

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

REGULAR MEETING

January 18, 2023

CALL TO ORDER
CALL OF ROLL

PRESENT: Paul Virgadamo, President
 Ryan Gable, Secretary/Treasurer
 James Simon, Member
 Doug Adams, Member
 Mike McClosky, Ex-officio Member
 Larry Foerster, Legal Counsel
 Chip VanSteenberg, Executive Director

After a roll call by the Board Secretary/Treasurer establishing a quorum was present, the meeting was called to order at 12:00 p.m. by Secretary/Treasurer Gable.

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 regularly scheduled board meeting on March 29, 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 Deputy Chief Doug Adams, seconded by Mr. James Simon, to approve the Consent Agenda in its entirety, items 1 through 4. The motion carried with all in favor.

CSEC – Texas 9-1-1 Entity Subrecipient Subaward Grant Contract to fund transition to Next Generation 9-1-1

Mr. Chip VanSteenberg, Executive Director, noted in November 2021, the State of Texas dedicated \$150 million from the federal American Rescue Plan Act to implement Next Generation 9-1-1. MCECD applied and has been approved for \$1,752,600. This was the original estimated cost to transition to NG9-1-1 and cover one year of operating costs. Funds will be disbursed on a reimbursement basis, and will only cover project costs through December 31, 2024. The contract was vetted by the attorney of the Texas 9-1-1 Alliance and reviewed by the District's attorney.

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

Deputy Chief Adams made the motion to approve the CSEC – Texas 9-1-1 Entity Subrecipient Subaward Grant Contract for grant funds in the amount of \$1,752,600. Constable Ryan Gable seconded the motion. The motion carried with all in favor.

Authorizing the staff to negotiate for ESInet and NG9-1-1 core services based on proposals received

Mr. VanSteenberg stated in November of last year, MCECD issued a request for proposal for ESInet and Next Generation Core Services. These are the services needed to transition to Next Generation 9-1-1. The legacy 9-1-1 architecture is phasing out, and the entire industry is changing to an Internet Protocol based method of processing and routing calls.

Three respondents issued proposals and provided a five-year cost for their services. They are as follows:

AT&T - \$4,164,280.04
Motorola – \$3,858,459.62
NGA911 - \$3,726,630.22

MCECD staff, in conjunction with the consulting firm Mission Critical Partners, has reviewed the proposals, checking references, and validating answers.

Note: NGA9-1-1 submitted an incomplete proposal.

Note: The Board of Managers noted the district's existing contracts and equipment with Motorola.

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

Mr. Larry Foerster, legal counsel, stated the motion for the record: Authorize the staff to negotiate for ESInet and

Next Generation core services with Motorola for the five year cost of \$3,858,459.62.

Deputy Chief Adams made the motion to authorize the staff to negotiate for ESInet and Next Generation core services with Motorola for the five year cost of \$3,858,459.62. Constable Gable seconded motion.

The motion carried with all in favor.

Request from The Woodlands Fire Department to use PSAP Improvement Program grant funds to purchase radio field test equipment in the amount of \$11,689

Mr. VanSteenberg explained the PSAP Improvement Participation Program was established to help MCECD's partner agencies upgrade and improve their emergency call centers. The Woodlands Fire Department is bringing forward a request from the Montgomery County Fire Chief's to purchase a radio field test unit. The unit measures and analyzes radio signals to determine gaps in coverage and weak signals. The unit will be used to improve public safety radio systems which will enhance the response to 9-1-1 callers and assist the call-takers/dispatchers in the performance of their duties. The cost of the unit is \$11,689. This request is being made under the direct funding method, meaning there would be no match requirement.

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

Mr. Simon made the motion to approve the PSAP Improvement Participation Program for the Woodlands Fire Department for a radio field test unit. Constable Gable seconded 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 2022

Mr. VanSteenberg reported on the call volume and answering performance for the calendar year 2022. In 2022, 484,567 9-1-1 calls were received at the primary PSAPs.

Discussion only, no action taken.

Executive Director's financial report for the fiscal year ended September 30, 2022 (unaudited)

Mr. VanSteenberg reviewed the district's financial report for the fiscal year ended September 30, 2022, unaudited. Revenue was budgeted at \$4,945,700 , and actual revenue is estimated at \$5,060,474. This is the first time revenue has exceeded \$5 million. The operating expenses were budgeted at \$4,917,400, and actual operating expenses are estimated at \$4,522,502, with a surplus of revenue over expenses of \$537,972.

Discussion only, no action taken.

Executive Director's Report on Items of Community Interest for which no action will be taken

Mr. VanSteenberg discussed the following items:

- The Rave Panic Button project with the county's independent school districts has kicked off. Training for staff and teachers is happening this month.
- Legislative Session, the Texas 9-1-1 Alliance has several priorities to pursue.

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 personnel matters pursuant to Texas Government Code, Section 551.074, and possible lease of real property pursuant to Texas Government Code, Section 551.072

The meeting adjourned to closed executive session at 12:30 p.m.

- a. Discuss personnel matters – annual performance review of the Executive Director
- b. Sale of Property to the Montgomery County Hospital District
- c. Ground Lease for Parking Lot

The open meeting was reconvened at 1:16 p.m.

Reconvene into open session to consider and take action, if necessary

- a. Take action, if needed, on personnel matters
- b. Take action, if needed on sale of property to the Montgomery County Hospital District
- c. Take action, if needed, on ground lease for parking lot

A. Take action, if needed, on personnel matters

Constable Gable made the motion to approve the maximum increase as discussed in the executive session. Deputy Chief Adams seconded the motion. The motion carried with all in favor.

B. Take action, if needed, on sale of property to the Montgomery County Hospital District

Deputy Chief Adams made the motion to authorize Executive Director, Chip VanSteenberg and legal counsel, Mr. Larry Foerster to finalize the sale of approximately one acre of land to the Montgomery County Hospital District. Mr. Simon seconded the motion. The motion carried with all in favor.

C. Take action, if needed, on ground lease for parking lot

Mr. Simon made the motion to authorize Executive Director, Chip VanSteenberg and legal counsel, Mr. Larry Foerster to negotiate the final terms of the ground lease for the parking lot. Constable Gable seconded the motion. The motion carried with all in favor.

The meeting adjourned at 1:18 p.m.