

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

REGULAR MEETING

September 18, 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
James Simon, Member

NOT PRESENT: Jack Yates, Treasurer
John Young, Ex-Officio Member

IN ATTENDANCE: Larry Foerster, Legal Counsel
Chip VanSteenberg, Executive Director
Roberto Gutierrez, Systems Manager
Andrea Wilson, Community Relations Manager
Terri Gill, Executive Assistant
Rick Erickson, The Woodlands Fire Department
Shawn Trainor, Montgomery County Hospital District

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

Public Comments

No one requested to address the Board.

Board Member Reappointments

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

Mr. Virgadamo asked if there were questions, and being none, requested a motion. Constable Ryan Gable made the motion to approve the reappointments. Mr. James Simon seconded the motion.

The motion carried with all in favor.

Administer Sworn Statement and Oath of Office

Mr. Virgadamo noted item two of the agenda, administer sworn statement and oath of office.

Ms. Terri Gill administered the sworn statement and oath of office.

No action was taken.

Election of Officers

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

Mr. VanSteenberg noted the current slate of officers:

- Mr. Paul Virgadamo, President
- Chief Robert Hudson, Vice President
- Constable Ryan Gable, Secretary
- Mr. Jack Yates, Treasurer

The state law governing MCECD allows for the board to appoint a presiding officer from among its members and “any other officers it considers necessary.” The Board adopted a policy, last updated in March 2007, that calls for a president, vice president, secretary and treasurer.

Mr. Virgadamo requested a motion. Mr. Simon made the motion to maintain the current slate of officers. Constable Gable seconded the motion.

The motion carried with all in favor.

Adopting the Fiscal Year 2020 Proposed Budget

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

Mr. VanSteenberg reported the board took the first step on June 25, 2019 by adopting a proposed budget. The proposed budget was then submitted to the county’s commissioner’s court and every city in the county. The county and cities have 60 days to act on the proposed budget. They can approve it, not approve, or take no action. If they take no action within the 60 days, it is considered approved by operation of law. The county approved the budget and the district has been notified of approval by eight of the 14 cities. The prerequisites to approve the budget have been satisfied.

Mr. Virgadamo asked if he had experienced any pushback. Mr. VanSteenberg replied he will occasionally experience some pushback, this year a councilman from the City of Shenandoah pushed back against some of the capital expenditures, specifically the proposed land purchases. While the councilman voted against the district’s budget the council passed the budget.

Mr. Virgadamo requested a motion. Mr. Simon made the motion to approve the fiscal year 2020 proposed budget. Chief Robert Hudson seconded the motion.

The motion carried with all in favor.

Texas County and District Retirement System (TCDRS) Plan Year 2020

Mr. Virgadamo noted item five of the agenda, consider and take action on the Texas County and District Retirement System (TCDRS) plan year 2020.

Mr. VanSteenberg stated every year there are two actions that must be taken for the plan. The first is to determine the rate of increase, if any, to the benefit payments for retirees. TCDRS allows three options for retiree benefits:

- no increase,
- 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.

Since 2013 the board has tried to stay consistent and offer a cost of living adjustment based on 70% of the Consumer Price Index.

The board must also decide whether to pay a rate higher than the required actuarial rate. This option is provided for employers that want to decrease their unfunded accrued liability.

The staff recommendation is to stick with the 70% COLA for retirees and to adopt the minimum required rate of 18.78%.

Mr. Virgadamo asked if there were questions, and being none, requested a motion. Chief Hudson made the motion to approve a 70% COLA for a total contribution rate of 18.78%. Constable Gable seconded the motion.

The motion carried with all in favor.

Compensation Policy for Fiscal Year 2020

Mr. Virgadamo noted item six of the agenda, consider and take action on the compensation policy for fiscal year 2020.

Mr. VanSteenberg reported the board adopted a new classification and compensation policy in September 2013. The policy incorporated a pay scale based on a salary survey conducted by the consulting firm of Water and Associates. The policy includes an appendix (Appendix 2) that is meant to be reviewed and adjusted annually in order to keep compensation in line with changes in the labor market.

Mr. VanSteenberg explained Appendix 1 is adjusted annually based on the change in the Consumer Price Index. The scale was adjusted by 1.75% above the fiscal year 2019 structure.

The schedule of merit increases is proposed at:

Average Score	Percent Salary Increase
Less than 3	0%
3.0 to 3.4	2.5%
3.5 to 3.9	3.0%
4.0 or higher	3.5%

Mr. Virgadamo requested a motion. Constable Gable made the motion to approve the compensation policy for fiscal year 2020. Chief Hudson seconded the motion.

The motion carried with all in favor.

