

MINUTES FOR BOARD OF MANAGERS OF THE BRAZOS COUNTY
EMERGENCY COMMUNICATIONS DISTRICT (9-1-1)
THURSDAY, SEPTEMBER 19, 2013, AT 11:30 A.M.
BRAZOS COUNTY EMERGENCY COMMUNICATIONS DISTRICT
101 REGENT AVENUE, SUITE 300, BRYAN, TEXAS

Call to order.

Meeting was called to order at 11:37 am with the following members present:

Ron Mayworm, Chairman
Hugh Walker
Chief Jeff Capps
Judge Duane Peters
Lloyd Wassermann

Others in attendance:

Chief Scott McCollum, College Station Police Department
Chief Eric Buske, Bryan Police Department
Chief Ricky Van, Bryan Fire Department
Chief Terry Barnett, Bryan Fire Department
Patrick Corley, 911 District
Greta Norton, 911 District
Kathi Koppenhaver, 911 District
Laura Blackburn, 911 District
Cathy Hegwood, 911 District

1. Approval of the minutes of the meeting held July 18, 2013.

The minutes of the previous meeting were approved on motion from Chief Capps with a second from Mr. Walker.

2. Discussion / Action on FY 2014 annual budget.

Mr. Corley reported that the final budget numbers are exactly the same as the proposed budget and that he had appeared before both the City Council and the Commissioners as part of the approval process. Mr. Walker moved for approval with a second from Judge Peters. Motion carried.

3. Discussion / Action on City of Bryan dispatch contract.

Mr. Corley presented the dispatch contract which had already been approved by legal for both parties and by the City Council. With the approval of the Board, the contract will be fully executed. Mr. Walker noted that the two dispatch contracts closely mirror each other and are substantially the same. Commissioner Wassermann moved for approval with a second from Judge Peters. Motion carried.

4. Discussion / Action on Brazos County dispatch contract.

The Brazos County dispatch agreement was approved on motion and second from Mr. Walker and Chief Capps, respectively. It will be considered by the Commissioners Court next week.

5. Discussion / Action on Verizon lease agreement and future facility needs.

Mr. Corley discussed the renewal of the lease agreement with Verizon. Legal counsel had approved the document for both parties with minimal tweaking on some numbers and terminology. The new floor plan incorporated into the lease will actually cost less per square foot than the current lease space. Mr. Walker recommended that the Board have a week to review the document in final form and then Mr. Mayworm be authorized to execute the lease agreement. He then moved the same with a second from Judge Peters. Motion carried.

6. Discussion / Action on District financial audit for FY 2013.

Mr. Corley outlined the process by which auditor proposals were sought reporting that two had been returned. Mr. Walker commented that his intent was to see what other options were available but was confident that the RFP process was adequate to explore those options. As there is no statutory requirement to change, Mr. Mayworm noted that the District has done due diligence in exploring other options, but noted that the District has been well served by Ingram Wallis & Company. Chief Capps moved to stay with the same audit firm with a second from Mr. Walker. Motion carried.

7. Discussion / Action on Director's Report of Expenditures for July and August 2013.

Mr. Corley presented the reports for July and August and discussed the trends for overall expenses and the percentages for dispatch expenses. Reports will be available at the next meeting to show the full year in review. Mr. Mayworm complimented the fiscal planning and controls currently in place and said the Board appreciated the usable information. Mr. Walker moved for acceptance of both monthly reports with a second from Judge Peters. Motion carried.

8. Director's report and Board concerns including a discussion of current staffing levels, year to date dispatch expenses, upcoming Board Member appointments and an update on 911 system implementation.

Mr. Corley discussed the three dispatch openings and the three currently in training. Again, expenditures do not seem to be deviating from the expected. Board terms and appointments were discussed with letters going out to the concerned entities. Mr. Corley will be seeking final quotes on the new 911 system and will be developing a timeline for the process.

9. Hear public comments.

Chief Buske complimented the staff on working hard to keep the lines of communication open with the Police Department.

10. Adjournment.

The meeting was adjourned at 12:06 pm.

R. G. Mayworm
Chairman

ATTEST:

Greta Norton
Recording Secretary