

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

**REGULAR MEETING**

**July 19, 2017**

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  
John Young, Ex-Officio Member

ABSENT: Ryan Gable, Secretary

IN ATTENDANCE: Larry Foerster, Legal Counsel  
Chip VanSteenberg, Executive Director  
Jeanne Frey, Operations Manager  
Roberto Gutierrez, Systems Manager  
Terri Gill, Executive Assistant  
Sarah Cottar, Montgomery County Hospital District  
Shawn Trainor, Montgomery County Hospital District  
Chief Alan Benson, The Woodlands Fire Department  
Deputy Chief Jerry Bittner, The Woodlands Fire Department  
Deputy Chief Doug Adams, The Woodlands Fire Department

Mr. Paul Virgadamo, President, called the meeting to order at 12:00 p.m., noting Constable Ryan Gable was unable to attend.

**Public Comments**

No one requested to address the Board.

\*\*Note: Ms. Vicky Rudy arrived at 12:04 p.m.

**The Woodlands Fire Department's request under the PSAP Improvement Program**

Mr. Virgadamo noted item one of the agenda, consider and take action approving The Woodlands Fire Department's request under the PSAP Improvement Program.

Mr. Chip VanSteenberg, Executive Director, stated the district has a program to help agencies make upgrades to 9-1-1 call centers. The program provides 90% of the funds for equipment, furniture, services, etc. for improvements in the PSAP.

Deputy Chief Jerry Bittner expressed his thanks to the district for the program, which has allowed The Woodlands Fire Department to provide a console at the back-up center at the hospital district's facility, and last year's project

was the internet data portal. This year's request for the installation of a video wall will be an extension of the data portal project. The district's portion of the project would be \$87,810.

Chief Alan Benson addressed the board, expressing his gratitude for the PSAP Improvement Participation Program.

Chief Robert Hudson made the motion to approve the PSAP Improvement Program request by The Woodlands Fire Department. Mr. James Simon seconded the motion. The motion carried with all in favor.

### **Purchase of Command Posts as 9-1-1 back-up positions through AT&T**

Mr. Virgadamo noted item two of the agenda, consider and take action on purchase of Command Posts as 9-1-1 back-up positions through AT&T.

Mr. VanSteenberg stated funds were budgeted for back-up positions in this fiscal year. Currently, the district has six command posts which are laptop computer versions of a 9-1-1 workstation. They are very useful as a way to expand back-up, contingency, capacity. By pre-positioning docking stations, monitors, and keyboards inside existing PSAPs, we can quickly add workstations at the PSAPs to accommodate extreme conditions. We have also used them to accommodate moving a PSAP and for special events, such as the Iron Man triathlon.

The price to purchase four of these units through AT&T is \$102,258.40.

Mr. Simon made the motion to approve the purchase of Command Posts as 9-1-1 back-up positions through AT&T. Chief Hudson seconded the motion. The motion carried with all in favor.

### **Resolution designating the MCECD IT Maintenance vehicle as an authorized emergency vehicle**

Mr. Virgadamo noted item three of the agenda, consider and take action on resolution designating the MCECD IT maintenance vehicle as an authorized emergency vehicle.

Mr. VanSteenberg stated this item had been deferred at the May meeting. Mr. VanSteenberg asked Mr. Larry Foerster, Legal Counsel, to address his concerns.

Mr. Foerster explained the statute, 541.201, defines what an emergency vehicle is, and 9-1-1, as a communication district, does not qualify under the categories of authorized emergency vehicles. The only way it could be listed, is as a public service corporation, which loosely defined, it is, that has been designated or authorized by the governing body of a municipality. The city would have to designate the district as being authorized, the City of Conroe or the City of Oak Ridge North might make this designation.

Mr. Virgadamo stated he would prefer to table the matter to allow further investigation, tabling items three and four of the agenda. Ms. Vicky Rudy agreed.

Tabled, no action taken.

### **Policy for Emergency Response Driving**

Mr. Virgadamo noted item four of the agenda, consider and take action on policy for Emergency Response Driving.

