

MINUTES FOR BOARD OF MANAGERS OF THE BRAZOS COUNTY  
EMERGENCY COMMUNICATIONS DISTRICT (9-1-1)  
THURSDAY, JANUARY 19, 2023, 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 11:31 AM with the following members present:

Lloyd Wassermann  
Nancy Berry  
Eric Buske  
Billy Couch

Others in attendance:

Chief Jordan Gallagher, Bryan Fire Department  
Lt. David Villarreal, Brazos County Sheriff's Office  
Chuck Fleeger, AANBV  
Jim Stewart  
Scott Krchnak  
Patrick Corley, 9-1-1 District  
Kris Fox, 9-1-1 District  
Ray Pheris, 9-1-1 District  
David Dibello, 9-1-1 District  
Halley Challis, 9-1-1 District

1. Recognition of new Board Members and review of appointment terms.

Mr. Corley presented the Board with a graphic that outlined the current makeup of the Board of Managers and welcomed Chief Billy Couch, from the College Station Police Department. Mr. Corley reminded the Board that they serve on staggered, two year terms and the process to determine the appointments for next year (from the County and VFD), will begin later this year, around September or October.

2. Approval of the minutes of the meeting held November 17, 2022.

Commissioner Berry made a motion to approve the minutes which was seconded by Chief Buske. The motion passed unanimously.

3. Discussion / Action on FY 2022 Annual Audit and Financial Statements.

Mr. Corley explained that the 9-1-1 District is required by State statute to have an annual independent financial audit. The District engaged the accounting firm of Ingram, Wallis, and Company to perform the audit. Their team worked onsite during the first part of November, 2022, and continued offsite work through the first half of January, 2023. Mr. Corley then introduced Scott Krchnak, the lead auditor, to provide a general overview of the audit findings with the Board of Managers and answer any questions the Board might have related to the financial position of the District.

Mr. Krchnak first pointed out that they have rendered an unmodified opinion, commonly referred to as a "clean opinion" that the financial states are materially correct, which is the best opinion possible. Mr. Krchnak explained that the District is in a good position in terms of our cash on hand. He also explained that the District has a net pension asset, which is new for this fiscal year. In our previous year's audit, the District had a net pension liability. He also reviewed a new GASB accounting standard that deals with leases and explained the ways in which it impacted our financial position. The new standard requires our leases to be recorded as both an asset and liability. Mr. Corley asked if the asset and liability entries are a wash on the bottom line. Mr. Krchnak explained that it was not exactly even due to a minor difference in the interest expenses associated with the lease, but it was very close. Chief Buske inquired as to the reasoning behind the new standard and Mr. Krchnak explained it was designed to create consistency in the way these types of leases are recorded among all entities. Further explanation was provided regarding the net pension liability which was spurred by a better than average return on investments. For the time being, our pension is currently funded at over 100%. This number could change next year depending on the performance of the retirement fund or a change in assumptions used by the actuaries. Mr. Krchnak then discussed their assumption that the District intends to exercise its option to renew our current building lease and the ways in which that is recorded on our financial statement. Mr. Corley asked for further explanation regarding how the interest portion of our lease payment is calculated which Mr. Krchnak explained. The last item Mr. Krchnak reviewed was the Construction in Progress noted in the document and explained how those funds might be reflected in future reports based on how we move forward with a new building. Mr. Krchnak noted that the audit went very smoothly and thanked Mr. Corley and Mrs. Blackburn for their assistance throughout the process. He also thanked the District for allowing Ingram, Wallis, and Company the opportunity to perform this year's audit.

A motion to approve the audit was made by Commissioner Berry and seconded by Chief Buske. The motion for approval passed without opposition.

