

MINUTES OF THE
MONTGOMERY COUNTY EMERGENCY COMMUNICATION DISTRICT
BOARD OF MANAGERS
REGULAR MEETING

March 19, 2025

CALL TO ORDER

CALL OF ROLL

PRESENT: Paul Virgadamo, President
Doug Adams, Member
Bobby Powell, Member
Mike McClosky, EX- Officio
Leonard Schneider, General 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 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 regularly scheduled board meeting May 21, 2025.
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 Board member Bobby Powell, to approve the Consent Agenda in its entirety, items 1 through 4.
The motion carried with all in favor.**

Consider and take action on a plan to fully fund the Texas County and District Retirement System

Executive Director Mr. Chip VanSteenberg presented the plan to fully fund the Texas county and District Retirement system, informing the board about the recommendation by The Government of Finance Officers Association in their published best practice guide. Mr. Chip VanSteenberg introduced the structured plan to slowly increase contribution starting at 1% annually, so as to not strain the coming yearly budgets. This could reach completion in 8-16 years.

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

**A motion was made by Doug Adams for the Executive Director, Mr. VanSteenberg to return to the board with a written plan to fully fund the Texas County and District Retirement System pension fund for the district and within 15 years. Mr. Powell seconded the motion.
The motion was carried with all in favor.**

Consider and take action on updating Appendix 1 – The Grade and Salary Structure of the MCECD compensation and Classification Policy.

Mr. VanSteenberg introduced the proposed updated grade and salary structure of the MCECD compensation and classification policy. A decade ago a salary survey and compensation study was performed by a financial company and recommended salary schedule changes based on set mathematical formulas. Now ten years later Mr. VanSteenberg is vocalizing the need to update this salary structure listing the need for separation among salaries and district employees reaching over their maximum compensation.

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

Mr. Powell made the motion to approve the updating of Appendix 1 – The Grade and Salary Structure of the MCECD compensation and Classification Policy the motion was seconded by Mr. Doug Adams.

The motion was carried with all in favor.

Consider and take action on approving the proposal from Motorola Solutions, Inc. for \$160,118.16 for one year of licensing and support for Vesta 911.

Mr. VanSteenberg informed the board about the reoccurring licensing and contract with Motorola Solutions, Inc. and the need to renew for another year with mentioned price citing no penalties for yearly renewals.

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

Mr. Bobby Powell made the motion to approve the proposal from Motorola Solutions, Inc. for \$160,118.16 for one year of licensing and support for Vesta 911. Mr. Adams seconded the motion. The motion carried with all in favor.

Executive Director's Report on 9-1-1 Call Volume and Ring times.

Mr. VanSteenberg reported on the call volume and answer times for January & February 2025. Mr. VanSteenberg reported on call volumes during weather impacted days.

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:

- 911 Jr. First responder camp: Mr. VanSteenberg announces that the district has been advertising this event and hopes to kick it off smoothly after not being able to hold it the previous year due to facility problems.
- Legislative efforts: Bill has been filed in Texas Senate regarding increase to 911 fees. Bill states 911 fee would increase every two years, increase would be based on CPI.

Discussion only, no action taken.

Closed Executive Session

The Board may meet in closed Executive Session as authorized per the Texas Open Meetings Act, to consider matters related to real property pursuant to Texas Government Code; Section 551.072

- A. Discuss Personnel Matters – annual performance review of the Executive Director; Pursuant to Texas government Code, Section 551.074
- B. Discuss Property: Deliberate the purchase, exchange lease, or value of real property.

The meeting adjourned to closed executive session at 12:32 p.m.

The open meeting was reconvened at 12:50 p.m.

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

Take action, if needed, on Personnel Matters

- A. Take action, if needed on Personnel Matters – annual performance review of the Executive Director; Pursuant to Texas government Code, Section 551.074

Mr. Adams made the motion to approve 3.5% salary increase for Executive Director Chip VanSteenberg. Mr. Powell seconded the motion.

The motion carried with all in favor.

- B. Take action, if needed on the purchase, exchange, lease, or value of real property.

No action was taken.

Adjourn Meeting

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

**Mr. Adams made the motion to adjourn the meeting. Mr. Powell seconded the motion.
The motion carried with all in favor.**

The meeting was adjourned at 12:50 p.m.



Montgomery County Emergency Communication District
2257 N Loop 336 W #140144, Conroe Texas 77304
Phone: (936) 523-5911 / Fax: (936) 539-9111

AMENDED

NOTICE OF REGULAR MEETING

March 19, 2025

Notice is hereby given to all interested members of the public, of a meeting of the Board of Managers of the above styled District, at **12:00 p.m., Wednesday, March 19, 2025**, at the **MCECD 9-1-1 Boardroom, 150 Hilbig Road, Conroe, Texas**. The purpose of the meeting is as follows:

Public Comments: Please sign in and limit comments to three (3) minutes

Consent Agenda

1. Approval of meeting minutes for January 15, 2025
2. Ratify the accounts payable for the months of January and February 2025
3. Approval of monthly financial statements for the periods ending December 31, 2024 and January 31, 2025,
4. Approval of quarterly financial statements for the period ending December 31, 2024

Regular Meeting

5. Consider and take action on a plan to fully fund the Texas County and District Retirement System
6. Consider and take action on updating Appendix 1 - the Grade and Salary Structure of the MCECD Compensation and Classification Policy
7. Consider and take action on approving the proposal from Motorola Solutions, Inc. for \$160,118.16 for one year of licensing and support for Vesta 911
8. Executive Director's report on 9-1-1 call volume and ring times
9. Executive Director's report on items of community interest for which no action will be taken

Closed Executive Session

10. The Board may meet in closed Executive Session as authorized per the Texas Open Meetings Act, to consider matters related to real property pursuant to Texas Government Code; Section 551.072
 - A. Discuss Personnel Matters – annual performance review of the Executive Director; Pursuant to Texas Government Code, Section 551.074
 - B. Discuss Property: Deliberate the purchase, exchange, lease, or value of real property.
11. Reconvene into open session to consider and take action, if necessary
 - A. Take action on items discussed in executive session, if needed.

12. Adjourn meeting

Certification

I, the undersigned authority, do hereby certify that on **(03,14,2025)**, at or before 5:00 p.m., I posted and filed the above notice of meeting with the Montgomery County Clerk's office, the district's website at mc911.org, and also posted a copy if the front window of the Montgomery County ECD office in a place convenient and readily accessible to the general public all times and that it will remain so posted continuously for at least 72 hours preceding the scheduled time of said meeting in accordance with the Texas Government Code, Chapter 551.

Larry L. VanSteenberg, Executive Director

Parking is available in front of the Law Enforcement Center. Please go to the Information Booth in the Center's main lobby and inform the attendant you are here for the 9-1-1 Board Meeting. You will be met at the access gate near the flagpoles. You may also call (936) 523-5911 from the gate located on Hilbig Road. The gate will be opened via remote.

The Montgomery County Emergency Communication District reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by Texas Government Code, Section 551.071 (Consultation with Attorney); 551.072 (Deliberations about Real Property); 551.073 (Deliberations about Gifts and Donations); 551.074 (Personnel Matters); 551.076 (Deliberations about Security Devices); and 551.087 (Economic Development).