Chief Robert Hudson asked that the phrase "utilizing due care and caution" replace "exceeding the speed limit" for item 5A of the proposed policy.

Tabled, no action taken.

## **Capital Plan**

Mr. Virgadamo noted item five of the agenda, consider and take action on the Capital Plan.

Mr. VanSteenberg stated the district typically adopts a five-year plan, looking ahead to ensure adequate funding for future improvements.

The updated five-year capital plan, which begins with Fiscal Year 2018, calls for spending \$745,000 in the upcoming year. Highlights of the plan include:

- \$490,000 for PSAP improvement grants
- \$150,000 to replace the administrative and GIS servers and to purchase a data storage system
- \$30,000 to replace the admin vehicle

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

Mr. Simon made the motion to approve the Capital Plan. Ms. Rudy seconded the motion. The motion carried with all in favor.

## **Fiscal Year 2018 Proposed Budget**

Mr. Virgadamo noted item six of the agenda, consider and take action on the Fiscal Year 2018 Proposed Budget.

Mr. VanSteenberg stated he had met with the Budget Review Committee. He then reviewed the district's financial condition via a PowerPoint presentation (copy attached).

Budget highlights:

- \$163,700 increase in budgeted revenue (3.8%)
  - Landline revenue declining by \$98,700
  - Wireless and VoIP revenue increasing by \$234,800
  - Interest income increasing by \$27,600
- \$215,500 total increase in budgeted expenses (5.2%)
  - No changes in full-time staffing
  - \$108,000 increase for new program to recruit and train call-takers
  - \$90,400 increase for communication costs
  - \$80,900 decrease for service delivery
  - \$33,700 increase for maintenance

Mr. VanSteenberg noted \$117,200 was included in personnel costs for a new project which would provide a pool of part-time call-takers to supplement the primary PSAPs efforts to train and retain call-takers.

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

Mr. Simon made the motion to approve the Fiscal Year 2018 proposed budget. Ms. Rudy seconded the motion. The motion carried with all in favor.

## **Executive Director's Report**

Mr. Virgadamo noted item seven of the agenda, executive director's report on items of community interest for which no action will be taken.

Mr. VanSteenberg reported each quarter the agencies nominate someone who has gone above and beyond in the performance of their duties. This quarter's winner of Telecommunicator of the Quarter was Ashleigh Greenan with the Montgomery County Sheriff's Office.

We have solid dates for the Text to 9-1-1 implementation. The equipment installation will take place on August 21 and the go live date is September 12. We plan to make the public service announcements in October or early November.

### **Consent Agenda**

Mr. Virgadamo noted items eight through eleven 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 in its entirety. Mr. Simon seconded the motion. The motion carried with all in favor.

The meeting adjourned at 12:46 p.m.

*These minutes were approved at regularly scheduled board meeting on September 20, 2017.*

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



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

## NOTICE OF REGULAR MEETING

September 20, 2017

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 20, 2017**, 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 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 fire departments
2. Consider and take action, if necessary, on Election of Officers
3. Consider and take action on a request from The Montgomery County Sheriff's Office for their PSAP Improvement Project
4. Consider and take action on the Fiscal Year 2018 Proposed Budget
5. Consider and take action on the Compensation Policy for Fiscal Year 2018
6. Consider and take action on the Texas County and District Retirement System (TCDRS) Plan Year 2018
7. Consider and take action on renewal agreement with Rave Mobile Safety for Rave Alert and Smart911 for the term October 1, 2017 to September 30, 2018
8. Consider and take action on a resolution authorizing procedures for PSAP Improvement Participation Program for FY 2018
9. Consider and take action on a resolution revising procedures for call-takers certification pay
10. Executive Director's report on items of community interest for which no action will be taken

### Consent Agenda

11. Approval of meeting minutes for July 19, 2017
12. Ratify the accounts payable for the months of July, and August 2017
13. Approval of monthly financial statements for the periods ending June 30, and July 31, 2017
14. Approval of quarterly financial statements for the period ending June 30, 2017
15. Adjourn meeting

