

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

REGULAR MEETING

November 13, 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
Chip VanSteenberg, Executive Director
Jeanne Frey, Administrative Manager
Roberto Gutierrez, IT Manager
Andrea Wilson, Public Education Coordinator
Terri Gill, Executive Assistant
Dianna Porche, AT&T
Lt. Allison Allen, Montgomery County Sheriff's Office
Rick Erickson, Woodlands Fire Department
Matt Walkup, 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.

Acknowledge the reappointments of Mr. Paul Virgadamo, Mr. James Simon and Chief Robert Hudson

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

Mr. Chip VanSteenberg, Executive Director, noted the terms for Mr. Virgadamo, Mr. Simon and Chief Hudson are set to expire. A majority of cities elected Mr. Virgadamo to continue as one of the two city representatives. The Commissioners' Court reappointed Mr. Simon as one of their designees. The fire departments re-elected Chief Hudson to continue as their representative.

Ms. Vicky Rudy made the motion to acknowledge the reappointments of Mr. Virgadamo, Mr. Simon and Chief 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 election of officers.

Mr. VanSteenberg noted the board may vote the slate of officers as currently elected:

Mr. Paul Virgadamo, President
Ms. Vicky Rudy, Vice President
Mr. James Simon, Secretary
Chief Robert Hudson, Treasurer
Sheriff Tommy Gage, Member

Mr. Simon made the motion that the officers continue to serve as previously elected. Sheriff Tommy Gage seconded the motion. The motion carried with all in favor.

Proposed Board Meeting Dates and Holidays for 2014

Mr. Virgadamo noted item three of the agenda, consider and take action on proposed board meeting dates and holidays for 2014.

Mr. VanSteenberg noted meetings of the Board of Managers are generally scheduled for the second Wednesday of odd-numbered months. Staff has recommended three exceptions to the 2014 schedule. The January meeting is proposed for the 15th because the statewide 9-1-1 Alliance meeting is on the second Wednesday. The second Wednesday in March falls during spring break week for most schools, so staff has proposed moving the meeting to the fourth Wednesday in March. Finally, staff has requested the July meeting be held on the fourth Wednesday of the month to accommodate vacation plans.

Mr. VanSteenberg stated the holiday schedule contains one item of special interest. Rather than scheduling Christmas Eve and Christmas Day as a holiday, staff has recommended designating December 25th and 26th as the Christmas holidays to allow a four-day weekend.

Mr. Simon made the motion to approve the board meetings and holidays for 2014 as presented. Chief Robert Hudson seconded the motion. The motion carried with all in favor.

Mobile Communication Device Allowance Policy

Mr. Virgadamo noted item four of the agenda, consider and take action on mobile communication device allowance policy.

Mr. VanSteenberg noted the District is a technology agency with a small staff. Our employees provide a critical public safety function and must be reachable 24/7. For these reasons, almost all employees are equipped with a cell phone or smartphone provided by the District. No personal use is allowed for these phones. Therefore staff often carry two phones, one for personal use and one for business use. Many employers in similar circumstances have transitioned to a policy that reimburses employees for business related use of their personal phones. Such a policy has benefits for both the employee and the District. The employee has one phone to keep track of and receives a stipend to reduce net personal cost. The District will save money and eliminate the need to track and retrieve phones and accessories.

The staff has developed a Mobile Communication Device Allowance Policy that would accomplish these benefits. Under this proposal, an employee will receive a cell phone allowance of \$25, \$50 or \$75; the amount depends of the frequency and type of use as required by the employee's job description. The policy contains an incentive for employees to upgrade phones every two years. The District will partially reimburse an employee 50% of the cost of the phone and approved accessories up to a maximum of \$150.

Ms. Rudy made the motion to approve the Mobile Communication Device Allowance Policy. Mr. Simon seconded the motion. The motion carried with all in favor.

Use of Self-Service Sales for Disposal of Surplus Property

Mr. Virgadamo note item five of the agenda, authorize the use of self-service sales for disposal of surplus property.

