

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

REGULAR MEETING

January 31, 2024

CALL TO ORDER
CALL OF ROLL

PRESENT: Paul Virgadamo, President
 Kathie Reyer, Vice President
 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 12:00 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 March 20, 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 Constable Ryan Gable, seconded by Ms. Kathie Reyer, to approve the Consent Agenda in its entirety, items 1 through 3. The motion carried with all in favor.

****Note:** Item 4, Administer Sworn Statement and Oath of Office paused until Mr. Bobby Powell's arrival

Interlocal Agreement with the Montgomery County Hospital District for 9-1-1 Call-taking Services

Mr. Chip VanSteenberg, Executive Director, reviewed the recommend changes to the existing interlocal agreement, and recommended the board approve the Second Amendment to the interlocal agreement with the Montgomery County Hospital District for 9-1-1 call-taking services.

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

Constable Ryan Gable made the motion to approve the second amendment to the interlocal agreement with the Montgomery County Hospital District for 9-1-1 call-taking services. Ms. Kathie Reyer seconded the motion.

The motion carried with all in favor.

****Note:** Mr. Bobby Powell arrived at 12:07 p.m.

Administer Sworn Statement and Oath of Office

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

Ms. Terri Gill administered the sworn statement and oath of office to Mr. Bobby Powell.

No action was taken.

Authorizing a Request for Qualifications for Professional Services to Develop a Feasibility Analysis and Master Plan for a 9-1-1 Facility

Mr. Chip VanSteenberg, Executive Director, stated the district purchased eleven acres south of SH 105 between Conroe and Montgomery in 2020. The intent was to use that land to accommodate the district's future needs and plans.

The next step in this project is to identify and analyze the possible uses of the site and to develop a master plan. The staff are requesting authorization to release a request for qualifications (RFQ) to solicit planning and architectural services.

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

Constable Gable made the motion to authorize a request for qualifications for professional services to develop a feasibility analysis and master plan for a 9-1-1 facility. Assistant Chief Adams seconded the motion.

The motion carried with all in favor.

Authorizing a Request for Qualifications for Professional Services to Serve as the District's Legal Counsel

Mr. VanSteenberg stated Mr. Larry Foerster, who has served as MCECD's general counsel for 31 years, recently announced his intention to retire sometime in 2024. Although he cannot be replaced, the board does need to begin the process of selecting a new general counsel. By starting now, there will be ample time to review qualifications, make a selection, and make a seamless transition.

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

Constable Gable made the motion to authorize a request for qualifications for professional services to serve as the district's legal counsel. Ms. Reyer 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 2023

Mr. VanSteenberg reviewed the 9-1-1 call volume and answering performance for the calendar year 2023.

Mr. Virgadamo noted the discussion item and noting a motion is not needed.

Discussion only, no action taken.

Executive Director's Financial Report for the Fiscal Year That Ended September 30, 2023 (unaudited)

Mr. VanSteenberg reviewed the preliminary financial report for fiscal year ended September 30, 2023 (unaudited).

Mr. Virgadamo noted the discussion item and noting a motion is not needed.

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:

- Working on negotiations with the Commission on State Emergency Communications (CSEC) for the distribution of monies approved by Proposition 8, the Broadband Infrastructure Fund. There will be two draws, the first will be soon and the second will occur in September 2024.
- Motorola project is still set to cut over in April, ready to begin taking traffic from originating telephone service providers.
- The generator is expected to arrive in April
- The district requested Verizon expand its trunking capacity in Montgomery County, this has been done and testing will begin
- The recent winter storm provided an opportunity to test the 9-1-1 systems. The Montgomery County

Hospital District lost heat and relocated to their back-up center at the Conroe Police Department.

- The Commission on State Emergency Communications has a new executive director, Mr. Andrew Friedrichs.

Discussion only, no action taken.

Adjourn Meeting

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

Constable Gable made the motion to adjourn the meeting. Assistant Chief Adams seconded the motion.

The motion carried with all in favor.

The meeting was adjourned at 12:37 p.m.