

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

REGULAR MEETING

January 19, 2022

CALL TO ORDER
CALL OF ROLL

PRESENT: Paul Virgadamo, President
 Robert Hudson, Vice President
 Ryan Gable, Secretary/Treasurer
 James Simon, Member
 Mike McClosky, Ex-officio 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 12:00 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 March 9, 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.

Acknowledge the Resignation of Chief Robert Hudson

Mr. Chip VanSteenberg, Executive Director, requested this item be deferred to the end of the meeting.

The board concurred.

Reschedule the March 23, 2022 board meeting

Mr. VanSteenberg explained the Commission on State Emergency Communications (CSEC) has scheduled a meeting on March 23rd, noting he serves as a commissioner on the CSEC board.

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

Constable Ryan Gable made the motion to reschedule the March 2022 meeting to March 9th. Mr. Richard Tramm seconded motion. The motion carried with all in favor.

Purchase of Switches for the 9-1-1 Vesta System including licenses, monitoring, maintenance and field engineering

Mr. VanSteenberg stated the network switches and routers have been tested and certified by Motorola. The switches and routers must be purchased and installed by Motorola. The cost to replace them at all five 9-1-1 call centers, the training room, and MCSO's back-up center is \$119,124.85. This includes the field engineering required for the installation, the software licensing fees for five years, and five years of monitoring and maintenance.

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

Mr. Simon made the motion to approve the purchase of switches from . Constable Gable seconded motion. The motion carried with all in favor.

Purchasing Computer Monitors for 9-1-1 Workstations

Mr. VanSteenberg reported the 9-1-1 call-handling system uses nearly 140 computer monitors at all the call-taker workstations. The existing monitors have been in use for more than seven years on a 24/7 basis. The monitors are out of warranty, past end of life, and do not easily support the different layouts generated by the three different types of workstations MCECD provides. The district has three quotes to replace the monitors, we are recommending NWN. NWN will coordinate delivery and storage in their warehouse in Houston, which will provide technical staff will flexibility during deployment.

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

Constable Gable made the motion to approve the purchase of computer monitors for the 9-1-1 workstations. Mr. Simon seconded the motion. The motion carried with all in favor.

Executive Director's Report on 9-1-1 Call Volume and Answering Performance for the calendar year 2021

Mr. VanSteenberg reported on the call volume for calendar year 2021. Call answering statistics are not available at this time, due to the change of systems and the required analysis.

A total of 346,207 9-1-1 calls were received during 2021, which is a 7.7% increase for the growth rate, and an increase of 177.2 in calls per day.

No action was taken.

Executive Director's Financial Report for the Fiscal Year that ended September 30, 2021 (unaudited)

Mr. VanSteenberg reviewed the unaudited financial report for the year ended September 20, 2021. Mr. VanSteenberg reported the budgeted revenue was \$4,771,600, and the estimated actual revenue is \$4,977,390, an increase of almost \$206,000, operating expenses were \$592,027 less than budgeted, leaving a surplus of \$591,007.

No action was taken.

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

Mr. VanSteenberg discussed the following item:

- The Alliance continues to work on the monies granted to 9-1-1 by the state legislature. The state granted a total of \$150 million for NG9-1-1, of that, \$101 million is available to the special districts. The alliance is working to distribute the funds to its members. MCECD's share is \$1.7 million to implement our NG9-1-1 program.

Discussion only, no action taken.

Closed Executive Session

The Board of Managers met in closed Executive Session as authorized per the Texas Open Meetings Act, to consider personnel matters pursuant to Texas Government Code, Section 551.074, and real property matters pursuant to Texas Government Code, Section 551.072

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

The open meeting was reconvened at 1:03 p.m.

Take action, if needed, on personnel matters

Constable Gable made the motion to give the Executive Director, Chip VanSteenberg, a one-year term contract with automatic renewal for one-year after the initial term and automatic renewal for one-year terms thereafter, subject to other terms and conditions as discussed in the closed executive session. Mr. Robert Hudson seconded the motion. The motion carried with all in favor.

Take action, if needed, on sale or lease of real property

No action was taken.

Acknowledge the Resignation of Chief Robert Hudson (Item 1)

Mr. VanSteenberg stated Chief Robert Hudson has retired from the South Montgomery County Fire Department and has tendered his resignation from the Board of Managers.

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

Constable Gable made the motion to acknowledge Chief Hudson's resignation from the Board of Managers. Mr. Tramm seconded the motion. The motion carried with all in favor.

Consent Agenda

A motion was made by Mr. Simon, seconded by Constable Gable, to approve the Consent Agenda in its entirety, items 10 through 13. The motion carried with all in favor.

The meeting adjourned at 1:05 p.m.