Larry L. VanSteenberg, Executive Director

DOC# 17-1151  
 POSTED  
 09/14/2017 10:40AM  
 DEANA FAIRCLOTH  
 MARK TURNBULL, COUNTY CLERK  
 MONTGOMERY COUNTY, TEXAS

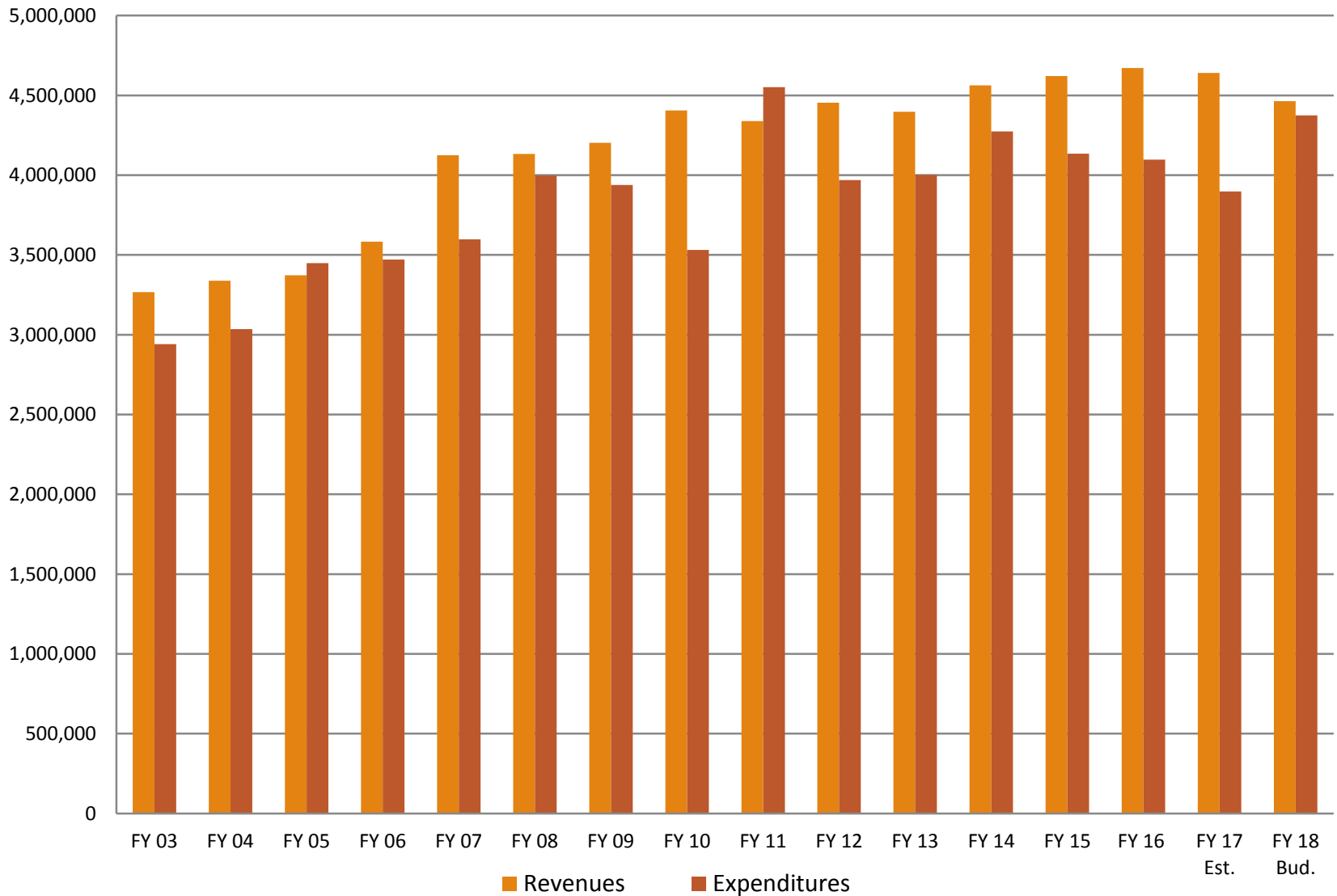
Parking is available in front of the Law Enforcement Center. Please go to the information Booth in the Center's main lobby and inform the attendant you are here for the 9-1-1 Board Meeting. You will be met at the access gate near the flagpoles. You may also call (936) 523-5911 from the gate located on 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 561.071 (Consultation with Attorney); 561.072 (Deliberations about Real Property); 561.073 (Deliberations about Gifts and Donations); 561.074 (Personnel Matters); 561.076 (Deliberations about Security Devices); and 561.087 (Economic Development).*

