

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

REGULAR MEETING

September 20, 2023

CALL TO ORDER
CALL OF ROLL

PRESENT: Paul Virgadamo, President
 Kathie Reyer, Vice 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 12:00 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 a specially scheduled board meeting on June 27, 2023.
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 Constable Ryan Gable, seconded by Mr. James Simon, to approve the Consent Agenda in its entirety, items 1 through 4. The motion carried with all in favor.

Acknowledge the Appointments of Mr. Paul Virgadamo by cities within the district, Assistant Chief Doug Adams by the fire chiefs of the fire departments within the district, and Mr. Bobby Powell by the Montgomery County Commissioner's Court

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

Ms. Kathie Reyer made the motion to acknowledge the appointments of Mr. Paul Virgadamo, Assistant Chief Doug Adams, and Mr. Bobby Powell. Mr. Simon seconded the motion.

The motion carried with all in favor.

Election of Officers

Item deferred to the November meeting; no action taken.

Selection of Firm to Perform Audit Services

Mr. Chip VanSteenberg, Executive Director, reported per the board's direction, the staff issued a Request for Proposals (RFP) for auditing services for the next three fiscal years with an option to extend the engagement an additional two years. Two firms responded to the RFP: BrooksWatson & Co, PLLC and Patillo, Brown & Hill, LP.

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

Ms. Reyer made the motion to select BrooksWatson and Company to perform the district's audits. Constable Ryan seconded the motion.

The motion carried with all in favor.

Adopt the Fiscal Year 2024 Proposed Budget

Mr. Chip VanSteenberg, Executive Director, stated the proposed budget has been sent to the cities and the county for approval. The district has met the requirements to get the budget approved, the prerequisites to adopt the budget have been satisfied.

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

Mr. Simon made the motion to approve the fiscal year 2024 proposed budget. Constable Ryan seconded

the motion.

The motion carried with all in favor.

Updating Appendix 2 of the Compensation and Classification Policy, the Schedule of Merit and Cost of Living Increases for Fiscal Year 2024

Mr. Chip VanSteenberg, Executive Director, noted the board authorizes the scale for merit-based pay increases annually. The merit schedule remains the same. The recommendation includes a cost of living adjustment of 3%.

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

Constable Gable made the motion to approve the updates to appendix two of the compensation and classification policy, the schedule of merit and cost of living increases for fiscal year 2024. Ms. Reyer seconded the motion.

The motion carried with all in favor.

Texas County and District Retirement System (TCDRS) Plan Year 2024

Mr. Chip VanSteenberg, Executive Director, noted the board must specify two provisions for MCECD's retirement plan through TCDRS. The first is to determine the rate of increase, if any, to the benefit payments for retirees. The second is to decide whether to pay a rate higher than the required actuarial rate. The recommendation is for the board to adopt a 70% CPI-based COLA, and

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

Constable Gable made the motion to approve 70% CPI-based COLA and a total contribution rate of 18.88%. Mr. Simon seconded the motion.

The motion carried with all in favor.

Employee Group Insurance Benefits for the year beginning January 1, 2024

Mr. Chip VanSteenberg, Executive Director, explained the district had solicited pricing from other insurance companies with the assistance of Soules Insurance Agency to compare to the Texas Health Benefits Pool's offering. There are some important caveats: the dependent insurance would be much higher, and the insurance company is not able to offer the retiree insurance coverage that is provided to eligible retirees. The recommendation is to remain with Texas Health Benefits Pool for employee group benefits for 2024 and selecting an alternate plan that sets deductible at \$750 for in-network provider and \$1,500 for out-of-network providers with a maximum out-of-pocket from \$3,000 to \$5,000.

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

Ms. Reyer made the motion to approve the alternate plan setting the deductible at \$750 for in-network and \$1,500 for out-of-network with a maximum out-of-pocket from \$3,000 to \$5,000. Constable Gable seconded the motion.

The motion carried with all in favor.

Resolution Offering Health Benefits Coverage to District Employees

Mr. Chip VanSteenberg, Executive Director, explained the board adopted a resolution in 2002 governing the health benefits coverage offered to district employees. The resolution includes a section granting a \$500 monthly benefit to eligible employees to be used as a credit for dependent coverage and/or supplemental coverage. Due to the increase in the cost of insurance to employees, the recommendation is to increase that benefit for the first time in 21 years to \$750 per month.

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

Constable Gable made the motion to approve the resolution offering health benefits coverage to district employees, and to increase the monthly benefit to \$750. 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 reported on:

- Next Generation 9-1-1 project with Motorola is ongoing, plan the for the system to be ready in the spring of next year to accept 9-1-1 calls and 9-1-1 traffic, expect to be complete by fall.
- Staff took a field trip to the Houston Emergency Center (HEC) to see the difference for the Telecommunicators in the screens with the change to an IP-based system.
- Applied for first grant payment for the NG9-1-1 project, and the funds have been received.
- The November ballot will have a constitutional amendment, Proposition 8, a broadband infrastructure fund which includes \$150 million dollars for 9-1-1, these funds will be directly allocated proportionately to all the districts.
- The district has just completed its first round of T-CPR training, on-going training required by TCOLE.
- This is the first school year with all the school districts on Panic Button.

Discussion only, no action taken.

Closed Executive Session

The Board may meet in closed Executive Session as authorized per the Texas Open Meetings Act: Convene into closed executive session under Section 551.071 of the Texas Government Code to confidentially confer with District's attorney for advice on pending contractual matter

The meeting adjourned to closed executive session at 12:23 p.m.

The open meeting was reconvened at 12:52 p.m.

Reconvene into open session to consider and take action on matter discussed in closed executive session

No action was taken.

Adjourn Meeting

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

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

The motion carried with all in favor.

The meeting adjourned at 12:52 p.m.