

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

SPECIAL MEETING

June 25, 2019

LOCATION: 9-1-1 Board Room
150 Hilbig Road, Conroe, Texas

BOARD ATTENDING

PRESENT: Paul Virgadamo, President
Robert Hudson, Vice President
Ryan Gable, Secretary
Jack Yates, Treasurer
James Simon, Member

NOT PRESENT: John Young, Ex-Officio Member

IN ATTENDANCE: Larry Foerster, Legal Counsel
Chip VanSteenberg, Executive Director
Jeanne Frey, Operations Manager
Robert Brewer, Systems Tech
Terri Gill, Executive Assistant
Sarah Cottar, Montgomery County Hospital District
Shawn Trainor, Montgomery County Hospital District

Mr. Paul Virgadamo, President, called the meeting to order at 12:05 p.m., noting all members were present.

Public Comments

No one requested to address the Board.

Request from the Montgomery County Sheriff's Office under the PSAP Improvement Program for computer equipment at the back-up dispatch center

Mr. Virgadamo noted item one of the agenda, consider and take action on a request from the Montgomery County Sheriff's Office under the PSAP Improvement Program for computer equipment at the back-up dispatch center.

Mr. VanSteenberg stated for the current year program, MCECD is working with the Montgomery County Sheriff's Office (MCSO) to expand and improve the back-up dispatch center which is located at the county's Office of Homeland Security and emergency Management. We recently paid for a construction project to incorporate additional space. Due to space limitations at the site, we are doing everything we can to minimize the footprint of the technology. We are investing in wall mounts for the video monitors to free up desk space. We have also suggested MCSO buy small form factor PCs that can be mounted on the back of the monitors. This arrangement will free up additional desktop real estate. The Sheriff's Office estimates those units will cost \$12,500. We do not consider this purchase to be an operational cost to replace county equipment at its end of life, the PCs they have are

in working order. The purpose of purchasing these smaller units is to create more space and allow for more efficient operations. The district's cost under the PSAP Improvement Program is \$11,250.

Mr. Virgadamo asked if there were any questions, being none, requested a motion. Mr. James Simon made the motion to approve the Montgomery County Sheriff's Office request under the PSAP Improvement Program for computer equipment at the back-up dispatch center. Chief Hudson seconded the motion.

The motion carried with all in favor.

Capital Plan

Mr. Virgadamo noted item two of the agenda, consider and take action on the capital plan.

Mr. VanSteenberg stated there are some large numbers in the capital plan, it is a very aggressive capital plan.

Highlights of the plan for fiscal year 2020 include:

- \$500,000 for PSAP improvement grants or other cooperative projects (\$125,000 per agency)
- \$1,500,000 to refresh the hardware and software of the 9-1-1 call-processing system
- \$165,000 for improvements to facilities and grounds (generator, reconfigure interior office space, parking expansion)
- \$786,000 for land purchases

Two pieces of land are included in the capital plan, the first is the property next door. The remaining \$750,000 is in anticipation of the long-term study being completed, to relocate and replace the existing facility, including a datacenter and potential co-location with the PSAPs. Planning to buy land in 2020 for an expected build in five to seven years, in west or north Montgomery County. The budget includes funding for a long-term study to help the district with some long-term planning, determining where 9-1-1 wants to be in the next 10 – 15 years.

Mr. VanSteenberg noted capital expenditures for the period 2021 to 2024 do not include anything except the PSAP grants and necessary equipment upgrades. The total expenditure for the five-year period is \$5,871,000.

Mr. Virgadamo clarified the district keeps three-months operating expenses in reserves. Mr. VanSteenberg confirmed.

Mr. Virgadamo asked if there were any questions, being none, requested a motion. Constable Ryan Gable made the motion to approve the capital plan. Mr. Jack Yates seconded the motion.

The motion carried with all in favor.

Fiscal Year 2020 Proposed Budget

Mr. Virgadamo noted item three of the agenda, consider and take action on the fiscal year 2020 proposed budget.

Mr. VanSteenberg noted the process the district's budget goes through. Once the proposed budget is approved by the board of managers, it will be sent to the cities and commissioners' court for their approval. Once we receive a majority of yes votes, we will come back to the board of managers for final approval in September.

Mr. VanSteenberg reviewed revenues and expenditures for the last nine years, estimating fiscal year 2019 and budgeting fiscal year 2020.

The highlights for the proposed budget for fiscal year 2020:

- \$50,200 increase in budgeted revenue (1.1%)

- \$344,400 total increase in budgeted expenditures (8.0%)
- Call-taking Contracts up for estimated reimbursements - \$138,000
- Adds one full-time staff member - \$33,000 net
- Market study salary adjustments (TBD) - \$118,200
- Group Insurance increase estimate - \$33,600
- Network & System Monitoring decrease - \$49,500
- Operating supplies increase for training program - \$12,000
- General Consulting increase for long-term study - \$38,700
- Advertisements increase for public education campaigns - \$25,000

Mr. VanSteenberg stated he can only project a small increase in revenue at 1.1%. However, he does project a fairly significant increase in expenditures, a total increase of 8%.

The largest increase is in the largest line item, the call-taking contracts with the Sheriff's Office and the Conroe Police Department. These contracts are a dollar for dollar reimbursement of personnel costs for the number of positions we have agreed to fund at each agency. The district reimburses for eighteen at the sheriff's office and five at the police department.

The district is adding one full-time employee to the budget, and due to other adjustments and Ms. Frey's retirement, the district's increase in salaries is \$33,000.

The district is proposing a market study for salaries, it has been several years since the last study. If the study recommends adjustments, monies are budgeted for this expense. The board of managers will approve the adjustments before they go into effect.

The increase to group insurance includes a new employee and anticipates an 8% rate increase.

The district currently has a contract with AT&T to be our back-up maintenance, which we use from time to time. We are going to switch to a time and materials contract, since we do not use the back-up maintenance enough to justify having someone on stand-by.

Operating supplies will increase due to the training program.

Monies have been budgeted for the long-term study.

An additional \$25,000 has been budgeted for advertising for public education campaigns.

Mr. VanSteenberg noted there are five items which make up 80% of the district's budget. These five items are the call-taking contracts, 9-1-1 trunks and exchanges, certificate pay reimbursements, service enhancements, and software and licensing.

In the travel budget, the district sponsors five PSAP personnel, four agencies and the EOC, to attend the annual RAVE User's Group Summit annually. The district has made a significant investment in the software and the people who use the software need to be trained in, and invested in, its use.

Mr. Virgadamo asked if there were any questions, being none, requested a motion. Chief Hudson made the motion to approve the fiscal year 2020 proposed budget. Mr. Simon seconded the motion.

Consent Agenda

Mr. Virgadamo noted items four of the consent agenda, requesting a motion to adjourn.

Mr. Simon made a motion to adjourn. Chief Hudson seconded the motion. The motion carried with all in favor.

The meeting adjourned at 12:43 p.m.

*These minutes were approved at regularly scheduled board meeting on September 18, 2019.
If needed, an official, signed copy may be obtained at the MCECD office.*