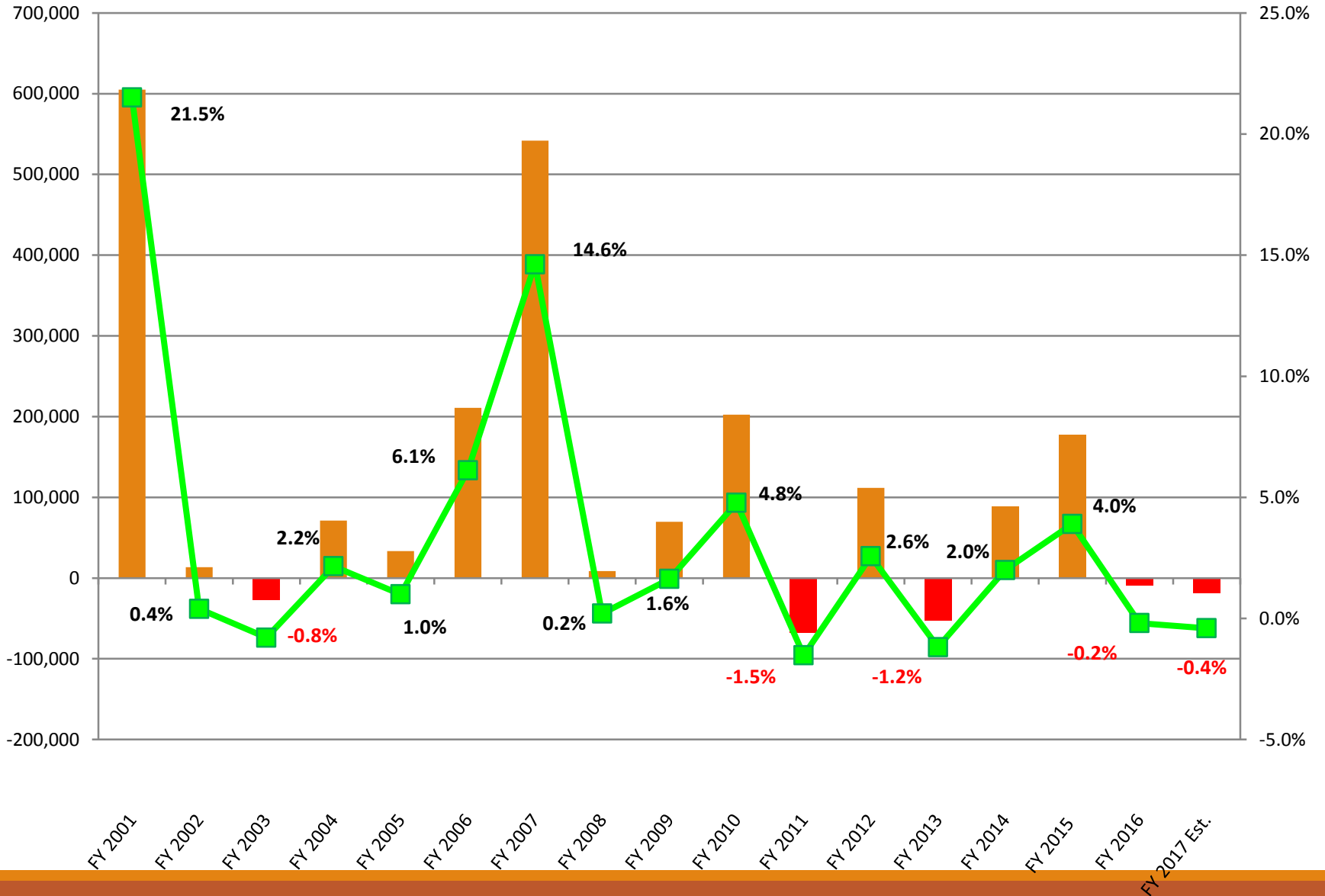
# MCECD Proposed Budget FY 2017

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# Revenues vs. Operating Expenses

