

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

**REGULAR MEETING**

**September 15, 2021**

CALL TO ORDER  
CALL OF ROLL

PRESENT:                    Paul Virgadamo, President  
                                 Robert Hudson, Vice President  
                                 Ryan Gable, Secretary/Treasurer  
                                 James Simon, Member  
                                 Richard Tramm, 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 regularly scheduled board meeting on November 17, 2021.  
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.

### **Reappointments of Mr. Paul Virgadamo, Mr. James Simon and Chief Robert Hudson**

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

**Chief Robert Hudson made the motion to approve the reappointments of Mr. Paul Virgadamo, Mr. James Simon and Chief Robert Hudson. Mr. Richard Tramm seconded the motion. The motion carried with all in favor.**

### **Administer Sworn Statement and Oath of Office**

Ms. Terri Gill administered the Sworn Statement and Oath of Office to Mr. Virgadamo, Mr. Simon, and Chief Hudson.

**No action was needed.**

### **Election of Officers**

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

**Mr. James Simon made the motion that the officers remain as they are today, Virgadamo as President, Hudson as Vice President, Gable as Secretary/Treasurer. Mr. Tramm seconded motion. The motion carried with all in favor.**

### **Adopting the Fiscal Year 2022 Proposed Budget**

Mr. Chip VanSteenberg, Executive Director, noted the budget had been approved by Commissioner's Court and four cities, no city has given notice that it did not approve the budget. Since the other ten cities have approved the budget by taking no action, the prerequisites to adopt the budget have been satisfied.

**Chief Hudson made the motion to approve the Fiscal Year 2022 Budget. Mr. Simon seconded the motion. The motion carried with all in favor.**

### **Appendix 2 of the Compensation and Classification Policy for Fiscal Year 2022**

Mr. Chip VanSteenberg, Executive Director, reviewed the options for Appendix 2 of the Compensation and Classification Policy recommendations for fiscal year 2022 which establishes the scale of merit-based pay increases based on performance evaluation scores.

**Mr. Simon made the motion to approve Appendix 2 of the Compensation and Classification Policy for fiscal year 2022 establishing the scale of merit-based increases from 0% to 3.5% based on a performance evaluation score. Mr. Tramm seconded the motion. The motion carried with all in favor.**

## **Texas County and District Retirement System (TCDRS) Plan Year 2022**

Mr. Chip VanSteenberg, Executive Director, reviewed the plan changes for fiscal year 2022.

- **Chief Hudson made the motion to approve the recommended changes for plan year 2022 - adopt a 70% CPI-based COLA for current retirees and adopt a total contribution rate of 19.78%. Mr. Tramm seconded the motion. The motion carried with all in favor.**

## **Renewal Agreement with Rave Mobile Safety for Rave Alert and Smart911 for the term October 1, 2021 to September 30, 2022**

Mr. Chip VanSteenberg, Executive Director, reviewed the usage statistics, and noted the contract costs have not increased from the prior year, remaining \$121,750.

**Mr. Simon made the motion to approve the renewal agreement with Rave Mobile Safety. Chief Hudson seconded the motion. The motion carried with all in favor.**

## **Montgomery County Hospital District's request under the PSAP Improvement Program to use funds from the FY 2020 and 2021 program for two projects, UPS A replacement and I-wall**

Mr. Larry Foerster recused himself for this item.

Mr. Chip VanSteenberg, Executive Director, recommended this item be tabled to the next meeting to gather additional information.

**Item tabled.**

## **Montgomery County Sheriff's Office request under the PSAP Improvement Program to use funds from the FY 2021 program for a video wall upgrade**

Mr. Chip VanSteenberg, Executive Director, reviewed the request from the Montgomery County Sheriff's Office to use a portion of their FY 2021 allocation, \$27,790, to replace and upgrade equipment which controls the i-walls in the dispatch center.

**Chief Hudson made the motion to approve the PSAP Participation Improvement request by the Montgomery County Sheriff's Office. Mr. Tramm seconded the motion. The motion carried with all in favor.**

## **Board of Trustees of the Texas Municipal League Health Benefits Pool (TML HBP)**

Mr. Chip VanSteenberg, Executive Director, noted there are three nominees to choose from.

