

MINUTES FOR BOARD OF MANAGERS OF THE BRAZOS COUNTY
EMERGENCY COMMUNICATIONS DISTRICT (9-1-1)
THURSDAY, SEPTEMBER 16, 2021, 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
Duane Peters
Eric Buske
Jeff Capps
Kenneth Utz

Others in attendance:

Lt. David Villarreal, Brazos County Sheriff's Office
Lt. Ed Ramirez, 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
Ray Pheris, 9-1-1 District
Chuck Fleeger, AANBV

1. Approval of the minutes of the meeting held July 15, 2021.

Minutes were approved unanimously following a motion from Chief Buske and a second from Chief Utz.

2. Discussion / Action on District Investment Report.

Mr. Corley presented the latest investment report which includes two new CD accounts from Brenham National Bank. He also noted a \$100,000 transfer out of the money market account. This transfer was expected and was included in the current fiscal year budget to help pay for capital expenditures related to new 9-1-1 equipment. No major changes are expected in the near future. The report was accepted on a motion from Chief Utz and a second from Chief Buske.

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

Mr. Corley reviewed the latest reports with the Board. Revenues are very close to what is expected at this point of the year. Expenditures are a little bit low at this point, but with two outstanding payrolls and several year-end capital projects underway, they too should be very close to our budgeted numbers. No questions were asked by the Board and the reports were approved unanimously following a motion and a second from Mr. Capps and Chief Buske, respectively.

4. Discussion / Action on engaging auditor for FY 2021.

Mr. Corley presented an engagement letter from Ingram, Wallis, and Company which outlines their proposal for our required annual financial audit. Their proposed fee of \$10,900 is in line with what was budgeted for the FY 2022 fiscal year. The auditors are planning to begin their work in early November. The engagement letter was approved unanimously by the Board based on a motion from Chief Buske and a second from Judge Peters.

5. Discussion / Action on final approval of the FY 2022 budget.

The version presented had two changes when compared to what was last presented and approved by the Board of Managers. It includes a salary adjustment for the Executive Director approved by the Board in July of 2021 and also corrected a typographical error which revised the year displayed near the bottom of the summary page. The typo did not impact any of the dollar figures. The budget has met its other statutory requirements and was officially adopted following a motion from Chief Buske and a second from Mr. Capps. The vote was unanimous.

6. Discussion / Action on FY 2022 Dispatch Contracts with the City of Bryan and Brazos County.

Mr. Corley presented the contracts related to the dispatch portion of the FY 2022 budget. Several changes were made to the wording of the City of Bryan Contract, but none of the changes have a material impact on the obligations or requirements from the City of Bryan or the 9-1-1 District. The wording on the County contract is identical to last year's contract with the exception of the dates and contract amount. The contracts were approved unanimously following a motion and a second from Judge Peters and Chief Buske, respectively.

7. Discussion / Action on 9-1-1 Service Fee Rates Resolution.

Mr. Corley presented a resolution for Board approval that outlines the 9-1-1 service fee rates for the upcoming fiscal year. The Texas Health and Safety Code requires the 9-1-1 District Board

to approve these rates annually as part of the budgeting process. In years past, the rates have been included in the line item descriptions within the budget itself. This years' budget included some increases to those rates and having this document approved will make it easier for the District to provide rate documentation to the various communications service providers that might request it. The resolution was passed unanimously following a motion from Judge Peters and a second from Chief Utz.

8. Discussion / Action on CY 2022 TCDRS Retirement Resolution.

Mr. Corley reviewed a TCDRS plan comparison and resolution with the Board that is required by TCDRS. The District's contribution rate for the upcoming year is 11.91%. Chief Buske asked if the new plan would modify the benefits in any way and Mr. Corley noted that all of the benefit levels would remain unchanged from previous years. The resolution will go into effect on January 1, 2022, and was passed unanimously following a motion from Chief Buske and a second Judge Peters.

9. Update on long-term facility needs and possible CAD consolidation.

Mr. Corley updated the Board regarding the possibility of partnering with the CEOC to build a new shared facility. Following a meeting with several of the local stake holders, Mr. Corley was tasked with engaging an architectural firm to begin planning a new facility. Mr. Corley reminded the Board that the District had already planned to begin a similar process on its own and had set aside \$50K to fund the initial study. Expanding the project to include the CEOC will increase the price to \$66,900. The City of Bryan, City of College Station, Brazos County, and Texas A&M have agreed to split the additional cost of \$16,900. The project is slated to kick off in late October of this year.

Another topic that came up at the stake holder meeting is CAD consolidation. The group expressed a desire to pursue county-wide CAD consolidation. Mr. Corley believes a logical path forward would be for all agencies to migrate to the existing College Station CAD platform as it is widely considered to be an industry leading system. Mr. Corley is scheduling several meetings to discuss the technical and financial aspects of such a move with meetings planned in the next few months. No action was required on this agenda item.

10. Director's report and Board concerns, including a discussion of current staffing levels, COVID-19 response and impacts, update on 9-1-1 system refresh, 9-1-1 funding, and board member appointments.

Mr. Corley provided the Board with the District's current staffing levels and gave an update on the hiring process that is currently ongoing. Board interviews are expected to take place in the next few weeks and hope to hire 2-4 new dispatchers. Mr. Corley is hopeful that the dispatch center will be fully staffed before the next Board meeting.

Mr. Corley presented a COVID-19 impact chart to the Board and noted that there has not been a significant disruption to our overall operations as a result of COVID-19 in recent months.

The major 9-1-1 system refresh was then discussed by Mr. Corley. Mr. Corley explained that all of the 9-1-1 workstations in the County have been replaced along with several of the servers on the back end of the system. Software updates were also included as part of this project.

Other capital projects from fiscal year 2021 include a new security camera system and a new administrative phone system. Both of those projects have also been completed.

Mr. Corley then provided the Board with an update on next Generation 9-1-1 funding provided by the State of Texas. At this point, it appears that the funding will likely get approved, but the process and rules for the distribution of that funding remain unknown at his time. Mr. Corley will continue to monitor this process and update the Board with any new developments.

Mr. Corley then discussed Board member appointments noting that the two Brazos County appointments and the VFD appointment expire at the end of 2021. Mr. Corley will be emailing Judge Peters and Chief Utz the official notifications shortly.

11. Hear public comments.

Chuck Fleeger, Executive Director of the Amber Alert Network Brazos Valley expressed his thanks to the Board for the funding the District is providing AANBV in FY 2022.

12. Adjournment.

The meeting was adjourned at 11:54 AM

Lloyd Wassermann
Chairman

ATTEST:

Laura Blackburn
Recording Secretary