

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

REGULAR MEETING

September 18, 2024

CALL TO ORDER
CALL OF ROLL

PRESENT: Kathie Reyer, Vice President
 Doug Adams, Member
 Bobby Powell, Member
 Mike McClosky, Ex-Officio
 Leonard Scheider, Legal Counsel
 Chip VanSteenberg, Executive Director

After a roll call by the Board President establishing a quorum was present, the meeting was called to order at 12:00 p.m. by Vice President Reyer.

The meeting agendas, which were posted in accordance with the Texas Government Code, Chapter 551, were presented.

Agenda folders containing data relating to agenda items had been furnished to Board Members prior to the meeting of the Board.

Agenda items were considered by the Board. The action taken concerning such items is shown on the official Board Action Sheet attached hereto and made a part of these Minutes.

After all business properly brought before the Board had been considered, the Board Meeting adjourned.

*These minutes were approved at a regularly scheduled board meeting on November 19, 2024.
If needed, an official, signed copy may be obtained at the MCECD office.*

OFFICIAL MINUTES OF THE MCECD BOARD OF MANAGERS

Public Comments

No one requested to address the Board.

Consent Agenda

A motion was made by Mr. Bobby Powell, seconded by Assistant Chief Doug Adams, to approve the Consent Agenda in its entirety, items 1 through 4. The motion carried with all in favor.

Acknowledge the Appointments of Ms. Kathie Reyer by cities within the district, Constable Ryan Gable by the Montgomery County Commissioner’s Court, and Mr. Michael McClosky by the principal service supplier

Mr. Chip VanSteenberg, Executive Director, stated the terms for Ms. Kathie Reyer, Constable Ryan Gable, and Mr. Mike McClosky were set to expire on September 30, 2024. The cities re-elected Kathie Reyer as their appointee. The Commissioner’s Court re-appointed Ryan Gable. The primary service provider re-appointed Mike McClosky to represent them.

Ms. Kathie Reyer noted the action item and requested a motion.

Assistant Chief Adams made the motion to acknowledge the appointments of Ms. Kathie Reyer, Constable Ryan Gable and Mr. Michael McClosky. Mr. Bobby Powell seconded the motion.

The motion carried with all in favor.

Resolution Adopting the following Commission on State Emergency Communications rules found in Title1, Part 12, Chapter 251 of the Texas Administrative Code

- a. Rule 251.16, Direct Access to 9-1-1 Service**
- b. Rule 255.4, Definition of a Local Exchange Access Line or an Equivalent Local Exchange Access Line**

Mr. Chip VanSteenberg, explained emergency communication districts are authorized to adopt CSEC rules. Rule 251.16 has to do with Kari’s Law, which requires direct access to dial 9-1-1 on multi-line telephone systems (MLTS) without dialing “9” or some other requirement to get an outside line. Rule 255.4 clarifies the definition of a local exchange access line or its equivalent. Certain telephone lines allow for connecting multiple phones and/or phone numbers.

Ms. Kathie Reyer noted the action item and requested a motion.

Mr. Powell made the motion to adopt the Commission on State Emergency Communications Rule 251.16, Direct Access to 9-1-1 Service, and Rule 255.4, Definition of a Local Exchange Access Line or an Equivalent Local Exchange Access Line. Assistant Chief Adams seconded the motion.

The motion carried with all in favor

Resolution Adopting the Fiscal Year 2025 Budget and Setting the 9-1-1 Emergency Service Fees

Mr. VanSteenberg reported the prerequisites to adopt the budget have been satisfied, and recommended the board

approve the resolution 24-002 adopting the fiscal year 2025 budget and setting the 9-1-1 service fee.

Ms. Kathie Reyer noted the action item and requested a motion.

Assistant Chief Adams made the motion to approve resolution 24-002, adopting the fiscal year 2025 budget and set the 9-1-1 emergency service fees. Mr. Powell seconded the motion.

The motion carried with all in favor.

Updating Appendix 2 of the Compensation and Classification Policy, the Schedule of Merit and Cost of Living Increases for Fiscal Year 2025

Mr. VanSteenberg recommended the board reauthorize the scale for merit-based pay increases, and a cost-of-living adjustment for all employees of 2.5% effective October 1, 2024.

Ms. Kathie Reyer noted the action item and requested a motion.

Mr. Powell made the motion to update appendix two of the Compensation and Classification Policy, the Schedule of Merit and Cost of Living Increases for fiscal year 2025. Ms. Reyer seconded the motion.

The motion carried with all in favor.

