

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

SPECIAL MEETING

June 27, 2023

CALL TO ORDER
CALL OF ROLL

PRESENT: Paul Virgadamo, President
 Ryan Gable, Secretary/Treasurer
 Doug Adams, 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 July 19, 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 Constable Ryan Gable, seconded by Assistant Chief Doug Adams, to approve the Consent Agenda in its entirety, items 1 through 4. The motion carried with all in favor.

Annual Financial Report for Fiscal Year 2022 as audited by BrooksWatson PLLC

Mr. Chip VanSteenberg, Executive Director, stated the annual audit was performed by BrooksWatson & Co PLLC, for the fiscal year ending September 30, 2022, and introduced Mr. Jon Watson.

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

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

Assistant Chief Adams made the motion to approve the financial report as presented. Constable Gable seconded the motion. The motion carried with all in favor.

The motion carried with all in favor.

Authorize the staff to request proposals for auditing services

Mr. VanSteenberg stated the Board had selected BrooksWatson & Co. in September 2018 as the district's auditor for a five-year period. The staff have prepared a Request for Proposals and are developing a list of firms known to perform audits for local governments in this region of Texas.

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

Assistant Chief Adams made the motion to authorize the staff to request proposals for auditing services. Constable Gable seconded motion.

The motion carried with all in favor.

Five Year Capital Plan

Mr. VanSteenberg reviewed the five year Capital Plan.

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

Constable Gable made the motion to approve the five year Capital Plan. Assistant Chief Adams seconded the motion.

The motion carried with all in favor.

Fiscal Year 2024 Proposed Budget

Mr. VanSteenberg reviewed the proposed budget and line item summary for Fiscal Year 2024.

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

Constable Gable made the motion to approve the fiscal year 2024 proposed budget. Assistant Chief Adams seconded the motion.

The motion carried with all in favor.

Memorandum of Understanding with the Conroe Independent School District for Rave Panic Button

Mr. VanSteenberg noted the Board previously approved a partnership with the school districts in the county for Rave Panic Button. MCECD offered to pay a portion of the cost of Panic Button for any school district that agrees to train their personnel on the system and to test the system annually. All six school districts agreed to the offer and have begun rolling it out.

Conroe ISD requested a Memorandum of Understanding to formalize the relationship and authorize payment for their portion. Mr. Larry Foerster worked with CISD counsel to develop the MOU document.

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

Constable Gable made the motion to approve the memorandum of understanding with the Conroe Independent School District for Rave Panic Button. Assistant Chief Adams seconded the motion.

The motion carried with all in favor.

Renewal of Vesta Support for One (1) Year

Mr. VanSteenberg explained the district uses the Vesta system offered by Motorola Solutions, Inc. to process 9-1-1 phone calls. The software license and support agreements for that system are expiring this year. The cost to renew support for an additional year is \$166,961.74. This amount is available in the capital budget.

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

Assistant Chief Adams made the motion to approve the renewal of Vesta support with Motorola Solutions Inc. for one year. Constable Gable seconded the motion.

The motion carried with all in favor.

Call Performance Reports

Mr. VanSteenberg reviewed the call performance reports for May 2023.

Discussion only, no action taken.

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

Mr. VanSteenberg stated he had nothing to report at this time.

Discussion only, no action taken.

Adjourn Meeting

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

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

The motion carried with all in favor.

The meeting adjourned at 12:58 p.m.