Mr. VanSteenberg explained MCECD typically disposes of property using auction companies that conduct sales both online and on location. This works well for some items but not others. The District's surplus property usually includes large numbers of small items that have low value. Examples include monitors, cords, uninterruptible power supply boxes, etc. The staff believes it would be more efficient to sell these items directly through vendors like E-bay and other similar internet web sites. Staff also believes this method would increase the net yield from surplus sales due to lower transaction costs and a larger pool of potential buyers.

Mr. Simon made the motion to authorize the use of self-service sales for the disposal of surplus property. Ms. Rudy seconded the motion. The motion carried with all in favor.

Improvements to Break Areas in the MCECD Facility

Mr. Virgadamo noted item six of the agenda, authorize improvements to break areas in the MCECD facility.

Mr. VanSteenberg noted the Board approved \$271,400 in the budget for Fiscal Year 213 to make improvements to the MCECD facility. For a variety of reasons, the work was postponed. The staff is now prepared to make the improvements but the funding authorization expired at the end of September. The staff has requested authorization to proceed with some of the improvements. Specifically, the request is for improvements to the 1st floor and 2nd floor break areas. These areas do not conform to the code for commercial buildings and are inadequate to serve the large number of employees needed while operating during natural disasters or other large scale incidents. For example, the facility is required to have a grease trap, a three compartment sink and hood that ventilates to the outside. The estimated cost of the improvements is less than \$60,000. This is in addition to \$40,000 for work that is already underway, adding work rooms on the second floor and reconfiguring office space on the first floor.

Mr. Simon made the motion to authorize improvements to the break areas in the MCECD facility. Sheriff Gage seconded the motion. The motion carried with all in favor.

Goals for Fiscal Year 2014

Mr. Virgadamo noted item seven of the agenda, discuss and approve goals for Fiscal Year 2014.

Mr. VanSteenberg, stated in June 2012, the Board adopted a strategic planning statement which defined the District's vision, mission and core values. It also included seven goals which have guided the staff's efforts for the last 17 months. Five of those goals have been met. The staff requests direction from the board for the remainder of fiscal Year 2014.

The staff recommends the following goals be continued into FY 2014:

1. Renegotiate and approve all interlocal agreements that are still in effect but beyond the initial term.
2. Protect and improve the District's facility through preventative maintenance measures, new interior and exterior finishes and minor construction projects.

The following new goals are recommended:

1. Replace all 9-1-1 servers and prepare for a system upgrade.

2. Deploy a wireless area network to connect all PSAPs and MCECD facilities.
3. Transition from a hosted ALI solution to self-hosting.
4. Improve the accuracy of the District's GIS data in preparation for developing a database that is NG9-1-1 capable.
5. Verify the accuracy of call routing from all cell towers within the county.
6. Work with PSAP partners to improve, implement and test contingency plans for 9-1-1 call-taking.
7. Develop programs and services to assist PSAPs recruit, train and retain qualified call-takers.

Mr. Simon made the motion to approve the goals for fiscal year 2014. Sheriff Gage seconded the motion. The motion carried with all in favor.

Review Fiscal Year 2013 Operations and Finances

Mr. Virgadamo noted item eight of the agenda, review fiscal year 2013 operations and finances.

Mr. VanSteenberg utilized a PowerPoint presentation to review the District's FY 2013 operations and finances.

No action was required.

Executive Director's Report on Items of Community Interest for Which No Action will be Taken

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

Mr. VanSteenberg provided a staff update, stating two individuals had been offered the Systems Technician and the GIS Data Specialist positions.

Consent Agenda

Mr. Paul Virgadamo noted items ten, eleven, twelve and thirteen of the consent agenda; stating these may be taken separately or as a whole.

Ms. Rudy made the motion to approve items ten, eleven, twelve and thirteen of the consent agenda. Chief Hudson 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 1:02 p.m.

These minutes were approved at regularly scheduled board meeting on JANUARY 15, 2014.

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