

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

SPECIAL MEETING

September 17, 2014

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
John Young, Ex-Officio Member

ABSENT: Tommy Gage, Member

IN ATTENDANCE: Ryan Gable, Incoming Member
Larry Foerster, Legal Counsel
Robert VanWassehnova, CPA, VanWassehnova & Associates
Anthony Cardiel, CPA, BrooksCardiel PLLC
Mike Brooks, CPA, BrooksCardiel PLLC
Chip VanSteenberg, Executive Director
Jeanne Frey, Operations Manager
Roberto Gutierrez, Systems Manager
Robert Brewer, Systems Technician
Andrea Wilson, Public Education Coordinator
Jeffrey Losek, GIS Data Specialist
Terri Gill, Executive Assistant
Matt Walkup, Montgomery County Hospital District
Shawn Trainor, Montgomery County Hospital District
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., noting Sheriff Tommy Gage was unable to attend.

Public Comments

No one requested to address the Board.

Acknowledge Reappointments and Appointment

Mr. Virgadamo noted item one of the agenda, consider and take action acknowledging the reappointments of Ms. Vicky Rudy by the Cities and Towns of Montgomery County, Mr. John Young by the primary service supplier, and the appointment of Constable Ryan Gable by the Montgomery County Commissioners' Court. Mr. Virgadamo extended a

welcome to Constable Ryan Gable, noting the appointment takes affect October first.

Mr. James Simon made the motion to acknowledge the reappointments of Ms. Rudy and Mr. Young and the appointment of Constable Gable. Chief Robert Hudson seconded the motion. The motion carried.

Election of Officers

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

Mr. Chip VanSteenberg, Executive Director, noted the Board has a policy which calls for four officer's positions, President, Vice President, Treasurer and Secretary. Currently, Mr. Paul Virgadamo serves as President, Ms. Vicky Rudy serves as Vice President, Chief Robert Hudson serves as Treasurer and Mr. James Simon serves as Secretary.

Mr. Simon made the motion to leave the officers as they are, except for the nomination of Constable Ryan Gable as Secretary. Chief Hudson seconded the motion. The motion carried.

Final Approval of the FY2015 Budget

Mr. Virgadamo noted item three of the agenda, consider and take action on final approval of the FY 2015 budget.

Chief Hudson inquired whether there had been any changes since the original presentation, to which Mr. VanSteenberg replied no changes had been made to the budget for fiscal year 2015.

Chief Hudson made the motion granting final approval to the Fiscal Year 2015 budget. Mr. Simon seconded the motion. The motion carried.

Interlocal Agreement with Greater Harris County 9-1-1 Network and Partnership with DataMaster

Mr. Virgadamo noted item four of the agenda, consider and take action authorizing an interlocal agreement with the Greater Harris County 9-1-1 Network for the self-hosting of the Automatic Location Information (ALI) database in partnership with DataMaster.

Mr. Chip VanSteenberg, Executive Director, explained the automatic location information or ALI is an integral part of the 9-1-1 process, and the service is currently provided by AT&T. The district will save approximately \$50,000 per year by transitioning the ALI database away from AT&T and partnering with Greater Harris County 9-1-1 (GHC911) and DataMaster. The annual recurring cost will be approximately \$7,400 with GHC911.

Chief Hudson made the motion to approve the interlocal agreement with Greater Harris County 9-1-1 Network. Ms. Rudy seconded the motion. The motion carried.

BrooksCardiel, PLLC Audit Engagement Letter

Mr. Virgadamo noted item five of the agenda, consider and take action approving the Brooks and Cardiel PLLC audit engagement letter for the annual audit for Fiscal Year 2014.

Mr. Chip VanSteenberg, Executive Director, stated Bob VanWassehnova, who has performed the district's audit services for the last several years, has informed the staff of his intent to reduce the number of audits performed. He has teamed up with The Woodlands based firm of Brooks and Cardiel to smoothly transition his clients. Any time we have a change of a major service provider there is an opportunity to pull back and review it all. Staff recommends the board approve the audit engagement letter with Brooks and Cardiel, and conduct a review in the spring.

