

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

REGULAR MEETING

September 12, 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
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
Russell Steffee, Systems Operations Manager
Regina Payne, Database Coordinator
Shane Diaz, GIS Administrator
Terri Gill, Executive Assistant
Shawn Trainor, Montgomery County Hospital District
Lt. Joseph Sclider, Montgomery County Sheriff's Office
Dianna Porche, AT&T

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.

LETTER OF UNDERSTANDING WITH VANWASSEHNOVA AND ASSOCIATES FOR THE ANNUAL AUDIT FOR FY2012

Mr. Virgadamo noted item one of the agenda, consider and take action approving the letter of understanding with VanWassehnova and Associates for the annual audit for FY2012.

Mr. Robert VanWassehnova explained the engagement letter allows his firm to begin the annual audit. Mr. Chip VanSteenberg inquired as to how many years he had been performing the audit. Mr. VanWassehnova replied eight or nine.

Mr. Virgadamo requested a motion to approve. Mr. James Simon made the motion to approve the letter of understanding with VanWassehnova and Associates for the annual audit for FY2012. Sheriff Tommy Gage seconded the motion. The motion carried with all in favor.

REVISIONS TO THE INTERLOCAL AGREEMENT WITH THE MONTGOMERY COUNTY HOSPITAL DISTRICT

Mr. Virgadamo noted item two of the agenda, consider and take action approving revisions to the interlocal agreement with the Montgomery County Hospital District.

Mr. VanSteenberg noted at the last board meeting, staff had recommended the board suspend the rent payment beginning immediately and authorize the district's attorney to draft an amendment to the interlocal agreement to address the issue formally. The district agreed to provide them space to have a back-up center. The district has not had the space to provide due to ongoing changes to the dispatch center. Staff stated they were looking at furniture to convert the training room on the first floor of the MCECD facility to the back-up center. Mr. Foerster drafted an amendment to the interlocal agreement removing the provision requiring a rent payment of \$500 per month.

Ms. Rudy made the motion to approve the revisions to the interlocal agreement with the Montgomery County Hospital District. Mr. Simon seconded the motion. The motion carried with all in favor.

RENEGOTIATED CONTRACT WITH EMERGENCY COMMUNICATION NETWORK INC FOR CODE RED AND WEATHER WARNINGS

Mr. Virgadamo noted item three of the agenda, consider and take action approving renegotiated contract with Emergency Communication Network, Inc. for Code Red and Weather Warnings.

Mr. VanSteenberg explained Code Red was an early technology leader for use of off-site, internet-based emergency notification systems. Others began offering this service at reduced rates and with flexibility not offered by Code Red. MCECD staff notified Code Red they were exploring options. Code Red responded by offering a contract with a competitive rate and improvements to service that allow the database to be more accurate. Staff recommended renewing the contract with Code Red under the terms proposed here, a savings of \$37,000.

Mr. Virgadamo thanked Ms. Jeanne Frey for her work renegotiating the contract.

Chief Robert Hudson made the motion to approve the contract with Emergency Communication Network, Inc. Sheriff Gage seconded the motion. The motion carried with all in favor.

TEXAS MUNICIPAL LEAGUE INTERGOVERNMENTAL EMPLOYEE BENEFITS POOL (TML IEBP) 2012 BOARD OF TRUSTEE ELECTION BALLOT

Mr. Virgadamo noted item four of the agenda, consider and take action approving Texas Municipal League Intergovernmental Employee Benefits Pool (TML IEBP) 2012 Board of Trustee Election ballot.

Mr. VanSteenberg noted the district is a member of the Pool and as such is entitled to vote for the board of trustees. Staff recommended Jay Stokes, the City Manager of Deer Park and incumbent for the board position.

Ms. Rudy made the motion to cast a ballot for Jay Stokes in the TML IEBP board of trustee election. Chief Hudson seconded the motion. The motion carried with all in favor.

TEXAS MUNICIPAL LEAGUE INTERGOVERNMENTAL RISK POOL (TML IRP) 2012 BOARD OF TRUSTEE ELECTION BALLOT

Mr. Virgadamo noted item five of the agenda, consider and take action approving Texas Municipal League Intergovernmental Risk Pool (TML IRP) Board of Trustees Election ballot.