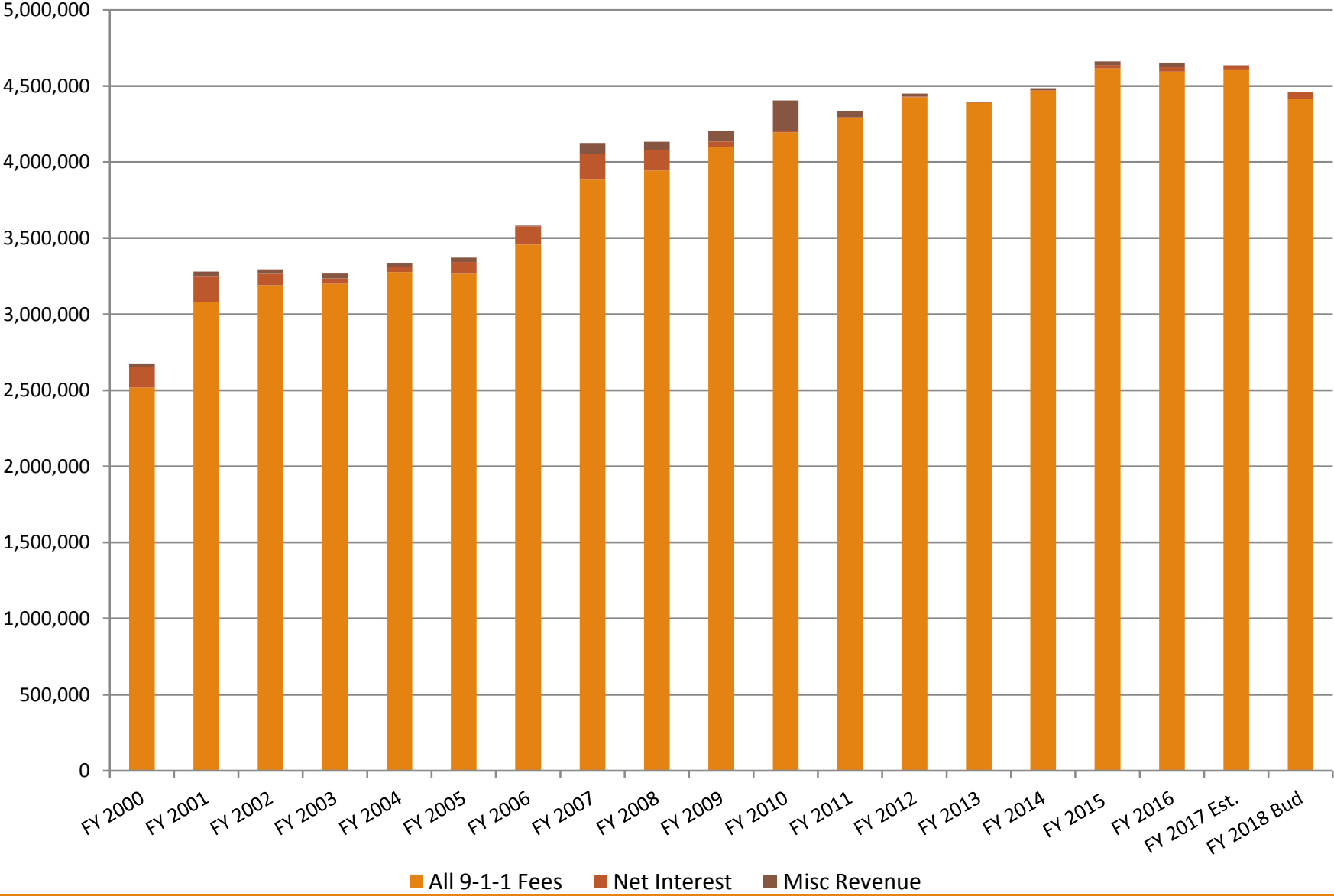


# Annual Change in Revenue

