

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

REGULAR MEETING

September 16, 2015

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
Jon Watson, CPA, Brooks Cardiel
Chip VanSteenberg, Executive Director
Jeanne Frey, Operations Manager
Roberto Gutierrez, Systems Manager
Robert Brewer, Systems Tech
Terri Gill, Executive Assistant
Andrea Wilson, Public Education Coordinator
Matt Walkup, Montgomery County Hospital District
Rick Erickson, The Woodlands Fire Department
Lt. David Park, Montgomery County Sheriff's Office
Diana Porche, AT&T
Dr. Mark Escott, Citizen
Nick Halloran, Rave Mobile Safety
Noah Ryder, Rave Mobile Safety
Matt Isenhardt, Rave Mobile Safety

Mr. Paul Virgadamo, President, called the meeting to order at 12:00 p.m., and noted Constable Ryan Gable and Mr. John Young were unable to attend.

Public Comments

No one requested to address the Board.

Presentation by Rave Mobile Safety for Rave Alert and Smart911

Mr. Virgadamo stated the board would hear items three and four of the agenda, related to Rave Mobile Safety as the first items of the meeting.

Mr. Virgadamo noted item three of the agenda, a presentation by Rave Mobile Safety for Rave Alert and Smart911.

Mr. VanSteenberg reported the staff has been looking at products offered by Rave Mobile Safety for several years

and has heard multiple presentations. Essentially, Smart911 would allow the citizen to supply any additional information that they want to provide, for example, a gate code, people with special needs, and information about pets or additional phone numbers associated with the location.

Mr. VanSteenberg introduced Mr. Noah Ryder with Rave Mobile Safety.

Mr. Ryder spoke to the board about Smart911 and Rave Alert, explaining the benefits to the citizens, and to the service providers. All citizens would have the opportunity to create a profile that includes details on medical conditions, special needs, access instructions, pets, etc. Any time a 9-1-1 call is made with a phone number associated with the profile, the caller's information would be available to the call-taker.

Rave Alert would replace the District's emergency notification system provided by CodeRed, and is integrated with the profiles created for Smart911.

Mr. VanSteenberg asked Mr. Ryder to explain who owns the data and whether it is subject to an open records request. Mr. Ryder responded that the data is owned by the person or household that created the account, at any time they may delete the account. The data is only available when the telephone number comes into the call center, and then is only available for 45 minutes. Since Rave is a private company they are not subject to Freedom of Information Act requests.

Ms. Vicky Rudy asked how the district will transition from CodeRed, we have asked the citizens to sign up for CodeRed, and will be asking them to sign up again. Mr. VanSteenberg responded that a transition plan has yet to be developed, but will include CodeRed. Later in the meeting the board will be asked to approve an agreement with CodeRed going through the next year. The district will work with Rave on a public notification campaign.

Mr. Larry Foerster, legal counsel, requested the agreement be amended to reflect the jurisdiction venue in Montgomery County, Texas rather than The Commonwealth of Massachusetts. Mr. Ryder replied they are prepared to change the venue.

Agreement with Rave Mobile Safety for Rave Alert and Smart911

Mr. Virgadamo noted item four of the agenda, consider and take action approving an agreement with Rave Mobile Safety for Rave Alert and Smart911.

Chief Robert Hudson made the motion to approve the agreement with Rave Mobile Safety for Rave Alert and Smart911, with the final approval of the agreement by district's legal counsel and comment by Montgomery County Emergency Management. Mr. James Simon seconded the motion. The motion carried with all in favor.

Acknowledging Reappointments

Mr. Virgadamo noted item one of the agenda, consider and take action acknowledging the reappointments of Mr. Paul Virgadamo by the Cities and Towns of Montgomery County, Mr. James Simon by the Montgomery County Commissioners' Court, and Chief Robert Hudson by the Montgomery County Fire Marshall and the Fire Chief's Association.

Ms. Vicky Rudy made the motion to acknowledge the reappointments of Mr. Paul Virgadamo, Mr. James Simon and Chief Robert Hudson. Mr. James Simon seconded the motion. The motion carried with all in favor.

Election of Officers

Mr. Virgadamo noted item two of the agenda, consider and take action, if necessary, on an election of officers.

Mr. Simon made the motion to maintain the current slate of officers with Mr. Paul Virgadamo as President, Ms. Vicky Rudy as Vice President, Constable Ryan Gable as Secretary and Chief Robert Hudson as Treasurer. Ms.

Rudy seconded the motion. The motion carried with all in favor.

Renewal Agreement with Emergency Communications Network for the term October 1, 2015 to September 30, 2016

Mr. Virgadamo noted item five of the agenda, consider and take action on a renewal agreement with Emergency Communications Network for the term October 1, 2015 to September 30, 2016.

Mr. VanSteenberg recommended the board approve the agreement with CodeRed to run concurrently with Rave Alert and Smart911 for a one year transition period.

Ms. Rudy made the motion to approve the renewal agreement with Emergency Communications Network for the term October 1, 2015 to September 30, 2016. Chief Hudson seconded the motion. The motion carried with all in favor.