Mr. VanSteenberg noted the district is a member of the Risk Pool for property and liability insurance and as such is entitled to vote in the board of trustees election. There are four at-large positions on the ballot. Staff recommended:

- Greg Ingham, City Manager of Plainview
- Larry Gilley, City Manager of Abilene
- Keith Olsen, Councilmember in Huntsville
- Cynthia Kirk, Risk Manager for Bryan

Chief Hudson made the motion to cast the ballot for Greg Ingham, Larry Gilley, Keith Olsen and Cynthia Kirk in the TML IRP board of trustees election. Mr. Simon seconded the motion. The motion carried with all in favor.

TEXAS COUNTY & DISTRICT RETIREMENT SYSTEM (TCDRS) PLAN PROVISIONS, PLAN YEAR 2013

Mr. Virgadamo noted item six of the agenda, consider and take action authorizing Texas County and District Retirement System (TCDRS) Plan Provisions, Plan Year 2013.

Mr. VanSteenberg noted this item had been deferred at the last board meeting. There were two actions pending approval:

- Does the Board wish to adopt a cost-of-living adjustment for the retirees, and if so, at what rate.
- Does the Board wish to contribute to the system at a rate higher than the minimum required rate.

Staff originally recommended the Board adopt a cost-of-living adjustment for the retirees based upon 70% of the CPI. The County adopted a COLA based on 10% of CPI. The City of Conroe has a similar system with TMRS and has adopted COLA based on 70% of CPI. Staff recommended the Board adopt a 70% CPI-based COLA and pay no more than the required annual rate.

Ms. Rudy made the motion to approve the plan provisions as presented. Mr. Simon seconded the motion. The motion carried with all in favor.

COMPENSATION STUDY WITH WATERS CONSULTING GROUP

Mr. Virgadamo noted item seven of the agenda, review and take action, if necessary, on the compensation study with Waters Consulting Group.

Mr. VanSteenberg explained the results were preliminary and were used to validate adjustments in item eight (of the agenda). Preliminary results show the district's salary structure is generally in line with the market, the mid-point closely aligns to the market average. The data has been aged to October 1st.

Staff has no recommendation at this time, once the final draft is complete, staff will recommend establishing minimum and maximum pay amounts for each job classification.

No action was needed.

PLAN FOR SALARY ADJUSTMENTS FOR FY2013

Mr. Virgadamo noted item eight of the agenda, consider and take action adopting a plan for salary adjustments for FY2013.

Mr. VanSteenberg noted the policy calls for salary increases to be based upon merit. There is a performance review process and a scoring process that needed adjustment.

Staff recommends three actions:

1. Board defers action on pay range adjustments until the final recommendations are received from Waters Consulting Group, Inc.
2. Merit increases be paid according to the following schedule:
 - a. Average score of less than 3: 0%
 - b. Average score of 3.0 to 3.4: 2.5%
 - c. Average score of 3.5 to 3.9: 3.5%
 - d. Average score of 4.0 to 4.4: 4.5%
 - e. Average score of 4.5 or higher: 5.0%
3. No recommendation on the salary and allowances for the executive director.

Following a brief discussion the merit increases will be based on a scale of 0 to 3.5%, as follows:

- a. Average score of less than 3: 0%
- b. Average score of 3.0 to 3.4: 2.5%
- c. Average score of 3.5 to 3.9: 3.0%
- d. Average score of 4.0 or higher: 3.5%

Mr. Simon made the motion to defer pay range adjustments until the final report is received from Waters Consulting Group, Inc., that merit increases are based on the scale of 0 to 3.5%, and the salary and allowances for the executive director will be determined in the closed executive session. Ms. Rudy seconded the motion. The motion carried with all in favor.

ELIMINATION OF CALL-TAKER POSITION

Mr. Virgadamo noted item nine of the agenda, consider and take action approving elimination of call-taker position.

Mr. VanSteenberg explained how, due to the consolidation in 2004 of call-taking services to the county and the Conroe Police Department, the district has one remaining call-taker on staff. The Senior Call-taker remained on the district's payroll on special assignment to the Montgomery County. An agreement was meant to be temporary has been in place for seven years. Staff recommends the position of Senior Call-taker be eliminated beginning September 30, 2012. Staff also recommends the employee be paid eighty (80) hours of compensation in lieu of a two week notice as allowed by state law.

Ms. Rudy made the motion to approve the elimination of the call-taker position. Mr. Simon seconded the motion. The motion carried with all in favor.