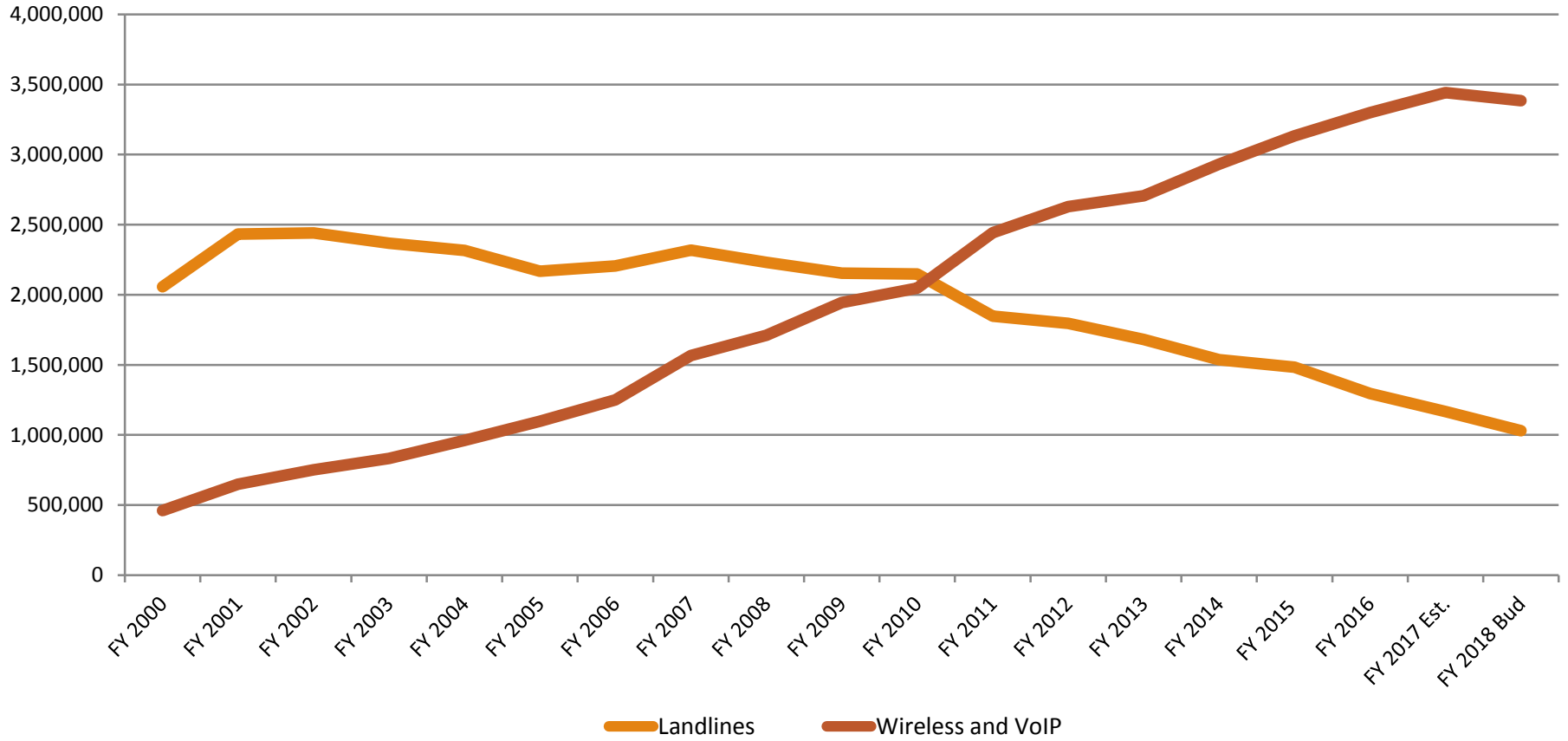




