

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

REGULAR MEETING

November 19, 2014

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
Robert Brewer, Systems Technician
Terri Gill, Executive Assistant
Matt Walkup, Montgomery County Hospital District
Capt. Peggy Frankhouser, Montgomery County Sheriff's Office
Lt. David Park, Montgomery County Sheriff's Office

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.

Interlocal Agreement with Montgomery County Pertaining to the Use of Radio Towers

Mr. Virgadamo noted item one of the agenda, consider and take action approving an interlocal agreement with Montgomery County pertaining to the use of radio towers.

Mr. Chip VanSteenberg, Executive Director, noted the first six items of the agenda are related. The staff have been planning and designing a microwave network over the past year. The technology professionals from MCECD and the four PSAP agencies collaborated on a design which creates a network useful to all five entities. When implemented, the network will further each agency's abilities to serve and protect the public.

The Montgomery County Commissioners' Court will convene on Monday to review and approve the proposed agreements (items one and two).

The recommendation is for the Board to approve items one and two, and to defer items three, four, five and six of the agenda.

A special meeting may be convened to approve the deferred agreements.

Mr. Virgadamo asked if there were any questions on item one, being none, requested a motion.

Mr. James Simon made the motion to approve the interlocal agreement with Montgomery County pertaining to the use of radio towers. Chief Robert Hudson seconded the motion. The motion carried.

Interlocal Agreement with Montgomery County Pertaining to the Wireless Backhaul Bandwidth

Mr. Virgadamo noted item two of the agenda, for the record, consider and take action approving an interlocal agreement with Montgomery County pertaining to the wireless backhaul bandwidth.

Mr. Virgadamo requested a motion to approve.

Ms. Vicky Rudy made the motion to approve the interlocal agreement with Montgomery County pertaining to the wireless backhaul bandwidth. Constable Ryan Gable seconded the motion. The motion carried.

**Interlocal Agreement with the City of Conroe Pertaining to the Use of Radio Towers
Interlocal Agreement with the City of Conroe Pertaining to the Wireless Backhaul Bandwidth**

**Interlocal Agreement with the Montgomery County Hospital District Pertaining to the Use of Radio Towers
Interlocal Agreement with the Montgomery County Hospital District Pertaining to the Wireless Backhaul Bandwidth**

Mr. Virgadamo noted items three, four, five and six will be deferred.

Request from the Montgomery County Sheriff's Office for their PSAP Improvement Project for the Purchase of Chairs

Mr. Virgadamo noted item seven of the agenda, consider and take action on a request from the Montgomery County Sheriff's Office for their PSAP improvement project for the purchase of chairs.

Mr. VanSteenberg noted the partnership program had been approved in the FY 2015 budget. The Sheriff's office has requested heavy-duty chairs for the dispatch center; an important piece of equipment in a 24-hour call-center. The District's 90% portion of the purchase would be \$44,094.60.

Ms. Rudy made the motion to approve the request from the Montgomery County Sheriff's Office for their PSAP Improvement Project, the purchase of chairs. Chief Hudson seconded the motion. The motion carried.

Replacement of Two (2) Uninterruptible Power Supply (UPS) Units

Mr. Virgadamo noted item eight of the agenda, consider and take action on the replacement of two (2) uninterruptible power supply (UPS) units.

Mr. Chip VanSteenberg noted the UPS units were installed when the facility was built. They are nearing the end of their useful life, with one unit failing in September. The unit was repaired and is operating normally. After evaluating various options to prevent another failure, the staff has determined that complete replacement of both units is the best way forward. The assessment is based on:

- The current units are 2-3 generations old for UPS technology
- Modifications to prevent a similar shutdown are costly and parts are difficult to find
- New units have built in redundancy
- New units have better alarm and notification systems

We did not budget for full replacement this year, but other projects have scaled back or come in below estimates, so funds are available. The quote utilizes DIR or state contract pricing, and will cost \$89,856, plus an additional \$6,842 for the electrical work required.

Chief Hudson made the motion to approve the replacement of two UPS units. Mr. Simon seconded the motion. The motion carried.

2015 Meeting Schedule and Holidays

Mr. Virgadamo noted item nine of the agenda, consider and take action approving the 2015 meeting schedule and holidays.

Mr. Chip VanSteenberg, noted the meetings are scheduled on the third Wednesday, with the exception of the March 2015 meeting on the fourth Wednesday.

Mr. Simon made the motion to approve the 2015 meeting schedule and holidays. Constable Gable seconded the motion. The motion carried.

Revisions to the Travel Policy Year-end Review for the Fiscal Year ended September 30, 2014

Mr. Virgadamo noted items ten and eleven of the agenda will be deferred.

Executive Director's Report

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

Mr. Chip VanSteenberg, Executive Director, reported staff has continued to conduct multiline phone system testing in the school districts. We are testing the VoIP systems in use at the schools for two reasons; (1) can 9-1-1 be dialed directly and (2) does the location information display correctly. We have found some problems with this. The IT and security staff at the school districts are working to make corrections.

We have transitioned to a new 9-1-1 database reporting system, ECats, it is simpler and quicker to use.

Two major projects are still underway, in addition to the microwave network. We are upgrading the 9-1-1 equipment to the new Vesta platform, all the equipment has been delivered and is scheduled to be installed in early 2015. We are also transitioning to the self-hosted ALI database, scheduled for February 2015.

In facility improvements: all of the windows have been replaced; the exterior painting is scheduled for next week, with landscaping to follow.

No action was taken.

Consent Agenda

Mr. Virgadamo noted items thirteen, fourteen, fifteen, sixteen and seventeen 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. Chief Hudson seconded the motion. The motion carried.

Mr. Virgadamo requested a motion to adjourn. Mr. Simon made the motion to adjourn. Constable Gable seconded the

motion. The motion carried with all in favor.

The meeting adjourned at 12:22 p.m.

These minutes were approved at regularly scheduled board meeting on JANUARY 21, 2015.

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