

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

**REGULAR MEETING**

**July 17, 2013**

LOCATION: 9-1-1 Board Room  
150 Hilbig Road, Conroe, Texas

**BOARD ATTENDING**

PRESENT: Paul Virgadamo, President  
Vicky Rudy, Vice President  
James Simon, Secretary  
Robert Hudson, Treasurer  
Tommy Gage, Member  
John Young, Ex-Officio Member

IN ATTENDANCE: Larry Foerster, Legal Counsel  
Chip VanSteenberg, Executive Director  
Jeanne Frey, Administrative Manager  
Regina Payne, Database Coordinator  
Andrea Wilson, Public Education Coordinator  
Russell Steffee, Systems Manager  
Terri Gill, Executive Assistant  
Lt. Allison Allen, Montgomery County Sheriff's Office  
Denise Jimenez, Montgomery County Sheriff's Office

Ms. Vicky Rudy, Vice President, called the meeting to order at 12:06 p.m., noting Mr. Paul Virgadamo was delayed.

**PUBLIC COMMENTS**

There were no public comments.

**FINAL APPROVAL OF THE FY 2014 BUDGET**

Ms. Rudy noted item one of the agenda, consider and take action on final approval of the FY 2014 budget.

Mr. Chip VanSteenberg, Executive Director, noted the board of managers had approved a draft of the budget for fiscal year 2014 in May. Commissioners' Court and ten of the fourteen cities have approved the budget and Oak Ridge North has the budget on their meeting agenda next week. Staff recommended the budget receive final approval.

Mr. James Simon made the motion to grant final approval to the FY 2014 budget. Sheriff Tommy Gage seconded the motion. The motion carried with all in favor.

**TEXAS COUNTY AND DISTRICT RETIREMENT SYSTEM (TCDRS) PLAN PROVISIONS FOR PLAN YEAR 2014**

Ms. Rudy noted item two of the agenda, consider and take action on Texas County and District Retirement System (TCDRS) plan provisions for plan year 2014.

Mr. VanSteenberg explained TCDRS requires the District to complete two items annually. First, determine what kind of increase, if any, will be given to the current pensioners; and second, determine the contribution rate for the next year.

The district has two pensioners and several options: no increase, a flat rate percentage increase or a cost-of-living based increase. The cost-of-living increase looks at the change in the Consumer Price Index (CPI). Last year staff recommended the district get into a pattern similar to what many cities do with the Texas Municipal Retirement System (TMRS), which is 70% of the CPI. If the CPI changes by 1% the pensioners would see an increase of .7%. Staff recommended a 70% of CPI increase.

The second item determines whether the district will adopt a contribution rate higher than what is required by the actuarial study to keep the plan funded. Staff recommends the district not pay more than what is required by the actuarial study, 14.99%.

Chief Robert Hudson made the motion to adopt a 70% CPI-based COLA and the contribution rate of 14.99% for a total contribution rate of 15.13%. Mr. Simon seconded the motion. The motion carried with all in favor.

### **CONTRACT FOR EMERGENCY NOTIFICATION SERVICES WITH THE EMERGENCY COMMUNICATIONS NETWORK LLC FOR THE PERIOD BEGINNING OCTOBER 2013**

Ms. Rudy noted item three of the agenda, consider and take action approving a contract for emergency notification services with the Emergency Communications Network LLC for the period beginning October 2013.

Mr. VanSteenberg stated a new multi-year agreement was negotiated last year which requires positive action to extend the contract beyond the initial one-year term. Staff is very pleased with Code Red and recommended the contract renewal at a cost of \$87,500.

Mr. Simon made the motion approving the contract with the Emergency Communications Network LLC for the period beginning October 2013. Chief Hudson seconded the motion. The motion carried with all in favor.

### **EXECUTIVE DIRECTOR'S REPORT ON ITEMS OF COMMUNITY INTEREST**

Ms. Rudy noted item four of the agenda, executive director's report on items of community interest for which no action will be taken.

Mr. VanSteenberg noted the staff has been very busy preparing for and executing the Woodlands Fire Comm move into their new facility. The 9-1-1 system went live last week. Many thanks to district staff, the Woodlands Fire Department, AT&T and Cassidian for making that happen.

The staff ordered, received and configured new servers for the GIS system. Transitioning to the new servers and getting the staff familiar with the new software is under way.

Both PSAPs continue to perform extremely well as far as call answering times; both are over 99%. The average is seven calls per week, or less, where the answering time is longer than 40 seconds.

We have been dealing with a variety of minor outages, hiccoughs and problems, related to either AT&T or Consolidated's systems, modems, switches and whatnot. The good news is that all of the duplicates and back-ups

have worked as planned. Everything is up and working 100%.

The San Jacinto River Authority (SJRA) has a project, the Groundwater Reduction Plan, that will close some streets as they build new water transmission lines. They have made a concerted effort to have good communications with a hotline and a website dedicated to the project.

The district has purchased a new fund accounting system and is busy configuring it for October 1<sup>st</sup>.

The website redesign project is underway.

(Mr. Paul Virgadamo arrived.)

The Executive Director's report will contain both May and June and will include new reporting for Code Red and Language Line statistics.

### **CONSENT AGENDA**

Mr. Paul Virgadamo noted items five, six, and seven of the consent agenda; stating these may be taken separately or as a whole.

Mr. Simon made the motion to approve items five, six and seven of the consent agenda. Chief Hudson seconded the motion. The motion carried with all in favor.

Mr. VanSteenberg noted he had one more item to report on, an issue before the Texas Supreme Court related to 9-1-1 fees submitted by wireless carriers TracPhone, Virgin Mobile and Verizon Wireless. The suit pertained to prepaid wireless fees collected before the statute went into effect. The Texas 9-1-1 Alliance attempted to persuade the Commission on State Emergency Communications (CSEC) to enter into a settlement agreement with the carriers to no avail. The carriers are due a large rebate of 9-1-1 fees which will be deducted from our next allocation from the State Comptroller. Our portion for the TracPhone and Virgin Mobile rebate is estimated to be between \$54,000 – 75,000. The State Comptroller will release the exact figures soon. The rebate amount due Verizon Wireless has yet to be determined, but will likely be a comparable amount. The district's revenue is ahead of projections for the year, and even with this, should still come out ahead.

Mr. Virgadamo requested a motion to adjourn. Mr. Simon made the motion to adjourn. Chief Hudson seconded the motion. The motion carried with all in favor.

The meeting adjourned at 12:17 p.m.

These minutes were approved at regularly scheduled board meeting on SEPTEMBER 11, 2013.

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