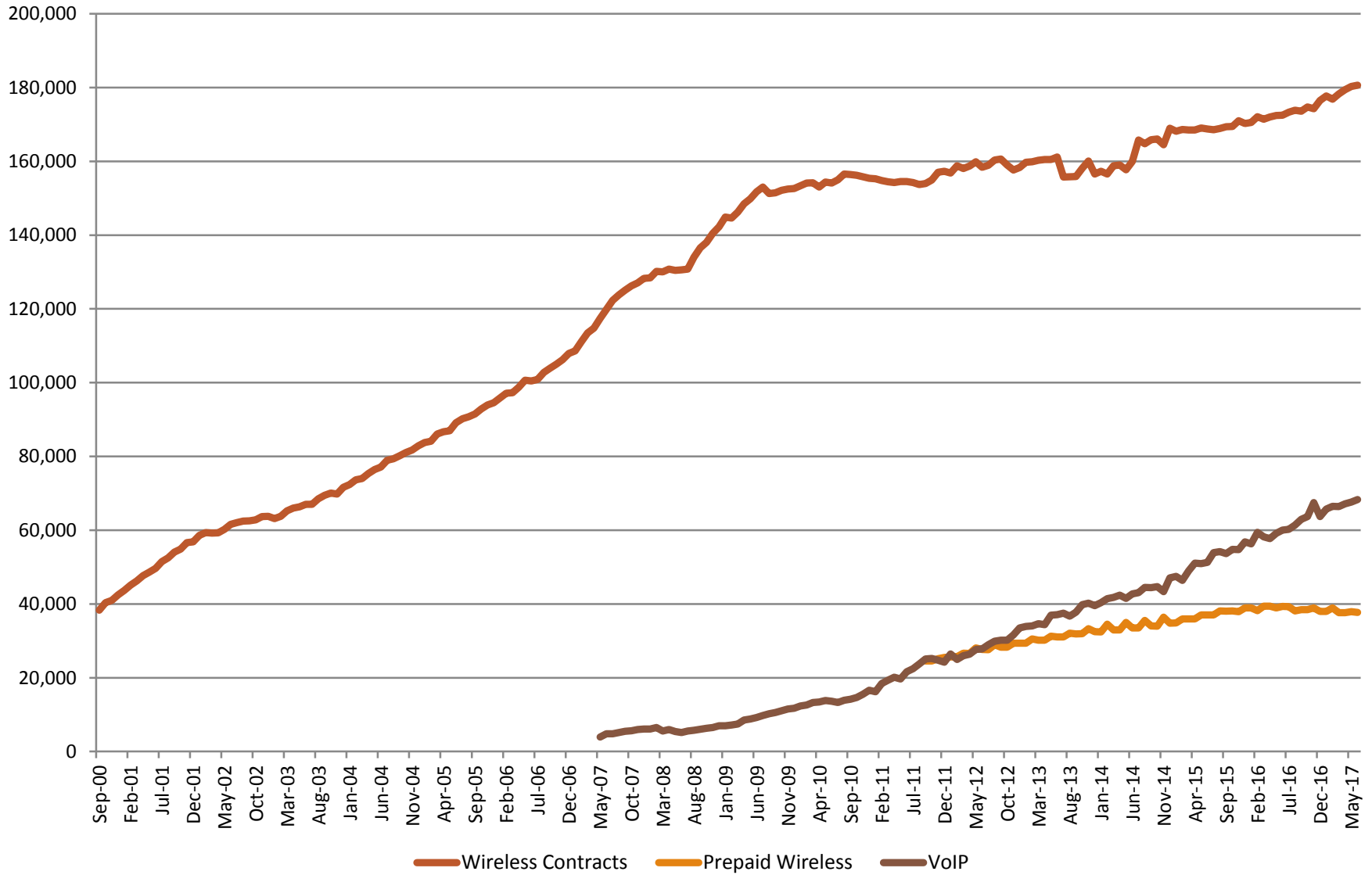
# All Revenues - FY 2000 through FY 2017