2013 MEETING DATES AND MCECD HOLIDAY SCHEDULE

Mr. Virgadamo noted item ten of the agenda, consider and take action approving the 2013 meeting dates and MCECD holiday schedule.

Mr. VanSteenberg noted the meetings would be on the regular schedule of bi-monthly second Wednesdays at noon, with the exception of March 2013, which would be the third Wednesday. The district generally adopts the same holiday schedule as the county. Staff recommends the board approve the 2013 meeting dates and holiday schedule.

Chief Hudson made the motion to approve the 2013 meeting dates and holiday schedule. Ms. Rudy seconded the motion. The motion carried with all in favor.

OTHER MATTERS RELATED TO THE OPERATION OF THE 9-1-1 SYSTEM

Mr. Virgadamo noted item eleven of the agenda, consider and discuss other matters related to the operation of the 9-1-1 system.

Mr. VanSteenberg stated the most critical task the staff has been working on is getting the county moved to the south end of the facility with their new consoles on the second floor of the MCECD facility. The north end flooring was removed and the new floor will be installed tomorrow. The work will continue, and include a work space for the IT department and file and storage space for the sheriff’s office. Staff will also work toward a re- grand opening sometime in the early spring or late winter, next year.

The budget was approved by twelve of the fourteen cities. The presentations went very well.

Staff reported they are working on insurance quotes for health and dental for next year. They are also planning a logo contest that will encourage the incorporation of new technology into the design. A \$250 gift card will be offered for the winning design.

CONSENT AGENDA

Mr. Virgadamo noted items fourteen, fifteen and sixteen of the consent agenda; stating these may be taken separately or as a whole.

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.

CLOSED EXECUTIVE SESSION

Mr. Virgadamo adjourned the open meeting to a closed executive session at 12:34 p.m.

RECONVENE OPEN SESSION

Mr. Virgadamo reconvened the open session at 1:03 p.m., noting the board would readdress item eight of the agenda.

Ms. Rudy made the motion to approve a 3.5% adjustment to the executive director’s salary effective October 1st, an increase of the auto allowance to \$10,200 and an increase of the cellular allowance to \$1,080. 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 1:05 p.m.

Attest:

James Simon
Secretary

Paul Virgadamo
President



Montgomery County Emergency Communication District
 Post Office Box 1830, Conroe Texas 77305-1830
 Phone: (936) 523-5911 / Fax: (936) 539-9111

Doc# 12-1380

POSTED

09/06/2012 3:07PM

Shelby Sodalak
 MARK TURNBULL, COUNTY CLERK
 MONTGOMERY COUNTY, TEXAS

NOTICE OF REGULAR MEETING

September 12, 2012

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, September 12, 2012**, 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 approving the Letter of Understanding with VanWassehnova and Associates for the annual audit for FY2012.
2. Consider and take action approving revisions to the Interlocal Agreement with the Montgomery County Hospital District.
3. Consider and take action approving a renegotiated contract with Emergency Communication Network, Inc. for Code Red and Weather Warnings.
4. Consider and take action approving Texas Municipal League Intergovernmental Employee Benefits Pool (TML IEBP) 2012 Board of Trustee Election Ballot.
5. Consider and take action approving Texas Municipal League Intergovernmental Risk Pool (TML IRP) Board of Trustees Election Ballot.
6. Consider and take action authorizing Texas County & District Retirement System (TCDRS) Plan Provisions, Plan Year 2013.
7. Review and take action, if necessary, on the compensation study with Waters Consulting Group.
8. Consider and take action adopting a plan for salary adjustments for FY2013.
9. Consider and take action approving elimination of call-taker position.
10. Consider and take action approving the 2013 Meeting Dates and MCECD Holiday Schedule.
11. Consider and discuss other matters related to the operation of the 9-1-1 system.

CLOSED EXECUTIVE SESSION

12. 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 551.072
 - A. Discuss matters involving deliberations about real property.
13. Reconvene into open session to consider and take action if necessary.
 - A. Take action if needed on matters involving real property.

CONSENT AGENDA

14. Executive Director's report on items of community interest for which no action will be taken.
15. Approval of meeting minutes for July 25, 2012.
16. Approval of monthly financial statements for the periods ending July 31, 2012 and August 31, 2012.
17. Adjourn meeting.

Jeanne Frey by Terri Gill, Exec. Assistant
 Jeanne Frey, Administrative Manager

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 551.097 (Economic Development).