

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

REGULAR MEETING

November 17, 2021

CALL TO ORDER
CALL OF ROLL

PRESENT: Paul Virgadamo, President
 Ryan Gable, Secretary/Treasurer
 James Simon, Member
 Larry Foerster, 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 12:16 p.m. by President Virgadamo.

The meeting agenda, which was posted in accordance with the Texas Government Code, Chapter 551, was 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 regularly scheduled board meeting on January 19, 2022.
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.

Compensation Study by Evergreen Solutions Inc

Mr. Chip VanSteenberg, Executive Director, introduced Mr. Mark Holcombe, a Senior Consultant with Evergreen Solutions Inc.

Mr. Holcombe reviewed the study goals, the project phases, the current system findings, identified 8 market targets, the market results, and recommendations for the district.

The recommendations include a 3.5% cost of living increase across the board, with market increases for three positions.

No action was needed.

Classification and Compensation Policy

Mr. VanSteenberg presented two recommendations based on the analysis by Evergreen Consulting Inc. The first is to revise Appendix 1 of the Classification and Compensation Policy to add five pay grades. This revision allows for market adjustments to be made based on positions along the pay scale.

The second recommendation is to authorize a cost-of-living adjustment (COLA) of 3.5% for all positions effective October 1, 2021.

Mr. Virgadamo noted the action item and requested a motion.

Mr. James Simon made the motion approving the recommended changes to Appendix 1 of the Classification and Compensation policy, to include a 3.5% COLA, and to add five pay grades. Constable Ryan Gable seconded motion. The motion carried with all in favor.

Resolution for the PSAP Participation Program for FY2022

Mr. VanSteenberg presented a recommendation that the PSAP Improvement Program be modified to add an alternate method of undertaking a project, by providing an alternate method to identify, manage and pay for a project which we are calling direct funding. Under this method, we would identify projects that benefit two or more PSAPs or benefit the district and at least one PSAP to bring to the Board for review and consideration. One of the agencies, possibly the district, would manage the project. The district would pay for the project directly, with match requirements approved on a case-by-case basis.

Mr. Virgadamo noted the action item and requested a motion.

Constable Gable made the motion to approve the resolution, as presented, for the PSAP Participation Program for FY2022. Mr. Simon seconded motion. The motion carried with all in favor.

The Woodlands Fire Department’s request under the PSAP Improvement Program to use funds from the FY 2021 program for the Motorola remote console add-on

Mr. VanSteenberg noted the PSAP Improvement Program (PIPP) was established to help MCECD’s partner agencies upgrade and improve their emergency call centers. The Woodlands Fire Department is proposing to use the program to buy two mobile radio consoles. The radio consoles would allow the full range of PSAP operations to any remote site with a broadband connection. The consoles could be used by any of the District’s partner agencies.

The total cost of the project is \$125,000.

Mr. Virgadamo noted the action item and requested a motion.

Mr. Simon made the motion to approve the request by The Woodlands Fire Department under the PSAP Improvement Program for FY2021 for the Motorola remote console add-on. Constable Gable seconded the motion. The motion carried with all in favor.

Resolution on the Annual Review and Approval of the District’s Investment Policy and other matters

Mr. VanSteenberg explained the Texas Public Funds Investment Act (PFIA) governs how local governments manage and invest. The PFIA requires all local governments to review their investment policies annually and adopt a resolution specifying any changes made. The act further requires local governments to annually adopt a list of qualified brokers authorized to engage in investment activities with the local government.

Valley View Consulting reviewed the policy and submitted recommendations for minor changes as listed in the resolution.

Constable Gable made the motion to approve the resolution on the annual approval of the District’s investment policy. Mr. Simon seconded the motion. The motion carried with all in favor.

Board Meeting Dates and Holidays for 2022

Mr. VanSteenberg noted a new federal holiday had been adopted this year, Juneteenth National Independence Day, celebrated on June 19. The holiday falls on a Sunday in 2022, with state and federal government observing on June 20th.

Following a brief discussion, it was determined the district would continue to observe the 12 holidays approved in prior years, specifically:

- | | |
|------------------------------------|---------------------------------|
| New Year’s Day | Martin Luther King Day |
| President’s Day | Good Friday |
| Memorial Day | Independence Day |
| Labor Day | Veteran’s Day |
| Thanksgiving Day and the Day After | Christmas Eve and Christmas Day |

Mr. Virgadamo noted the action item and requested a motion.

Constable Gable made the motion to approve the recommended meeting dates and to maintain the prior 12 holiday schedule for 2022. 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. VanSteenberg discussed the following items:

- The state has provided funding for the NG911 fund, \$150M, to be administered by the Commission on State Emergency Communications (CSEC)
- The GIS Department continues to experience a heavy load with plat requests, 24 are currently pending
- A training portal has been developed for the district's website
- The County has given the go ahead for the parking lot, staff are working with the engineer to develop a plan

Discussion only, no action taken.

Consent Agenda

A motion was made by Mr. Simon, seconded by Constable Gable, to approve the Consent Agenda in its entirety, items 8 through 13. The motion carried with all in favor.

The meeting adjourned at 1:12 p.m.



Montgomery County Emergency Communication District
2257 N Loop 336 W #140144, Conroe Texas 77304
Phone: (936) 523-5911 / Fax: (936) 539-9111

AMENDED
NOTICE OF REGULAR MEETING
November 17, 2021

DOC# 21-1760
POSTED
11/12/2021 03:16PM
Shelby Curry
MARK TURNBULL, COUNTY CLERK
MONTGOMERY COUNTY, TEXAS

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, November 17, 2021**, 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. Discussion and presentation, via Zoom, of the compensation study by Evergreen Solutions Inc
2. Consider and take action on the Classification and Compensation Policy
3. Consider and take action adopting a resolution for the PSAP Participation Program for FY2022
4. Consider and take action on approving The Woodlands Fire Department's request under the PSAP Improvement Program to use funds from the FY 2021 program for the Motorola remote console add-on
5. Consider and take action on a resolution on the annual review and approval of the District's Investment Policy and other matters
6. Consider and take action on Board Meeting dates and Holidays for 2022
7. Executive Director's report on items of community interest for which no action will be taken
12. Consider and take action on a proposal for Next Generation Vendor Identification and Analysis from Mission Critical Partners

Consent Agenda

8. Approval of meeting minutes for September 15, 2021
9. Ratify the accounts payable for the months of September and October 2021
10. Approval of monthly financial statements for the periods ending August 31, and September 30, 2021
11. Approval of quarterly financial statements for the period ending September 30, 2021
13. Adjourn meeting

Larry L. VanSteenberg, Executive Director

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 551.071 (Consultation with Attorney); 551.072 (Deliberations about Real Property); 551.073 (Deliberations about Gifts and Donations); 551.074 (Personnel Matters); 551.076 (Deliberations about Security Devices); and 551.087 (Economic Development).