

MINUTES FOR BOARD OF MANAGERS OF THE BRAZOS COUNTY
EMERGENCY COMMUNICATIONS DISTRICT (9-1-1)
THURSDAY, SEPTEMBER 17, 2020, 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 11:30 AM with the following members present:

Lloyd Wassermann
Eric Buske
Jeff Capps
Duane Peters
Kenneth Utz

Others in attendance:

Chief Joe Ondrasek, Bryan Fire Department
Chief Richard Mann, College Station Fire Department
Bob Radtke, College Station Police Department
Michele Meade, Brazos County Emergency Management
Patrick Corley, 9-1-1 District
Laura Blackburn, 9-1-1 District
Kris Fox, 9-1-1 District
David Dibello, 9-1-1 District
Halley Challis, 9-1-1 District
Cathy Hegwood, 9-1-1 District

1. Approval of the minutes of the meeting held July 16, 2020.

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

2. Discussion / Action on District Investment Report

The most recent Investment Report was presented to the Board. Mr. Corley noted the only change since the last report was interest accrual. Chief Buske made a motion to approve the Investment Report. The motion was seconded by Chief Utz, and passed unanimously.

3. Discussion / Action on FY 2021 Budget.

Mr. Corley presented the final budget for FY 2021 which was already approved at the previous meeting. Therefore, no action was taken.

4. Discussion / Action on FY 2021 Dispatch Contracts with the City of Bryan and Brazos County.

Dispatch contracts were presented that contain the same stipulations as in years past. Both contracts were approved unanimously on a motion and a second from Chief Buske and Judge Peters, respectively.

5. Discussion / Action on Calendar Year 2021 TCDRS Retirement Resolution.

Mr. Corley presented the TCDRS Retirement Resolution for the upcoming year that reflects an elected contribution rate of 13%. This rate reflects the investment plan that was previously presented and approved by the Board that will ultimately lower future contribution rates by a significant amount. This Retirement Plan Agreement was approved unanimously on a motion from Judge Peters and a second from Chief Utz.

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

The most current expenditure reports were presented, and Mr. Corley explained that the District and Dispatch center have been operating very lean, and he estimates the Personnel Expenses to be about 2% under budget at the end of the fiscal year.

Mr. Corley requested that the Board allow him the flexibility to develop a fair way to distribute the remaining funds in that category to all employees, excluding himself, as a way of showing appreciation for their hard work during the COVID-19 pandemic.

Mr. Capps made a motion to approve these reports along with the COVID-19 payroll incentive. The motion was seconded by Chief Buske, and passed unanimously.

7. Director's report and Board concerns, including a discussion of current staffing levels, hiring process, 2021 Board appointments, COVID-19 impacts, and back-up center readiness.

Mr. Corley stated that the Dispatch center is currently operating with 4 vacancies due to some recent resignations. However, a hiring cycle is currently underway and he hopes to hire at least 4 new employees, and possibly more, out of that group.

The two municipal board appointments will be expiring at the end of this calendar year. Mr. Corley briefly explained the nomination process and stated that he would begin soliciting nominations in the coming weeks.

Mr. Corley gave an overview of the COVID-19 impacts experienced by the District. He stated that even though 11 employees have missed work, the overall impact has been very low. The District has also filed for refunds on the applicable payroll taxes as allowed by the Families First Coronavirus Response Act.

Mr. Corley gave an update on the back-up center, including the move of the last two 9-1-1 workstations from CSFD station 6, and the establishment of VPN connectivity to the City of College Station's network. Mr. Corley also explained that the back-up center was able to be

used recently when there were two COVID-19 exposures and distance needed to be created in the dispatch center.

8. Hear public comments.

No comments were heard.

9. Adjournment.

The meeting was adjourned at 11:55 AM.

Lloyd Wassermann
Chairman

ATTEST:

Laura Blackburn
Recording Secretary