Brooks and Cardiel PLLC Audit Engagement Letter for the Annual Audit for Fiscal Year 2015

Mr. Virgadamo recused himself from item six of the agenda, as a family member has been employed by the firm.

Ms. Vicky Rudy, Vice President, noted item six of the agenda, consider and take action approving the Brooks Cardiel PLLC audit engagement letter for the annual audit for Fiscal Year 2015.

Mr. VanSteenberg stated Brooks Cardiel had provided the audit for the district for fiscal year 2014. They have provided an audit engagement letter which explains the objectives, responsibilities and procedures for the annual audit for the fiscal year end September 30, 2015. The estimate for the audit services is \$11,000.

Chief Hudson made the motion to approve the audit engagement letter with Brooks Cardiel PLLC for the fiscal year 2015. Mr. Simon seconded the motion. The motion carried with all in favor.

TML Multistate IEBP Board of Trustee Election Ballot

Mr. Virgadamo noted item seven of the agenda, consider and take action on the TML Multistate IEBP Board of Trustee election ballot.

Mr. VanSteenberg noted that at the July 15th meeting, the Board of Managers had nominated the incumbent, Mr. Jay Stokes, city manager for the City of Deer Park. Mr. Stokes is the sole nominee on the ballot.

Ms. Rudy made the motion to vote for Mr. Jay Stokes for the TML Multistate IEBP Board of Trustee election ballot. Mr. Simon seconded the motion. The motion carried with all in favor.

Final Approval of the FY 2016 Budget

Mr. Virgadamo noted item eight of the agenda, consider and take action on final approval of the FY 2016 budget.

Mr. VanSteenberg stated the board had developed a recommended budget that needed to be approved by Commissioner's Court and by a majority of the cities in the county. Commissioner's Court and ten cities have approved our budget. No one voted against the district's budget.

Mr. Simon made the motion to grant final approval to the Fiscal Year 2016 budget. Chief Hudson seconded the motion. The motion carried with all in favor.

Transfers to Capital and Reserve Funds

Mr. Virgadamo noted item nine of the agenda, consider and take action approving transfers to Capital and Reserve

Funds.

Mr. VanSteenberg noted that each year the Board establishes the amounts of the Reserve Fund and the Capital Fund. The Reserve Fund is set at four months operating expenses plus \$500,000 for emergency allocations. The formula for FY 2016 requires a reserve fund of \$1,916,000.

All remaining excess revenue will be swept into the Capital Fund to be set aside for future projects and major expenditures. The amount of revenue to be transferred from the FY 2015 activity is \$392,700 to bring the total to \$4,217,500.

Ms. Rudy made the motion approving transfers to the Capital and Reserve Funds. Mr. Simon seconded the motion. The motion carried with all in favor.

Changes to Appendix 2 of the Compensation Policy for Fiscal Year 2016

Mr. Virgadamo noted item ten of the agenda, consider and take action on changes to appendix 2 of the compensation policy for fiscal year 2016.

Mr. VanSteenberg explained that the board sets the amount every year of raises that will be given based on employee evaluations. The recommendation is for the same amounts approved the last two years:

Score of less than 3% - 0%

Score of 3.0 to 3.4 – 2.5%

Score of 3.5 – 3.9 – 3.0%

Score of 4.0 or higher – 3.5%

Ms. Rudy made the motion to approve the changes as recommended to Appendix 2 of the Compensation Policy. Chief Hudson seconded the motion. The motion carried with all in favor.

Executive Director's Report

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

Mr. Chip VanSteenberg reported the 9-1-1 call-taking system upgrades were completed in June, and with any new installation there will be a certain number of bugs that need to be worked through. This system has had more of those than expected. Airbus has agreed to perform a complete system audit. We hope to see the results soon.

The microwave network has been in progress for some time, all the radio links are up and we have been testing. The project nears completion.

Ms. Andrea Wilson reported on public education's summer activities:

- A junior first responder's camp at The Woodlands Training Center for one week for rising ninth and tenth graders who were interested in public safety. There were 25 campers studying law enforcement and fire safety and all were CPR certified.
- Two camps for the City of Conroe with EMS and police at the city's recreation center.
- Won the State Farm grant of \$15,000 to develop a teen driver safety program, with pedal cars and impairment goggles.
- The fire safety house has been ordered and should be here soon.

Mr. VanSteenberg reviewed the improvements planned for the outside break area. The changes will include a covered pavilion, privacy screen, and a delivery ramp.

No action was taken.

Consent Agenda

Mr. Virgadamo noted items twelve, thirteen, fourteen and fifteen of the consent agenda, noting the items may be taken separately or as a whole.

Item 12: Approval of meeting minutes for July 15, 2015

Item 13: Ratify accounts payable for the months of June and July 2015

Item 14: Approval of monthly financial statements for the periods ending June 30 and July 31, 2015

Item 15: Approval for quarterly financial statement for the period ending June 30, 2015

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 1:21 p.m.

These minutes were approved at regularly scheduled board meeting on NOVEMBER 18, 2015.

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