

MINUTES FOR BOARD OF MANAGERS OF THE BRAZOS COUNTY
EMERGENCY COMMUNICATIONS DISTRICT (9-1-1)
THURSDAY, JULY 21, 2022, 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
Nancy Berry
Eric Buske
Jeff Capps
Kenneth Utz

Others in attendance:

Chief Jordan Gallagher, Bryan Fire Department
Lieutenant David Villarreal, Brazos County Sheriff's Office
Cindy Synwolt, College Station Police Department
Chuck Fleeger, Amber Alert Network Brazos Valley
Patrick Corley, 9-1-1 District
Laura Blackburn, 9-1-1 District
Kris Fox, 9-1-1 District
Ray Pheris, 9-1-1 District
David Dibello, 9-1-1 District

1. Approval of the minutes of the meeting held May 19, 2022.

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

2. Discussion / Action on District Investment Report.

Mr. Corley presented the most recent investment report and noted that some funds were moved from the Money Market account over to the Texpool account in order to take advantage of some higher interest earnings. Depending on the market performance, the District might consider another CD investment.

Mr. Corley also stated that as the District's Investment Officer, he has completed the required biennial Public Funds Investment Act training on July 1st. Chief Utz made a motion to approve

the District Investment Report. The motion was seconded by Commissioner Berry and passed unanimously.

3. Discussion / Action on Director's Report of Expenditures for FY 2022.

Mr. Corley reviewed the latest expenditure reports with the Board. Revenue and expenditures were all on track with where they should be at this point in the fiscal year. No questions were asked by the Board and the reports were approved unanimously following a motion and a second from Chief Buske and Mr. Capps, respectively.

4. Discussion / Action on Quarterly Dispatch Financial Reports.

The third quarter Dispatch Financial Reports were presented to the Board that showed Dispatch expenditures at 73.2% for both the City of Bryan and Brazos County. Mr. Corley is pleased with these numbers and no questions were asked by the Board. Commissioner Berry made a motion to approve the reports. The motion was seconded by Chief Buske and passed unanimously.

5. Discussion / Action on engaging auditor for FY 2022.

Mr. Corley presented an engagement letter from Ingram, Wallis, and Company which outlines their proposal for the District's required annual financial audit. Their proposed fee of \$11,500 is in line with what was budgeted for FY 2023, and the projected timeline is November 2022 to January 2023. The engagement letter was approved unanimously by the Board based on a motion from Commissioner Berry and a second from Chief Utz.

6. Discussion / Action on FY 2023 Budget.

The FY 2023 Budget was presented to the Board. The main capital project is the addition of two 9-1-1 workstations for CSPD, bringing their total to nine workstations. For the Dispatch Operations, Mr. Corley stated that, after meeting with City of Bryan and Brazos County officials, this budget includes funding for one additional dispatcher, a funding split equal to the FY 2022 budget, and an unsubsidized TCDRS contribution rate.

Other long-term considerations for the District are additional healthcare plans with a lower dependent coverage cost to the employee, potentially partnering with the City of Bryan and Bryan ISD for use of their Employee Health Clinic, continuing to pursue a new facility, and transitioning to Next Generation 9-1-1 Core Services.

Commissioner Berry made a motion to approve the FY 2023 Budget with an increase to salaries on the 9-1-1 operations side (specifically line items 15-18) so that they have a 4% merit

increase instead of 3% merit increase. The motion was seconded by Chief Utz, and passed unanimously.

7. Director's report and Board concerns, including a discussion of current staffing levels, recent TCOLE audit, statewide efforts to increase wireless 9-1-1 fees, the current federal grant process, the latest on 9-1-1/CEOC consolidation, and an update on our Host-to-Host network improvement project.

Mr. Corley presented the latest staffing report and stated that there is now one Dispatcher vacancy, but that is planned to be filled by a former employee returning at the end of August. The recent TCOLE audit went smoothly and the final report should be received soon.

Regarding the statewide efforts to increase wireless 9-1-1 fees, the process to lobby the state legislature in the next session has already begun. Mr. Corley stated that he has a meeting scheduled with Kyle Kacal and John Raney, the two local state representatives, to discuss these efforts and give them a tour of the Dispatch center. Additionally, Mr. Corley has submitted the federal grant application for reimbursement of NG Core Services costs and hopes to have an update at the end of August on that process.

Discussions are still on going for the 9-1-1/CEOC Consolidation project along with efforts to move to a consolidated CAD platform for all Dispatch centers. The project of using BVCNet for host-to-host network connectivity is nearing completion and is just waiting on Motorola to complete some field-engineering work.

8. Hear public comments.

Chuck Fleeger with Amber Alert Network Brazos Valley wanted to thank the Board for their continued support and partnership. AANBV has been able to continue to provide training to law enforcement throughout the region and assist with numerous cases of missing children.

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 12:14 PM.

The Open Session reconvened at 12:23 PM.

10. Discussion / Action on Executive Session held July 21, 2022.

Commissioner Berry made a motion to increase the Executive Director salary by 5%. The motion was seconded by Chief Buske and passed unanimously. The Board also expressed their appreciation for the hard work by Mr. Corley and all District employees.

11. Adjournment.

Meeting was adjourned at 12:25 PM.

Chief Eric Buske
Board of Managers

ATTEST:

Laura Blackburn
Recording Secretary