

MINUTES FOR BOARD OF MANAGERS OF THE BRAZOS COUNTY  
EMERGENCY COMMUNICATIONS DISTRICT (9-1-1)  
THURSDAY, JULY 15, 2021, 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:

Eric Buske  
Jeff Capps  
Kenneth Utz

Others in attendance:

Chief Joe Ondrasek, Bryan Fire Department  
Lt. David Villarreal, Brazos County Sheriff's Office  
Cindy Synwolt, 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  
Halley Challis, 9-1-1 District

1. Approval of the minutes of the meeting held May 20, 2021.

Minutes were approved on a motion and second from Chief Utz and Mr. Capps, respectively.

2. Discussion / Action on District Investment Report.

The most recent Investment Report was presented to the Board. Mr. Corley explained that he plans to open two new CDs at Brenham National Bank that will mature at 22 months and 29 months, respectively. Mr. Capps made a motion to approve the Investment Report. The motion was seconded by Chief Utz and passed unanimously.

3. Discussion / Action on Director's Report of Expenditures for FY 2021.

Mr. Corley presented the latest financial reports and explained that income and expenses are both slightly low, however, there is nothing of any concern and the District is in good shape financially. The financial reports were approved on a motion and a second by Chief Utz and Mr. Capps, respectively.

4. Discussion / Action on Dispatch Quarterly Reports.

The Quarterly Dispatch Financial Reports were presented for the third quarter of FY 2021. Mr. Corley noted that expenditures show to be a little low due to the extra payroll coming up in the fourth quarter as well as a lack of training opportunities. The reports were approved unanimously on a motion from Mr. Capps and a second from Chief Utz.

5. Discussion / Action on FY 2022 budget.

Mr. Corley gave a detailed account of the significant items in the FY 2022 budget. Specifically, a shift of approximately 2% of shared dispatch costs going from the City of Bryan over to Brazos County, a small increase to the Dispatcher pay scale, market adjustments to the Dispatch Supervisors' salary, an increase to the employer's required contribution to TCDRS, and an increase to health insurance. To offset some of the increases for the City of Bryan and Brazos County, the District will subsidize a small portion of the employer's contribution to TCDRS. This will be evaluated on an annual basis in hopes of eventually getting Bryan and Brazos County up to the appropriate amount. The FY 2022 budget was approved on a motion and a second by Mr. Capps and Chief Utz, respectively.

6. Discussion / Action on long term facility needs and dispatch center consolidation.

Mr. Corley gave an update on the current situation regarding the need for a new facility and recent discussions regarding CAD consolidation and possible dispatch center consolidation. Mr. Corley is scheduled to give a presentation soon to several local officials and agency department heads and hopes to have more information about what common ground can be agreed upon and which direction to go with these topics. No action was taken on this item.

7. Director's report and Board concerns, including a discussion of current staffing levels, COVID-19 response and impacts, update on capital projects, ongoing CJIS audits, 9-1-1 funding, 9-1-1 outage notifications, AANBV update..

Dispatch staffing currently has two vacancies, and another hiring cycle is planned for the fall. COVID-19 impacts have still been decreasing and not having much of an impact on District operations.

For capital projects, the new Admin Mitel phone system was installed and is up and running fine, also the new security camera system was installed and is a huge improvement from the previous system. The largest capital project, which began earlier this week, is the 9-1-1 system refresh, and it is scheduled to be completed in August.

There are currently two audits going on for the Dispatch center, one is the CJIS Security audit and the other is the TCIC audit. The preliminary paperwork was submitted and there will be an onsite visit soon.

The 9-1-1 funding legislation was passed but the final version was significantly different than expected. Instead of an increase to wireless service fees, there will be a NextGen 9-1-1 fund for the entire state using federal coronavirus relief money. The comptroller's office has been

tasked with allocating that funding throughout the state, and the Texas 9-1-1 Alliance group plans to give them some guidance on that.

The Texas 9-1-1 Alliance is also involved in a project of providing input to the FCC regarding 9-1-1 outage notifications to the public. The Alliance's position is that the notifications need to be more granular and they should continue going to the 9-1-1 service provider, who will then notify the public if necessary.

A report was provided from Chuck Fleeger, Executive Director of the Amber Alert Network Brazos Valley, that outlines their recent activities as an organization and gives an explanation of how funds were expensed that were provided by the District.

8. Hear public comments.

No comments were heard.

9. **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 of the Executive Director of the Brazos County 9-1-1 District.

The Board went into Executive Session at 11:59 AM.

The Open Session reconvened at 12:04 PM.

10. Discussion / Action on Executive Session held July 15, 2021.

Mr. Capps made a motion to increase the Executive Director salary by 5%. The motion was seconded by Chief Utz and passed unanimously.

11. Adjournment.

The meeting was adjourned at 12:06 PM

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Lloyd Wassermann  
Chairman

ATTEST:

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Laura Blackburn  
Recording Secretary