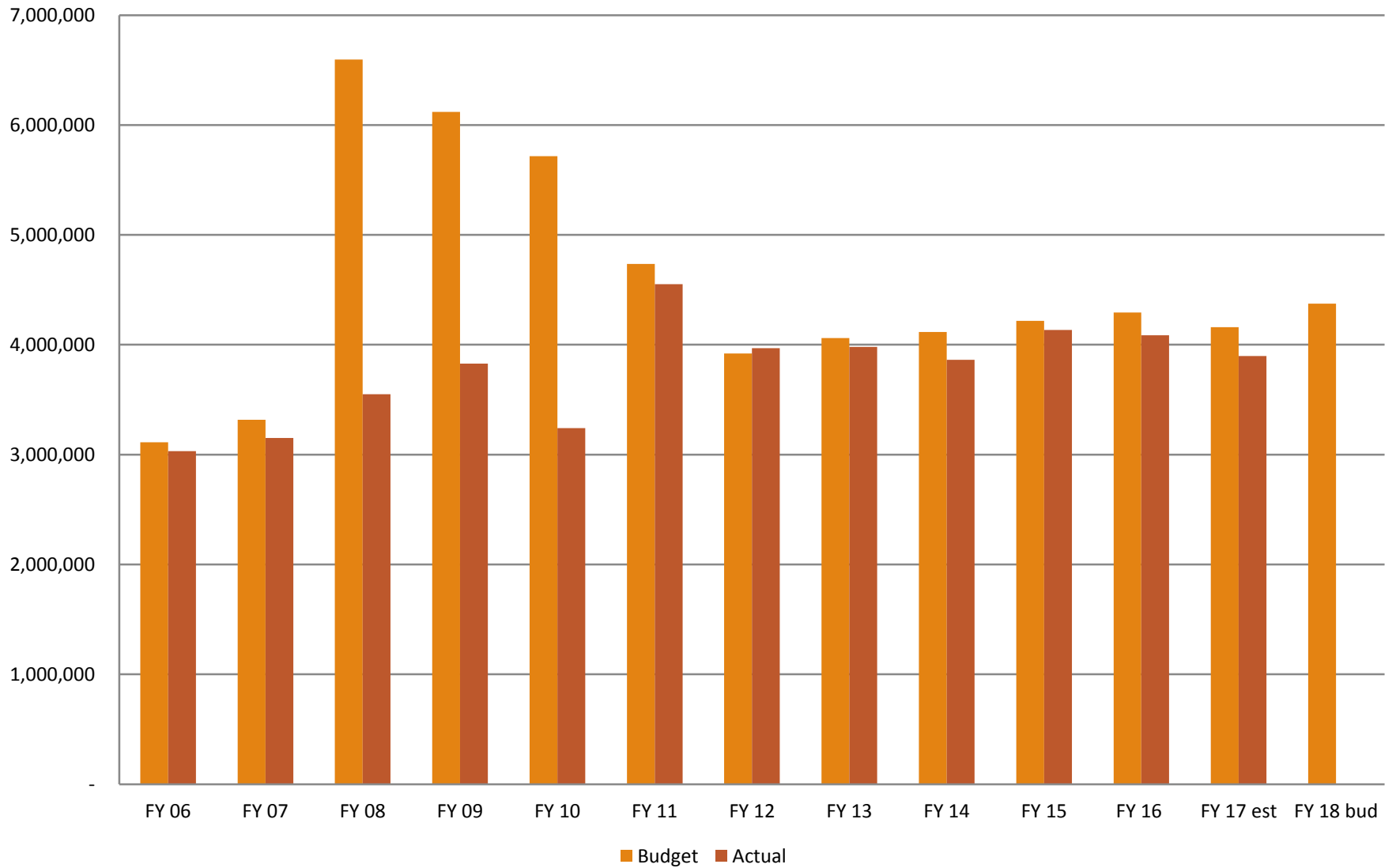
# 9-1-1 Fees by Source



# 9-1-1 Fees from Wireless and VoIP Providers- 12 Month Rolling Average



## Expenditures - Budget vs. Actual



# Budget Highlights

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