

MINUTES FOR BOARD OF MANAGERS OF THE BRAZOS COUNTY  
EMERGENCY COMMUNICATIONS DISTRICT (9-1-1)  
THURSDAY, NOVEMBER 21, 2013, AT 11:30 A.M.  
BRAZOS COUNTY EMERGENCY COMMUNICATIONS DISTRICT  
101 REGENT AVENUE, SUITE 300, BRYAN, TEXAS  
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Call to order.

Meeting was called to order at 11:35 am with the following members present:

Ron Mayworm, Chairman  
Hugh Walker  
Chief Jeff Capps  
Lloyd Wassermann

Others in attendance:

Commissioner Sammy Catalena  
Chief Scott McCollum, College Station Police Department  
Chief Wayland Rawls, Bryan Police Department  
Patrick Corley, 911 District  
Greta Norton, 911 District  
Kathi Koppenhaver, 911 District  
Laura Blackburn, 911 District  
Cathy Hegwood, 911 District

Mr. Mayworm recognized and thanked Judge Duane Peters for his six years of dedicated service to the Board of Managers. Although absent today, a plaque commemorating his service will be delivered to him. Judge Peters will be replaced by Commissioner Catalena who was introduced to the Board.

1. Approval of the minutes of the meeting held September 19, 2013.

Chief Capps moved for approval of the minutes with a second from Commissioner Wassermann. Motion carried.

2. Discussion / Action on major capital projects including facility improvements and 911 system upgrades.

Mr. Corley reported that final revisions are being made to a plan that will provide additional space for Dispatch as well as administrative offices. Meetings are underway with providers and end users of the new 911 system to establish a timeline for implementation. No firm cost estimates are available at this time but both capital projects will continue to be on the agenda to keep the Board apprised of the progress and financial impact.

3. Discussion / Action on proposed 2014 meeting calendar.

Mr. Corley presented a list of the meeting dates for 2014 and sought input from the Board on continuing the present policy. There being no objection noted, the current schedule will remain in place.

4. Discussion / Action on proposed capital purchase policy.

Mr. Corley called the enclosed policy a starting point and included the City of Bryan policy for discussion purposes. Commissioner Wassermann will provide the Brazos County policy and Chief Capps will forward the City of College Station policy. These policies will be used to provide guidance on crafting a proposed policy for Board approval at the next meeting.

5. Discussion / Action on Board member appointments.

Mr. Corley noted again that Commissioner Catalena will be joining the Board in January and that Mr. Mayworm had been re-appointed for another two year term by the Volunteer Firefighters Association.

6. Discussion / Action on Director's Report of Expenditures for September 2013 and FY 2013 Quarterly Report.

Revenues and Expenditures for the September report represent the final report for the fiscal year and illustrate how well the line items stayed within budget. Mr. Corley also presented the 4<sup>th</sup> Qtr. financial report to the contractual entities with their actual expenditures noted for review.

7. Director's report and Board concerns including a discussion of current staffing levels, FY 2013 annual audit, and the Verizon lease agreement.

Mr. Corley reported that the District currently has three openings with two people in training. The field work on the FY 2013 audit is complete and the reports and financials should be ready for the January 2014 Board meeting. The Verizon lease document has been signed by Mr. Mayworm and forwarded to Verizon real estate for execution.

8. Hear public comments.

None heard.

9. Adjournment.

The meeting was adjourned at 11:56 am.

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R. G. Mayworm  
Chairman

ATTEST:

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Greta Norton  
Recording Secretary