Texas County and District Retirement System (TCDRS) Plan Year 2025

Mr. VanSteenberg stated TCDRS requires the board take two actions annually, determining the rate of increase if any to the benefit payments for retirees, and determine whether to pay a rate higher than the required actuarial rate.

Following a discussion regarding the funded ratio, the item is deferred to the November meeting, to study funding at a higher rate for this year or next, maintain the funding ratio, develop a policy for future budgets.

Ms. Kathie Reyer noted the action item and requested a motion.

Mr. Powell made the motion to defer action on the TCDRS Plan Year 2025 to the November 2024 meeting. Assistant Chief Adams seconded the motion

The motion to defer carried with all in favor.

Employee Group Insurance Benefits for the Year Beginning January 1, 2025

Mr. VanSteenberg reported the plan renewal for 2025 is 3.0%, which is well within the budget estimate. The premiums for dental, life and disability will not increase. The vision premium will increase \$0.85 per month for employee coverage and \$2.12 per month for family coverage.

Ms. Kathie Reyer noted the action item and requested a motion.

Mr. Powell made the motion to approve employee group insurance benefits for the year beginning January 1, 2025. Assistant Chief Adams seconded the motion.

The motion carried with all in favor.

Selecting the Most Highly Qualified Respondent to the Request for Qualifications for Architectural Services for Master Plan and Building Feasibility Study of an Emergency Communication Center and Authorize Contract Negotiations

Mr. VanSteenberg reported the working group interviewed the firms and requested additional information. After reviewing the additional information, the group met to finalize their recommendation. The working group recommends Martinez Architects as the most qualified respondent to the RFQ.

Ms. Kathie Reyer noted the action item and requested a motion.

Mr. Powell made the motion to select Martinez Architects for Architectural Services for Master Plan and Building Feasibility Study of an Emergency Communication Center and authorize contract negotiations. Assistant Chief Adams seconded the motion.

The motion carried with all in favor.

Request from the Montgomery County Hospital District to use PSAP Improvement Program Funds to Conduct a Feasibility Study on Interconnecting Computer Aided Dispatch Systems

Mr. VanSteenberg state the Montgomery County Hospital District has submitted a request to commission an assessment of the feasibility to connect the computer aided dispatch (CAD) systems used by the district's PSAP partners. Connecting the CADs would speed up call response, reduce redundant questions upon transfer, and reduce data entry errors. This project is expected to cost less than \$35,000. MCHD will formally commission the study and be reimbursed by the district upon completion.

Ms. Kathie Reyer noted the action item and requested a motion.

Assistant Chief Adams made the motion to approve the request from the Montgomery County Hospital District to use PSAP Improvement Programs Funds to conduct a feasibility study on interconnecting computer aided dispatch, not to exceed \$35,000. Mr. Powell seconded the motion.

The motion carried with all in favor.

Official Ballot for the Texas Municipal League Intergovernmental Risk Pool Board of Trustees Election

Mr. VanSteenberg noted the district is a member of the TML Intergovernmental Risk Pool for the purpose of providing property, auto and liability coverage. As a member, MCECD may vote for a regional representative to sit on the board.

Ms. Kathie Reyer noted the action item and requested a motion.

No action was taken.

Executive Director's Report on 9-1-1 Call Volume and Answering Performance

Mr. VanSteenberg reported on the call volume for July and August 2024, and Hurricane Beryl.

Discussion only, no action taken.

Executive Director's Report on Items of Community Interest for which no action will be taken

Mr. VanSteenberg reported on:

- NG9-1-1 transition: As of the end of August 70% of the calls are on the I3 lines. Motorola has resolved the transfer issues with the help of our IT staff. Consolidated is schedule to be moved to I3 on September 19.
- Addressing/GIS: Staff are inundated with new plats and addresses. In August 1438 new points were addressed. For the year, an average of 40 new addresses a day are assigned in Montgomery County.
- WFD backup room: The project is complete, except for a final few tweaks.
- Automatic Abandoned Callback: Ordered, pending a date for the field engineering.
- Remote call taking project: In conjunction with the Woodlands Fire Department, pilot project to test remote call taking.
- Staff Announcements: Two long term employees are retiring in January, Terri after 29 years and Regina after 13.5.

Discussion only, no action taken.

Adjourn Meeting

Ms. Kathie Reyer noted the action item and requested a motion.

Assistant Chief Adams made the motion to adjourn the meeting. Mr. Powell seconded the motion.

The motion carried with all in favor.

The meeting was adjourned at 12:45 p.m.