Renewal Agreement with Rave Mobile Safety for Rave Alert and Smart911 for the term October 1, 2019 to September 30, 2020

Mr. Virgadamo noted item seven of the agenda, consider and take action on renewal agreement with Rave Mobile Safety for Rave Alert and Smart911 for the term October 1, 2019 to September 30, 2020.

Mr. VanSteenberg explained Rave Mobile Safety is the company that provides Smart911 and provides the platform for the alerting system.

The district continually develops ideas and partnerships to get as much use out of the Rave products as possible.

There are 9,268 households with safety profiles and 159 commercial or governmental entities with facility profiles. In the last 12 months, we added 1,563 safety profiles and 44 facility profiles. The usage statistics for the Smart911 products for the year are:

User Initiated Tickets:	884
Safety Profile Pops:	1,081
Tickets w/Chat:	16,512
Tickets w/Rapid SOS Location:	140,848
Facility Profile Pops:	7,119
Panic Button Activity:	18

We branded the Rave Alert products as AlertMCTX and the usage for those services was:

Text Message:	98,180
Email:	1,621,612
Voice:	260,117
Facebook/Twitter:	510

The staff recommend renewing Rave Mobile Safety's Smart911 and Rave Alert services through Lyme Computer Systems for a total of \$121,750.

Mr. Virgadamo requested a motion. Mr. Simon made the motion to approve the renewal agreement with Rave Mobile Safety. Chief Hudson seconded the motion.

The motion carried with all in favor.

Quote from Motorola for the Equipment and Software Necessary to Upgrade to the Latest Version of Vesta

Mr. Virgadamo noted item eight of the agenda, consider and take action on a quote from Motorola for the equipment and software necessary to upgrade to the latest version of Vesta.

Mr. VanSteenberg reported the district uses a product called VESTA 911 to process and answer 9-1-1 calls as well as most of the administrative calls that come in to three of the four PSAPs. VESTA is now owned by Motorola which purchased it from Airbus in 2018. The system features two identical host servers by redundancy which are located in separate facilities. It includes a variety of other complementary servers, switches, and devices along with the desktop computers for 60 positions at six sites.

The servers and desktop computers we have in service now are over five years old and have been in service for nearly five years. Equipment of this age is usually reaching its end of life for efficient operation due to upgrades in operating systems and software enhancements. We are also reaching the end of our five-year licensing agreement and support service.

The staff requested a quote from Motorola to refresh most of the critical hardware and upgrade to the latest version of VESTA. The quote is for \$1,262,068.37. The staff is of the opinion some of the pricing options can be removed for a lower price. The district budgeted \$1,500,000 for this project for fiscal year 2020.

Mr. VanSteenberg noted Mr. Larry Foerster had reviewed the contract and made a few recommendations.

Mr. Virgadamo requested a motion. Constable Gable made the motion to approve the quote from Motorola. Mr. Simon seconded the motion.

The motion carried with all in favor.

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 reported on the following items:

- A week ago, we lost power at this facility while Entergy was working on some power lines, and our back-up generator failed to start. We used the emergency connection to the Sheriff's generator. One of the generator's batteries had failed and has been replaced.
- Back-up testing is conducted annually with each agency, performing a variety of tests. We had two really good tests this week. The Montgomery County Hospital District was replacing their UPS. They set up operations at the Conroe Police Department. The second test was with the Montgomery County Sheriff's Office at the Emergency Operations Center (EOC), testing the new equipment and configurations.
- We have made a hiring decision for the Training Coordinator position. We have Ms. Kristi Dunn, she comes to us from the Conroe Police Department. Ms. Dunn has fourteen years law enforcement experience and is TCOLE certified for training.
- Ms. Andrea Wilson has close relationships with several 9-1-1 associations. Mexico NENA has invited her to attend and speak at their conference for the last few years, they pay her expenses and we give her the time to attend.
- Our GIS staff are working to sync all the different databases for street names, our database, the postal service, the cities, what is platted, what is in the county road logs. We are looking at all of these, finding discrepancies. We are starting with the county commissioner Precinct Four.
- Ms. Terri Gill and I are working on an internal revenue audit, to insure the telephone companies are providing payment and reporting in the proper format.
- The next board meeting will include a show and tell of some of our services and technologies, whether it is something we have or from the grants we have given to our PSAPs.
- Next Generation 9-1-1 systems are being put into place by other agency partners, Greater Harris County, Bexar Metro and the Capital Area District. They are all working on NG9-1-1 products now.

Discussion only, no action was taken.

Consent Agenda

Mr. Virgadamo noted items ten through fourteen of the consent agenda, noting the items may be taken separately or as a whole.

Mr. Simon made a motion to approve the consent agenda in its entirety. Constable Gable seconded the motion. The motion carried with all in favor.

The meeting adjourned at 12:30 p.m.

*These minutes were approved at regularly scheduled board meeting on November 20, 2019.
If needed, an official, signed copy may be obtained at the MCECD office.*