

MINUTES FOR BOARD OF MANAGERS OF THE BRAZOS COUNTY  
EMERGENCY COMMUNICATIONS DISTRICT (9-1-1)  
THURSDAY, JULY 16, 2020, 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:

Lloyd Wassermann  
Eric Buske  
Jeff Capps  
Duane Peters  
Kenneth Utz

Others in attendance:

Chief Jim Stewart, Brazos County Sheriff's Office  
Lieutenant Ed Ramirez, Brazos County Sheriff's Office  
Chief Joe Ondrasek, Bryan Fire Department  
Chief Richard Mann, College Station Fire Department  
Chief Chuck Fleeger, College Station Police Department  
Bob Radtke, College Station Police Department  
Patrick Corley, 9-1-1 District  
Laura Blackburn, 9-1-1 District  
Kris Fox, 9-1-1 District  
David Dibello, 9-1-1 District

1. Approval of the minutes of the meeting held May 21, 2020.

Minutes were approved on a motion and second from Judge Peters and Chief Utz, respectively.

2. Discussion / Action on District Investment Report

Mr. Corley presented the latest Investment Report which illustrates the move of some investments from the Money Market account to two new CDs (a 12-month and a 24-month). Chief Buske made a motion to approve the Investment Report. The motion was seconded by Mr. Capps, and passed unanimously.

3. Discussion / Action on Director's Report of Expenditures for FY 2020.

The most recent Expenditure Reports were presented and Mr. Corley explained that even though some of the categories showed to be slightly low for the year, everything is still in good shape. An additional payroll is occurring next month, plus several conferences and training

classes were recently canceled. Chief Buske made a motion to approve the reports, followed by a second from Chief Utz. Motion passed.

4. Discussion / Action on Dispatch Quarterly Reports.

Financial reports were presented that represent third quarter revenue and expenditures for Dispatch only. Mr. Corley explained that all finances are right on track and there is nothing significant to report. The reports were approved on a motion from Judge Peters with a second from Chief Utz.

5. Discussion / Action on Executive Session held July 16, 2020.

Based on the current state of the economy, the Board recommended a 3% salary increase for the Executive Director to be incorporated into the FY 2021 Budget. Chief Utz made a motion to approve the recommendation, followed by a second from Chief Buske. Motion passed unanimously.

6. Discussion / Action on FY 2021 budget.

Mr. Corley presented the final budget proposal for FY 2021 and explained all areas that will pose the greatest impact, including Blinn's departure from the Dispatch operations, a reduction to the travel and training budget, a contribution to the Amber Alert Network Brazos Valley, capital improvements to the 9-1-1 system, and additional contributions to the retirement plan.

The FY 2021 Budget was approved on a motion and a second from Chief Buske and Judge Peters, respectively.

7. Discussion / Action on engaging auditor for FY 2020.

A proposal from Ingram, Wallis, & Company was presented to the Board which outlines their services of auditing the District's financial records for FY 2020 and issuing a report in January 2021. The cost for their service is in line with the amount that was budgeted. The agreement was approved on a motion from Mr. Capps and a second from Chief Utz.

8. Director's report and Board concerns, including a discussion of current staffing levels, COVID-19 response and impacts, and recent Frontier Communications outages.

A report showing current Dispatch staffing levels was presented that showed a few over-hires in anticipation of a few people that are planning to leave during the year. Therefore, the next hiring process will probably be postponed until January.

Mr. Corley explained some of the changes made in response to the COVID-19 Pandemic. Specifically, limiting visitors, requiring masks in the office, and daily temperature checks.

A summary of the recent Frontier Communications network outages was provided. Mr. Corley explained how each issue was resolved and also outlined his future plans to migrate to NG Core

Services and also add an additional network connection between the two host sites that will prevent some of these issues from re-occurring.

9. Hear public comments.

Chief Chuck Fleeger with College Station Police Department announced he is retiring and he expressed his appreciation for the great working relationship over the years with Mr. Corley and the District.

10. Adjournment.

The meeting was adjourned at 12:07 PM.

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Lloyd Wassermann  
Chairman

ATTEST:

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Laura Blackburn  
Recording Secretary