**Mr. Virgadamo made the motion to vote for Jason Reynolds, City Manager of Nassau Bay. Mr. Simon seconded the motion. The motion carried with all in favor.**

## **Presentation of the Mission Critical Partners Staffing Assessment**

Mr. Chip VanSteenberg, Executive Director, introduced Ms. Sherry Griffith Powell and Mr. David Lucas with Mission Critical Partners.  
Ms. Powell and Mr. Lucas reviewed the staffing assessment.

**No action was taken.**

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

Mr. VanSteenberg discussed the following items:

- CISD PD has been added to the 9-1-1 system as of 9 a.m. this morning
- Higher than normal activity with platting, causing a back-log
- HB2911 was passed and sign into law by Governor Abbott, but has not yet been funded

**Discussion only, no action taken.**

**Consent Agenda**

**A motion was made by Mr. Simon, seconded by Mr. Tramm, to approve the Consent Agenda in its entirety, items 13 through 16. The motion carried with all in favor.**

The meeting adjourned at 12:58 p.m.



DOC# 21-1398  
POSTED  
Montgomery County Emergency Communication District  
2257 N Loop 336 W #140144, Conroe, Texas 77304  
Phone: (936) 523-5911 / Fax: (936) 523-5914  
MARK TURNBULL, COUNTY CLERK  
MONTGOMERY COUNTY, TEXAS

## NOTICE OF REGULAR MEETING September 15, 2021

Notice is hereby given to all interested members of the public, of a meeting of the Board of Managers of the above styled District, at **12:00 p.m., Wednesday, September 15, 2021**, at the **MCECD 9-1-1 Boardroom, 150 Hilbig Road, Conroe, Texas**. The purpose of the meeting is as follows:

### Open Meeting

Public Comments: Please sign in and limit comments to three (3) minutes

1. Consider and take action acknowledging the reappointments of Mr. Paul Virgadamo by the cities of Montgomery County, Mr. James Simon by the Montgomery County Commissioners Court, and Chief Robert Hudson by the Montgomery County Fire Marshall and the Montgomery County Fire Chief's Association
2. Administer Sworn Statement and Oath of Office
3. Consider and take action, if necessary, on election of Officers
4. Consider and take action adopting the Fiscal Year 2022 Proposed Budget
5. Consider and take action on the Compensation Policy for Fiscal Year 2022
6. Consider and take action on the Texas County and District Retirement System (TCDRS) Plan Year 2022
7. Consider and take action on renewal agreement with Rave Mobile Safety for Rave Alert and Smart911 for the term October 1, 2021 to September 30, 2022
8. Consider and take action on approving the Montgomery County Hospital District's request under the PSAP Improvement Program to use funds from the FY 2020 and 2021 program for two projects, UPS A replacement and I-wall
9. Consider and take action on approving the Montgomery County Sheriff's Office request under the PSAP Improvement Program to use funds from the FY 2021 program for a video wall upgrade
10. Consider and take action on ballot for the Board of Trustees of the Texas Municipal League Health Benefits Pool (TML HBP)
11. Discussion and presentation of the Mission Critical Partners Staffing Assessment
12. Executive Director's report on items of community interest for which no action will be taken

### Consent Agenda

13. Approval of meeting minutes for July 21, 2020
14. Ratify the accounts payable for the months of July and August 2021
15. Approval of monthly financial statements for the period ending July 31, 2021
16. Adjourn meeting

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Larry L. VanSteenberg, Executive Director

Parking is available in front of the Law Enforcement Center. Please go to the Information Booth in the Center's main lobby and inform the attendant you are here for the 9-1-1 Board Meeting. You will be met at the access gate near the flagpoles. You may also call (936) 523-5911 from the gate located on Hilbig Road. The gate will be opened via remote.

*The Montgomery County Emergency Communication District reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by Texas Government Code, Section 551.071 (Consultation with Attorney); 551.072 (Deliberations about Real Property); 551.073 (Deliberations about Gifts and Donations); 551.074 (Personnel Matters); 551.076 (Deliberations about Security Devices); and 551.087 (Economic Development).*