

**MINUTES OF THE
MONTGOMERY COUNTY EMERGENCY COMMUNICATION DISTRICT
BOARD OF MANAGERS
REGULAR MEETING
September 23, 2025**

CALL TO ORDER
CALL OF ROLL

PRESENT:

Paul Virgadamo, President
Mike McClosky, EX- Oficio
Leonard Schneider, General Counsel
Chip VanSteenberg, Executive Director
Ryan Gable, Secretary/Treasurer
Doug Adams, Member
Bobby Powell, Member

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 Paul Virgadamo.

The meeting agenda, which was 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 November 11, 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 Secretary Ryan Gable, seconded by Board member Doug Adams to approve the Consent Agenda in its entirety, items 1 through 4. The motion carried with all in favor.

Consider and take action acknowledging the appointments of Mr. Paul Virgadamo by cities within the district, Mr. Bobby Powell by the Montgomery County Commissioner's Court, and Assistant Chief Doug Adams by the chiefs of the fire departments within the district.

Executive Director Mr. Chip VanSteenberg informed the board that Mr. Paul Virgadamo, Mr. Bobby Powell and Chief Doug Adams would be reappointed to serve two-year terms. Mr. Chip VanSteenberg also explained the nomination and reappointment process for all three board members.

President Virgadamo noted the action item and requested a motion to recognize the reappointments.

A motion was made by Secretary Gable to recognize the reappointments. Board Member Powell seconded the motion.

The motion carried with all in favor.

Consider and take action on Annual Audit for Fiscal Year 2024 conducted by BrooksWatson PLLC.

Mr. VanSteenberg invited Jon Watson an Audit Partner with BrooksWatson & Co., PLLC to present the completed Annual Audit Report for Fiscal Year 2024. Mr. Watson noted the district had received an unmodified opinion, the highest that can be achieved, that the statements are presented fairly.

President Virgadamo noted the action item and requested a motion.

A motion was made by Mr. Powell to accept the Annual Audit for Fiscal Year 2024 conducted by BrooksWatson PLLC. Mr. Adams seconded the motion.

The motion carried with all in favor.

Consider and take action on a resolution adopting the Fiscal Year 2026 budget and setting the 9-1-1 emergency service fees.

Mr. VanSteenberg broke down the 2025 budget that was approved by multiple cities in the district. Mr. VanSteenberg highlighted the 9-1-1 services fees and noted that they will not be changing for 2026.

President Virgadamo noted the action item and requested a motion.

A motion was made by Secretary Gable to approve the resolution adopting the Fiscal Year 2026 budget and setting the 9-1-1 emergency service fees. The motion was seconded by Mr. Adams.

The motion carried with all in favor.

Consider and take action on updating Appendix 2 of the Compensation and Classification Policy, the Schedule of Merit and Cost of Living Increases for Fiscal Year 2026

Mr. VanSteenberg presented the updated policy informing the board that there will be a pay increase based on the score of an annual performance evaluation but no COLA increase for FY 2026.

President Virgadamo noted the action item and requested a motion.

A motion was made by Secretary Gable to update the Appendix 2 of the Compensation and Classification Policy, the Schedule of Merit and Cost of Living Increases for Fiscal Year 2026. Mr. Adams seconded the motion.

Consider and take action on the Texas County and District Retirement System (TCDRS) Plan Year 2026.

Mr. VanSteenberg reported on the TCDRS plan provisions including adopting a 70% CPI-based COLA, adopting a total contribution rate of 18.86% and to make an additional employer contribution of \$130,000.00.

President Virgadamo noted the action item and requested a motion.

A motion was made by Secretary Gable to approve the TCDRS plan provisions for plan year 2026. Mr. Adams seconded the motion.

The motion carried with all in favor.

Consider and take action on approving employee group insurance benefits for the year beginning January 1, 2026.

Mr. VanSteenberg informed the board of the Health Insurance renewal with no rate increase for 2026.

Mr. VanSteenberg also noted that all coverage would be staying the same except Amwins, Amwins a post 65(age) retiree Medicare supplement partnered with TXHB will be increasing their rate by 4.66% and prescription by 5%.

President Virgadamo noted the action item and requested a motion.

A motion was made by Mr. Powell to approve the renewal from the Texas Benefits Health Pool for employee group benefits and AMWINS for retiree benefits for 2026. Secretary Gable seconded the motion.

The motion carried with all in favor.

Consider and take action on a request from The Woodlands Fire Department and the Montgomery County Hospital District for PSAP improvement Program funds to automate the processing of alarm calls.

Mr. VanSteenberg informed the board about the Automated Alarm Call process that redirects calls directly to the CAD. A proposal was presented to the board of a \$16,080.00 one-time set up fee, this proposal was part of a request from the The Woodlands Fire Department to benefit both The Woodlands Fire Department and the Montgomery County Hospital District. Mr. VanSteenberg reassured that the Montgomery County Emergency Communication District improvement budget has \$50,000.00 set aside to cover this cost.

A motion was made by Mr. Powell to accept the request from The Woodlands Fire Department and the Montgomery County Hospital District for PSAP improvement Program funds to automate the processing of alarm calls and not to exceed \$16,080.00. Secretary Gable seconded the motion.

The motion carried with all in favor.

Discussion on the process and progress on hiring a deputy director.

Mr. VanSteenberg updated the board on the district's decision of contracting a recruitment firm to ensure the hiring process of a deputy director proceeds efficiently ensuring a firm will have more attention to detail and larger pool of qualified individuals.

Discussion only, no action taken.

Executive Director's report on 9-1-1 call volume and answering performance

Mr. VanSteenberg reports on 9-1-1 call volume and answering performance.

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:

- Panic button and the various systems different schools in the district have signed contracts with.
- New Building Costs and where the District stands at with the Martinez Architect firm.
- **Discussion only, no action taken.**

Adjourn Meeting

President Virgadamo noted the action item and requested a motion.

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

The motion carried with all in favor.

The meeting adjourned at 12:45 p.m.