

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

REGULAR MEETING

May 18, 2022

CALL TO ORDER
CALL OF ROLL

PRESENT: 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 12:04 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 September 21, 2022.
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.

Administer Sworn Statement and Oath of Office

Mr. Chip VanSteenberg, Executive Director, stated the sworn statement and oath of office would be administered to Deputy Chief Doug Adams.

Ms. Terri Gill administered the sworn statement and oath to Deputy Chief Doug Adams.

No action was taken.

Election of Officers

Mr. VanSteenberg noted the Vice President position is vacant. Following a brief discussion, the Board determined to elect officers when all members are present.

Constable Ryan requested a motion to defer.

Mr. James Simon made the motion to defer action on the election of officers. Deputy Chief Doug Adams seconded the motion. The motion carried with all in favor.

Matter deferred; no action taken.

Annual Audit for Fiscal Year 2021 conducted by BrooksWatson PLLC

Mr. VanSteenberg stated the annual audit was performed by BrooksWatson & Co PLLC, for the fiscal year ending September 30, 2021., and introduced Mr. Jon Watson.

Mr. Watson reviewed the highlights of the annual financial report, noting the district had received an unqualified opinion, meaning they agree with the MCECD staff on the accuracy of the district's financial position.

Constable Ryan noted the action item and requested a motion.

Constable Gable made the motion to approve the annual audit for fiscal year 2021. Deputy Chief Adams seconded motion. The motion carried with all in favor.

Amended Sexual Harassment Policy Acknowledgement

Mr. VanSteenberg explained the Texas legislature made changes in the Texas Labor Code Sections 21.141 and 21.142. Mr. VanSteenberg also noted a request by the Board President, Mr. Paul Virgadamo to defer this matter until he could be present.

Constable Ryan requested a motion to defer.

Mr. James Simon made the motion to defer action on the amended sexual harassment policy

acknowledgement. Deputy Chief Doug Adams seconded the motion. The motion carried with all in favor.

Matter deferred; no action taken.

Lease with Montgomery County for Parking Lot

Mr. VanSteenberg reported MCECD staff have been in discussion with the Montgomery County Sheriff's Office about leasing space on the east side of the facility for the purpose of constructing a parking lot. This would be a secure parking lot under the control of MCECD, and would have enough spaces for staff, visitors, and district vehicles.

Staff recommend the board authorize the President of the Board of Managers to execute a lease with Montgomery County for the purpose of leasing land for a parking lot with the stipulation that the District's attorney approves the final form.

Mr. James Simon made the motion to approve the lease with Montgomery County for parking lot, and to authorize the Board President to execute the lease. Deputy Chief Adams seconded motion. The motion carried with all in favor.

Discuss updated Interlocal Agreement with Montgomery County for 9-1-1 Call-taking Services

Mr. VanSteenberg noted the purpose of the discussion is to confirm the Board is willing to offer an incentive structure that would assist MCSO in their efforts to increase staff. The proposed scheme would pay 40% of the cost of up to five new telecommunicators. The current staffing level would be used as a base and the supplement would only be paid for each TC above that base, up to five. The total amount of supplements would be \$200,000, but only if MCSO can maintain full staffing at the existing level plus the five new positions. Based on normal turnover, training time, and recruiting challenges, the staff expects the actual impact will be between \$100,000 - \$150,000 per year.

Discussion only, no action taken.

Discuss updated preliminary budget outlook for Fiscal Year 2023

Mr. VanSteenberg presented an estimate for the current fiscal year and discussed the fiscal conditions which will shape the year to come.

Discussion only, no action taken.

Present call performance reports

Mr. VanSteenberg reviewed the 9-1-1 call statistics for April 2022 and the 12 months, May 2021 to April 2022.

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:

- NG9-1-1 funding: \$150M approved by the state for NG9-1-1, CSEC has voted on the allocation package.

MCECD was allocated \$1,752,600, which the district will have to formally apply and contract for.

- MCECD Generator: Generator is not working; currently evaluating an electronic problem. We have a connection to the county's generator. The City of Conroe has loaned us a mobile generator.
- NG9-1-1 Vendors: We met with four vendors; Mission Critical Partners is compiling a report.
- Junior First Responder Camp: Planned for June, sign ups are slow. Only one has registered.

Discussion only, no action taken.

Closed Executive Session

The Board of Managers met in closed Executive Session as authorized per the Texas Open Meetings Act, to consider real property matters pursuant to Texas Government Code, Section 551.072

- A. Sale of property to the Montgomery County Hospital District

The meeting adjourned to closed executive session at 1:03 p.m.

The open meeting was reconvened at 1:09 p.m.

Take action, if needed, on real property matters

- A. Take action, if needed, on sale of real property

Constable Gable made the motion to authorize the executive director to submit a plat for up to one acre. Mr. Simon seconded motion. The motion carried with all in favor.

Consent Agenda

A motion was made by Mr. Simon, seconded by Deputy Chief Adams, to approve the Consent Agenda in its entirety, items 12 through 16. The motion carried with all in favor.

The meeting adjourned at 1:10 p.m.