

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

REGULAR MEETING

May 15, 2024

CALL TO ORDER
CALL OF ROLL

PRESENT: Ryan Gable, Secretary/Treasurer
Doug Adams, Member
Bobby Powell, 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 12:03 p.m. by Secretary/Treasurer Gable.

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 specially scheduled board meeting on July 17, 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 Assistant Chief Doug Adams, seconded by Mr. Bobby Powell, to approve the Consent Agenda in its entirety, items 1 through 4, approving the minutes pending the title correction for Assistant Chief Adams. The motion carried with all in favor.

Annual Audit for Fiscal Year 2023 Conducted by BrooksWatson PLLC

Mr. Chip VanSteenberg, Executive Director, introduced Mr. Jon Watson with BrooksWatson PLLC.

Mr. Watson reviewed the district's financial statement, and noted the district had received an unmodified opinion, the highest that can be achieved, that the statements are presented fairly.

Constable Gable noted the action item and requested a motion.

Mr. Powell made the motion to approve the financial report as presented with the spelling correction for capital. Assistant Chief Adams seconded the motion.

The motion carried with all in favor.

Request from The Woodlands Fire Department for up to \$67,345.47 from the PSAP Improvement Participation Program for Purchase and Installation of Three Xybix Call-taking Consoles

****Note: Assistant Chief Adams recused himself for this item.**

Mr. Chip VanSteenberg, Executive Director, reported The Woodlands Fire Department has submitted a request for an improvement that will be available to all PSAPs within the district. Therefore, it is eligible for full funding and direct payment.

The request is to purchase and install three call-taking consoles in an overflow area at The Woodlands Central Fire Station. The estimated total cost is less than \$75,000.

Constable Gable noted the action item and requested a motion.

Mr. Powell made the motion to approve The Woodlands Fire Department's request under the PSAP Improvement Program for up to \$67,345.47 for three Xybix call-taking consoles. Constable Gable 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 stated three firms responded to the district's Request for Qualifications for Architectural Services. The interview committee has concluded they need additional information. Mr. VanSteenberg requested the matter be deferred to the next meeting.

Mr. Powell made the motion to defer action selecting a respondent for Architectural Services. 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 Legal Counsel and Authorize Contract Negotiations

Mr. VanSteenberg stated the district had received three responses to the district's Request for Qualification for Legal Counsel. They were Liles Parker PLLC; Denton Navarro Rodriguez Bernal Santee & Zech P.C.; and Steptoe & Johnson. The interview committee interviewed Liles Parker and Steptoe & Johnson, and recommends Leonard Schneider of Liles Parker, pending successful contract negotiations.

Constable Gable noted the action item and requested a motion.

Mr. Powell made the motion to select Mr. Leonard Schneider for Legal Counsel and to authorize contract negotiations. Assistant Chief Adams seconded the motion.

The motion carried with all in favor.

Discuss Preliminary Budget Outlook for Fiscal Year 2025

Mr. VanSteenberg discussed the budget outlook for fiscal year 2025.

Discussion only, no action taken.

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

Mr. VanSteenberg reported on the call volume for March and April.

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:

- The NG9-1-1 project is due to go live in June
- Junior First Responder camp has been cancelled for this year due to lack of facilities

Discussion only, no action taken.

Adjourn Meeting

Constable Gable noted the action item and requested a motion.

Constable Gable made the motion to adjourn the meeting. Mr. Powell seconded the motion.

The motion carried with all in favor.

The meeting was adjourned at 12:30 p.m.