Mr. Simon made the motion to approve the audit engagement letter with Brooks and Cardiel PLLC. Chief Hudson

seconded the motion. The motion carried.

Installation of Fiber Optic Cable

Mr. Virgadamo noted item six of the agenda, consider and take action approving an expenditure for the installation of fiber optic cable.

Mr. Chip VanSteenberg, Executive Director, stated The Woodlands Fire Department (WFD) used to be on the fiber network before the relocation and need to be added back into the fiber network. By extending the fiber to the WFD PSAP, the district will save \$1,700 per month by cancelling redundant copper circuits. Further, a review revealed an additional \$3,700 of savings by reducing the amount of bandwidth at each PSAP location and eliminating unused phone lines.

Staff recommends the board approve the expenditure of \$60,000 with Consolidated Communications to extend the fiber optic cable to The Woodlands Fire Department central station.

Chief Hudson made the motion to approve an expenditure for the installation of fiber optic cable. Mr. Simon seconded the motion. The motion carried.

Resolution Establishing Procedures for Call-takers Certification Pay

Mr. Virgadamo noted item seven of the agenda, consider and take action on a resolution establishing procedures for call-takers certification pay.

Mr. Chip VanSteenberg, Executive Director, stated this was a goal established for FY 2014, directing the staff to find ways we can help with recruitment, retention, education and training. During this same period the Texas Commission on Law Enforcement (TCOLE) instituted a certification requirement for call-takers. There are four levels of certification: basic, intermediate, advanced and master. The program was funded in the FY 2015 budget, and will reimburse an agency operating a PSAP in Montgomery County if that agency offers incentive pay for obtaining a TCOLE certificate above the basic level. The budget was based on incentives paid on the following schedule:

Intermediate:	\$150 per month
Advanced:	\$200 per month
Master:	\$300 per month

Ms. Rudy inquired how the application form is laid out, how they are proving they meet the requirement. Mr. VanSteenberg replied he does not have a form developed, but will be looking for a payroll record that shows who had it, how many months they had the certification and how much the agency paid out. Chief Hudson asked if we will accept their letter certification. Mr. VanSteenberg replied affirmatively. Ms. Rudy requested a proof of certification be required.

Ms. Rudy made the motion to approve the resolution establishing procedures for call-takers certification pay, subject to certification. Mr. Simon seconded the motion. The motion carried.

Resolution Establishing Procedures for PSAP Improvement Participation Program

Mr. Virgadamo noted item eight of the agenda, consider and take action on a resolution establishing procedures for PSAP Improvement Participation Program.

Mr. Chip VanSteenberg, Executive Director, stated the budget for Fiscal Year 2015 includes funds for a program to assist PSAPs with expenditures related to improving the call centers. MCECD will offer a maximum of \$75,000 per PSAP per year. The request would be presented to the executive director, who will vet it and present the request to the board for review and final approval. The PSAP will be required to match MCECD's funds by paying 10% of the cost.

Mr. Simon made the motion to approve the resolution establishing procedures for the PSAP improvement participation program. Chief Hudson seconded the motion. The motion carried.

Ms. Rudy noted she was glad to see the district's funds being used in this way, toward a state of the art 9-1-1.

Changes to Appendix 2 of the Compensation Policy for Fiscal Year 2015

Mr. Virgadamo noted item nine of the agenda, consider and take action on changes to Appendix 2 of the Compensation Policy for Fiscal Year 2015.

Mr. Chip VanSteenberg, Executive Director, stated the board adopted a new classification and compensation policy last year, in September. Appendix 2 is meant to be reviewed and adjusted annually, in order to keep compensation in line with changes in the labor market.

