

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

REGULAR MEETING

January 15, 2020

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

NOT PRESENT: James Simon, Member
Mike McClosky, Ex-Officio Member

IN ATTENDANCE: Larry Foerster, Legal Counsel
Chip VanSteenberg, Executive Director
Andrea Wilson, Associate Director
Roberto Gutierrez, Operations Manager
Regina Payne, 9-1-1 Database/GIS Manager
Terri Gill, Office Manager
Rick Erickson, The Woodlands Fire Department
Lt. James Waller, Conroe Police Department
Denise Jimenez, Montgomery County Sheriff's Office

Mr. Paul Virgadamo, President, called the meeting to order at 12:01 p.m., noting Mr. James Simon was unable to attend.

Public Comments

No one requested to address the Board.

Acknowledging the Appointment of Mr. Mike McClosky by the Primary Service Provider

Mr. Virgadamo noted item one of the agenda, consider and take action acknowledging the appointment of Mr. Mike McClosky by the primary service provider.

Mr. Chip VanSteenberg explained that Mr. John Young had decided to retire from AT&T at the end of 2019. AT&T has appointed Mr. Mike McClosky as his replacement for the term ending September 30, 2020.

Mr. Virgadamo requested a motion. Constable Ryan Gable made the motion to acknowledge the appointment of Mr. Mike McClosky. Chief Robert Hudson seconded the motion.

The motion carried with all in favor.

The Montgomery County Hospital District's Request Under the PSAP Improvement Program for the monopole at the Conroe Police Department

Mr. Virgadamo noted item two of the agenda, consider and take action approving the Montgomery County Hospital District's request under the PSAP Improvement Program for the monopole at the Conroe Police Department.

Mr. VanSteenberg reported the Montgomery County Hospital District is requesting \$125,000 to install a monopole at the Conroe Police Department. A monopole is a freestanding tower used for radios and antennas. This pole will be used to establish data connections that back-up the existing fiber optic cable connection. MCHD used the Conroe Police Department as a back-up dispatch center and they require a robust redundant option to connect to the systems, radio and CAD, which are deployed at CPD. MCECD and the City of Conroe would also use the monopole for the purpose of redundant connections.

Mr. Justin Evans with MCHD did not have the completed request available for the meeting. The board may table the request pending more specific information or may approve the grant.

Mr. Paul Virgadamo and Mr. Larry Foerster noted they would recuse from action or counsel on this matter.

Mr. Virgadamo asked if there were questions, and being none, requested a motion. Constable Gable made the motion to approve the hospital district's request for the monopole at the Conroe Police Department. Chief Hudson seconded the motion.

The motion carried with all in favor.

Set the Date Time and Place for a Public Review Hearing

Mr. Virgadamo noted item three of the agenda, consider and take action, if needed, to set the date, time and place for a public review hearing.

Mr. VanSteenberg stated a public review hearing is required by state law every three years, at the end of the hearing the board votes on the continuation of the district. The last public review was held in the council chambers at Conroe City Hall. The available dates are:

- Tuesday, February 18, 1 to 3 p.m.
- Wednesday, February 19, 10a.m. to 12 p.m.
- Tuesday, February 25, 10 a.m. to 12 p.m.
- Thursday, February 27, 1 to 3 p.m.

Mr. Virgadamo requested a motion. Constable Gable made the motion to hold the public review hearing on February 18 at 2:00 p.m. in the council chambers of the City of Conroe. Chief Hudson seconded the motion.

The motion carried with all in favor.

Executive Director's Financial Report for the Fiscal Year that ended September 30, 2019 (unaudited)

Mr. Virgadamo noted item four of the agenda, executive director's financial report for the fiscal year that ended September 30, 2019, unaudited.

Mr. VanSteenberg explained the hand-out: the first five columns are historic for comparison purposes, the sixth column are the unaudited numbers for the fiscal year that closed on September 30th, and the last column is the budget for the last fiscal year.

Mr. VanSteenberg discussed the revenue for the last six years, noting it has been stagnant with sub-two percent growth most years. The landline revenue continues to decrease, a sixteen percent decrease for the last year. We

have received good news, with the reapportionment formula used by the state, the MCECD portion will increase by 6%. We should see this growth in wireless funds starting in January.

On the expenditure side, expenses are divided into three categories: Cost of Services, Personnel, and General and Administrative. Overall, and before audit adjustments, the district comes in under budget by \$197,568. Once the depreciation and other liabilities are calculated, the district should break even.

Discussion only, no action was taken.

Executive Director's Report on Items of Community Interest for Which No Action Will Be Taken

Mr. Virgadamo noted item five 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:

- The 9-1-1 system upgrade hardware was delivered in December. We are waiting on a date for the field engineers to be on-site, to perform the hardware and software upgrades. We expect to begin in late February or early March.
- Staff met with Precinct 4 to work on the differences between all the sources of street names, to ensure consistency. Staff will now work with Precinct 1, which includes some cities.
- On a regulatory note, the emphasis is now on Z-access, location information will now include height, the distance above sea-level or distance to the mean horizon, a method to determine the height of the caller. This data is especially important in urban areas where there are many multi-story facilities.
- The Black & Veatch study has been delayed due to the acquisition by Mission Critical and subsequent review.
- Next month is the NENA 9-1-1 Goes to Washington conference. Mr. VanSteenberg and Ms. Andrea Wilson will attend, are looking forward to the regulatory update and visiting with local legislators to discuss 9-1-1 matters.
- The Texas legislature has received interim charges from the Speaker of the House for the House Committee on Homeland Security and Public Safety to study the 9-1-1 funding structure.

Discussion only, no action was taken.

Closed Executive Session

Mr. Virgadamo noted the board may meet in closed executive session as authorized per the Texas Open Meetings Act, to consider personnel matters pursuant to Texas Government Code, Section 551.074.

The open meeting adjourned to the closed executive session at 12:20 p.m.

Reconvene Open Session

Mr. Virgadamo reconvened the open meeting at 12:25 p.m., to consider and take action, if necessary, on personnel matters.

Mr. Virgadamo stated no action would be taken.

Consent Agenda

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

Constable Gable made a motion to approve the consent agenda in its entirety. Chief Hudson seconded the motion.

The motion carried with all in favor.

The meeting adjourned at 12:25 p.m.

These minutes were approved at regularly scheduled board meeting on March 18, 2020.

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