

MINUTES FOR BOARD OF MANAGERS OF THE BRAZOS COUNTY
EMERGENCY COMMUNICATIONS DISTRICT (9-1-1)
THURSDAY, MARCH 20, 2014, 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 11:42 am with the following members present:

Ron Mayworm, Chairman
Hugh Walker
Lloyd Wassermann
Mike Hood

Others in attendance:

James Ingram, IV, Ingram Wallis & Company
Chief Ricky Van, Bryan Fire Department
Chief Terry Barnett, Bryan Fire Department
Lt. David Patterson, Bryan Police Department
Patrick Corley, 911 District
Greta Norton, 911 District
Kathi Koppenhaver, 911 District
Laura Blackburn, 911 District

1. Approval of the minutes of the meeting held November 21, 2013.

Mr. Walker moved for approval of the minutes with a second from Commissioner Wassermann. Motion carried.

2. Discussion / Action on presentation of FY 2013 Annual Audit and Financials.

Mr. Ingram presented the FY 2013 audit and explained that his firm prepares the financial statements on behalf of the Board and based on the records presented by staff. His firm issued an unqualified or clean opinion on the accounting practices at the District and commended the staff on another successful year. He cautioned the Board to prepare for some additional reporting requirements regarding pension obligations in the coming year. Mr. Mayworm stated that the Board is comfortable that things are running smoothly at the District.

3. Discussion / Action on major capital projects including 911 system upgrades, facility improvements and long term facility needs.

Mr. Corley recapped the two major projects currently underway at the District. The new 911 system is progressing with the network portion almost done. Hardware changes will be made at all PSAP locations to modernize the infrastructure and to be compatible with future technology. This will increase the capacity to a potential 26 answering positions at 5 locations. Mr. Walker questioned the timeline on the project and Mr. Corley projected completion to be mid to late summer.

Mr. Corley also discussed facility improvements as construction on the remodel is well underway. He cautioned that this project is a temporary solution to provide some relief from the crowding for at least 5 or 6 more years. He is also in discussions with County officials looking at a joint Emergency Operations Center and 911 District offices and dispatch center. The City of Bryan and Brazos County would have to become involved in the funding of a new dispatch center. The current project will be in three phases as operations can never cease during the construction chaos.

4. Discussion / Action on District Investment Policy Resolution.

Mr. Corley presented the investment resolution which is statutorily required to be executed every year. Commissioner Wassermann moved for approval of the resolution with a second from Mr. Walker. Motion carried.

5. Discussion / Action on FY 2013 Investment Reports.

Mr. Corley discussed reporting on the investments as required by the resolution which will be included at every meeting from this point forward. Mr. Walker moved to accept the report with a second from Commissioner Wassermann. Motion carried.

6. Discussion / Action on proposed capital purchase policy.

Mr. Corley explained that after Board discussions at the previous meeting, he collected the policies from all of the other major local government entities to compare and contrast procedures. The policy presented today is in keeping with the smaller size of the District and its business. Said policy was approved on motion and second from Commissioner Wassermann and Mr. Hood, respectively.

7. Discussion / Action on FY 2015 preliminary budget timeline.

Mr. Corley presented the budget timeline to meet the statutory requirements and the deadlines of the contractual entities.

8. Discussion / Action regarding the implementation of 911 Texting.

Mr. Corley reported on the progress on 911 texting issues and the different options available to the District. No action is required at this time but he will be closely monitoring the matter through his involvement in the Texas 911 Alliance. Mr. Corley expects to begin requesting Text to 911 service from wireless carriers following the deployment of the new 911 system

9. Discussion / Action on Director's Report of Expenditures for October 2013 through February 2014 and FY 2014 Quarterly Dispatch Reports.

Mr. Corley presented both monthly and quarterly financial reports to show the spending progress through the fiscal year. Mr. Hood moved to accept the reports with a second from Mr. Walker. Motion carried.

10. Director's report and Board concerns including a discussion of current staffing levels, 2013 Dispatch statistics, and the new consolidated warrant database.

Staffing is currently at 100% with several experienced dispatchers having been re-hired. Mr. Corley distributed call statistics but noted that they were fairly routine. One major accomplishment was going online with the new consolidated warrant database which should allow for safer and more efficient processing of local warrants. This list is updated daily and will streamline the cumbersome task of checking with all of the different agencies while an officer stands exposed on the street.

11. Hear public comments.

Hearing none, the Board went into Executive Session at 12:46 pm.

12. **EXECUTIVE SESSION:** The Board of Managers has determined a necessity to go into a closed-to-the-public session under the provisions of Texas Government Code, Section 551.074 personnel matters – review the duties, responsibilities and performance compensation and evaluate the Executive Director of the Brazos County 9-1-1 District.

13. Discussion / Action on Executive Session.

The Board reconvened the public session at 1:26 pm. There will be no action taken at this time on the Executive Session.

14. Adjournment.

Meeting was adjourned at 1:28 pm.

R. G. Mayworm
Chairman

ATTEST:

Greta Norton
Recording Secretary