI database with AT&T is landline only, we contract with AT&T to maintain the data. As we move into the next generation of 9-1-1, we find we have more and more calls that are not related to the landline database. Consolidated Communications does not enter data into this database; they use a different provider. This is a key function, 9-1-1 still needs. However, many 9-1-1 agencies have found they can host the data themselves saving a considerable amount of money. Greater Harris County 9-1-1 is a partner agency who hosts their own ALI. They have the necessary redundant capabilities; a good infrastructure in place. As a strategic partner, they are offering the use of their equipment to host our data and that of other 9-1-1 agencies in the area. We believe this would save the district \$120,000 per year. The first step in the process is to become a certificated telephone utility, as ALI service is regulated by the state. The application is technically specific and may incur legal fees, four to five thousand dollars. There will also be annual maintenance fees.

Sheriff Tommy Gage made the motion to authorize the application to become a certificated telephone utility. Mr. Simon seconded the motion. The motion carried with all in favor.

Compensation Policy

Ms. Rudy noted item three of the agenda, consider and take action on compensation policy.

Mr. VanSteenberg noted the policy had been presented in the spring. The concerns raised, at that time, by Ms. Vicky Rudy, have been addressed. The policy creates ten grades and establishes the minimum and maximum of each grade. Mr. VanSteenberg briefly reviewed the policy and asked for questions.

Mr. Virgadamo asked if everyone was comfortable with the 15% adjustment on promotion. Ms. Rudy replied she would prefer 10%. Mr. Virgadamo noted the city uses five to 10 percent. Following a brief discussion, the board requested the policy state a 10% adjustment upon promotion.

Ms. Vicky Rudy made the motion approving the compensation policy with the 10% adjustment. Mr. Simon seconded the motion. The motion carried with all in favor.

EXECUTIVE DIRECTOR'S REPORT ON ITEMS OF COMMUNITY INTEREST

Ms. Rudy noted item four of the agenda, executive director's report on items of community interest for which no action will be taken.

Mr. VanSteenberg reported on three staff changes, with Mr. Russell Steffee's retirement; Mr. Roberto Gutierrez has been promoted to Systems Manager. Mrs. Andrea Wilson has been promoted to full-time as the Public Education Coordinator.

Cricket Communications is having trouble with 9-1-1 service in Galveston County. The calls are being routed incorrectly. We have received several of the misrouted calls and continue to work with Cricket to resolve the routing issue.

Today is 9-1-1 Day, a day to recognize the call-takers and others who work in 9-1-1.

CONSENT AGENDA

Mr. Paul Virgadamo noted items five, six, seven and eight of the consent agenda; stating these may be taken separately or as a whole.

Ms. Rudy made the motion to approve items five, six, seven and eight of the consent agenda. Chief Hudson seconded the motion. The motion carried with all in favor.

Mr. VanSteenberg announced the retirement of Mr. Russell Steffee after 14 years of service. He and his wife recently bought a camper and have plans to travel. We will celebrate with a retirement dinner on September 30th. Mr. Virgadamo thanked him for his service.

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

The meeting adjourned at 12:17 p.m.

These minutes were approved at regularly scheduled board meeting on NOVEMBER 13, 2013.

If needed, an official, signed copy may be obtained at the MCECD office.