Staff recommends the board reauthorize the scale for merit-based pay increases that was approved for Fiscal Year 2014:

- Less than 3 – 0%
- 3.0 – 3.4 – 2.5%
- 3.5 – 3.9 – 3%
- 4.0 or higher – 3.5%

Ms. Vicky Rudy made the motion to approve Appendix 2 of the Compensation Policy for Fiscal Year 2015, as presented. Mr. Simon seconded the motion. The motion carried.

Texas County & District Retirement System (TCDRS) Plan Provisions for Plan Year 2015

Mr. Virgadamo noted item ten of the agenda, consider and take action on Texas County and Districts Retirement Systems (TCDRS) plan provisions for plan year 2015.

Mr. Chip VanSteenberg, Executive Director, noted the Board must annually determine the rate of increase, if any, to the benefit payments for retirees. TCDRS allows options for two different types of increases to retiree benefits:

- 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.

Staff recommends the board adopt a 70% CPI-based COLA for retirees. If approved, the contribution rate will increase by 0.21% to a total of 16.9%

Ms. Vicky Rudy made the motion to approve the Texas County and District Retirement System plan provision for plan year 2015. Chief Hudson seconded the motion. The motion carried.

Texas Municipal League Intergovernmental Risk Pool (TML IRP) Board of Trustees Election Ballot

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

Mr. Chip VanSteenberg, Executive Director, stated there are four places up for election, and the staff has no recommendation. Mr. Larry Foerster noted the City of Willis had just voted for Peter Vargas, the incumbent in Place 4, based on a recommendation by Mr. Hector Forestier.

Mr. Simon made the motion to approve the Texas Municipal League Intergovernmental Risk Pool ballot voting for Mr. Peter Vargas. Chief Hudson seconded the motion. The motion carried.

Review Results of Wireless Testing Program

Mr. Virgadamo noted item twelve of the agenda, review the results of the wireless testing program.

Mr. Chip VanSteenberg, Executive Director, briefly described the summer's wireless testing program. The staff logged 708 cell phone calls in all parts of the county. Mr. VanSteenberg reviewed the testing results, class of service, uncertainty measurement, location accuracy and routing accuracy. Noting a problem was discovered with T-Mobile's routing accuracy and location accuracy. These issues were reported to T-Mobile and they are in the process of making corrections.

Mr. VanSteenberg expressed his appreciation to Mr. Jeffrey Losek for the strategic analysis of the data collected.

No action was taken.

Executive Director's Report

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

Mr. Chip VanSteenberg, Executive Director, stated the manufacturer of the 9-1-1 equipment, Cassidian, has changed their name to Airbus DS. The new Airbus Vesta equipment has arrived and installation is planned for the fall and winter.

The microwave equipment has arrived as well, and we are negotiating for tower access.

Mrs. Andrea Wilson has been in the field testing multi-line phone systems at every hotel in Montgomery County. Cara's Law was passed in response to an incident at a hotel in Marshall Texas. A child attempted to call 9-1-1, but could not reach them, she did not know she needed to dial "9" first. Most adults know to dial "9" to get an outside line. The child's grandfather has gained a lot of national attention to the cause and is trying to get laws in place that require all multi-line systems, especially in hotels, to have direct access to 9-1-1. We wanted to see where we stood on this, and tested systems at 55 hotels. At three hotels you could not dial 9-1-1 at all, this has since been corrected at two of the hotels. At just over half you could dial both ways, 39% required a leading digit, a "9" or other number. We also noted whether the business information was correct as displayed on the ALI screen, the address, the name. Now we are moving to the next level, testing the schools. Jeanne and Andrea are working with Conroe ISD and will test at every campus to ensure the phone system provide the right location information.

National Night Out is Tuesday, October 7th.

Mr. Virgadamo asked about the update on the power outage. Mr. VanSteenberg stated one of the UPS units failed, and provided an opportunity to ask how we can do things differently. The board has approved the replacement of the batteries in the next fiscal year. Staff are exploring different ways to improve the system.

No action was taken.

Consent Agenda

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

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

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 12:50 p.m.

These minutes were approved at regularly scheduled board meeting on NOVEMBER 19, 2014.

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