

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

**PUBLIC REVIEW HEARING  
AND  
REGULAR MEETING**

**March 20, 2024**

CALL TO ORDER  
CALL OF ROLL

PRESENT: Paul Virgadamo, President  
Kathie Reyer, Vice President  
Doug Adams, Member  
Bobby Powell, 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 agendas, which were 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 May 15, 2024.  
If needed, an official, signed copy may be obtained at the MCECD office.*

## **OFFICIAL MINUTES OF THE MCECD BOARD OF MANAGERS**

### **PUBLIC REVIEW HEARING**

#### **Public Comments**

No one requested to address the Board.

#### **Executive Director's Report on the State of the District**

Mr. Chip VanSteenberg, Executive Director, spoke on the district's governance and oversight, duties and activities, Next Generation 9-1-1, and revenues and expenditures.

**Discussion only, no action taken.**

#### **Resolution for the Continuation of the 9-1-1 District and the Emergency Service Fee**

Mr. VanSteenberg noted section 772.319 of the Texas Health and Safety Code requires emergency communication districts to hold a public review hearing on the continuation of the district and the 9-1-1 emergency service fee. It states, "After the hearing, the board shall adopt an order on the continuation or dissolution of the district and the 9-1-1 emergency service fee.

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

**Assistant Chief Doug Adams made the motion for the continuation of the district and the 9-1-1 emergency service fee. Ms. Kathie Reyer seconded the motion.**

**The motion carried with all in favor.**

#### **Adjourn Meeting**

Mr. Virgadamo noted the action item and requested a motion to adjourn the Public Review Hearing.

**Mr. Bobby Powell made the motion to adjourn the public review hearing. Assistant Chief Adams seconded the motion.**

**The motion carried with all in favor.**

The meeting was adjourned at 12:12 p.m.

### **REGULAR MEETING**

#### **Public Comments**

No one requested to address the Board.

\*\*\*Note: Mr. Virgadamo stated he would recuse from item 6 and would leave the boardroom for that discussion.

## Consent Agenda

**A motion was made by Mr. Bobby Powell, seconded by Ms. Kathie Reyer, to approve the Consent Agenda in its entirety, items 1 through 4. The motion carried with all in favor.**

### Selection of Attorney to Serve as Legal Counsel

Mr. Chip VanSteenberg, Executive Director, reported three firms submitted responses to the district's request for qualification for legal counsel. They are Liles Parker PLLC; Denton Navarro Rodrigues Bernal Santee & Zech P.C.; and Steptoe & Johnson PLLC.

The next step in the process is to review the qualifications and select one or more finalist to interview. This could be accomplished by the board as a whole or by a subcommittee of board members.

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

**Mr. Powell made the motion to interview the two local law firms. Assistant Chief Adams seconded the motion, and tendered an amendment to the motion, to seat a subcommittee consisting of a minimum of the executive director and two board members to interview the two local law firms.**

**The motion carried with all in favor.**

### Selection of Architectural Firm for Master Planning and Building Feasibility Study

\*\*\*Mr. Virgadamo recused himself and stepped out of the meeting.

Mr. Chip VanSteenberg, Executive Director, reported three firms responded to the district request for qualifications for architectural services for master plan and building feasibility study of an emergency communication center.

The three firms are: PGAL, Inc., Burditt Consultants, LLC, and Martinez Architects, LP.

The next step in the process is to review the qualifications and select one or more finalist to interview. This could be accomplished by the board as a whole, or by a subcommittee of board members and staff.

Ms. Reyer, Vice President, noted the action item and requested a motion.

**Assistant Chief Adams made the motion to establish a subcommittee to interview the three respondents to the request for qualifications, to include the executive director and his designee, and two board members. Mr. Powell seconded the motion.**

**The motion carried with all in favor.**

### Sale and Disposal of Emergency Generator

Mr. VanSteenberg stated over a year ago, the board approved the purchase of a new generator to serve as the back-up power supply for the district's facility. After a long lead time, it has finally arrived.

The staff sought proposals to sell the existing generator and received two responses. Iron Flag Power offered \$16,000 and Woodstock Power Company offered \$15,000. Both prices are contingent on the district disconnecting the generator and loading it on a truck. Staff have already planned to hire a crane to set the new generator in place, this can be done in conjunction with removing the existing one.

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

**Mr. Powell made the motion to approve the sale of the generator to Iron Flag Power for \$16,000. Ms. Reyer seconded the motion.**

**The motion carried with all in favor.**

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

Mr. VanSteenberg reported on:

- 9-1-1 Call Reports for January and February 2024
- Junior First Responders Camp will be relocating this year, due to renovations
- Location Based Routing – The national wireless carriers have all turned on location based routing. When a wireless caller makes a 9-1-1 call, the wireless carrier will attempt to determine the callers location and route the call based on where they are, as opposed to routing based on the location of the cell tower.

**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 12:55 p.m.

- a. Discuss personnel matters – annual performance review of the Executive Director

The open meeting was reconvened at 1:35 p.m.

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

- a. Take action, if needed, on personnel matters

#### **A. Take action, if needed, on personnel matters**

**Assistant Chief Adams made the motion to increase the min mid max by 3.5%, and to increase the executive director's pay to the max, as discussed in the executive session. Mr. Powell seconded the motion. The motion carried with all in favor.**

### **Adjourn Meeting**

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

**Mr. Powell made the motion to adjourn the meeting. Ms. Reyer seconded the motion.**

**The motion carried with all in favor.**

The meeting was adjourned at 1:36 p.m.