#### 4. Discussion / Action on District Investment Report.

Mr. Corley provided a brief overview of the District's investment policies and what the District's typical portfolio includes. Mr. Corley reported that interest was earned on our

TexPool and Money Market accounts and reflected on the report. No interest was recorded on either of our Certificates of Deposit at Brenham National Bank, as it is only paid on a quarterly basis. No other deposits or withdrawals were made from any of the investment accounts since the previous report. Mr. Corley noted that the next action item related to District investment will come in May of 2023, when one of the CD's matures. A decision on what to do with those funds will be made at that time based on market conditions.

The report was unanimously approved following a motion from Chief Buske and a second from Chief Couch.

5. Discussion / Action on Director's Report of Expenditures for FY 2023

Mr. Corley provided a brief overview of what is included on the Monthly Expenditure reports for Chief Couch. He explained that these reports combine all of the District's revenue and expenditures, from 9-1-1 operations and dispatch operations, into one set of monthly reports that are based on our annual operating budget. The reports indicate that both revenues and expenditures are right on track so far this year. Mr. Corley also noted a few new lines on the report that will keep track of expenses and reimbursements of the grant funds that the District is using to fund our Next Gen Core Services (NGCS) project. Those funds will be tracked outside of the regular operating expenses in an effort to more accurately track the District's financial position throughout the year. Chief Couch asked for some clarification on the source of our 9-1-1 funding in Brazos County. Mr. Corley explained the how the District receives 9-1-1 service fees from various providers and the different ways those funds are collected on passed on to the District.

The report was accepted unanimously based on a motion from Chief Buske and a second from Chief Couch.

6. Discussion / Action on Quarterly Dispatch financial reports for FY 2023.

Mr. Corley again gave an overview of the data included on these reports and explained how they reflect expenditures for only the dispatch side of District operations. Mr. Corley also explained that these reports are sent to officials at the City of Bryan and Brazos County to ensure transparency in the ways in which the District is expending dispatch funding. At 25% through the fiscal year, expenses for the City of Bryan and Brazos County dispatch operation are at 25.2%, which falls right in line with expectations. Mr. Corley explained that the District directors monitor these expenses very closely and have typical done a good job over the last several years at keeping overall expenses for the year very close to 100%.

No questions about the reports were asked by the Board. Commissioner Berry made a motion for approval, which was seconded by Chief Buske. The motion passed unopposed.

7. Presentation of calendar year 2022 CAD and 9-1-1 statistics.

Mr. Corley presented an overview of the District's 9-1-1 and CAD statistics for calendar year 2022 using a variety of charts and graphs. He noted that statistics, following the COVID outbreak, have been very inconstant. Mr. Corley explained what data was detailed on the reports and clarified how some of the numbers are calculated. Mr. Corley then explained how these statistics help the District plan for the future and are one factor considered when determining how to allocate funding for its dispatch operation from year to year. Chief Couch asked for some additional detail on how the District goes about figuring out our dispatch funding split. Mr. Corley explained that the most significant factor in the equation is the number of radio consoles dedicated to each agency. Additionally, a three year average of the calls for service is used to split the cost of call takers, supervisors, supplies, and maintenance. Mr. Corley said he will provide a more detailed breakdown of the his methodology as part of the FY 2024 budget process.

No action was taken on the reports.

8. Presentation on proposed joint 9-1-1/CEOC facility (Jim Stewart).

Chief Jim Stewart addressed the Board to provide an update on the concept of a new facility shared by 9-1-1 and the CEOC. Chief Stewart explained that he has been asked by Judge Peters to act as an advocate for this concept. He believes the merger of the CEOC and 9-1-1 operation is great idea and has been done other places throughout Texas and the Nation. Chief Stewart reviewed some of the ideas that have been considered and the reasons most were excluded for consideration. He then discussed the study that 9-1-1 commissioned to help determine an approximate size and cost of a new facility. The current intent is to build a facility on County owned land near the existing tax office using federal funds to assist in paying for the building. The 9-1-1 District would essentially be a tenant in this new building, which would be owned by the County. Chief Stewart will continue to work as an advocate for this facility and attempt to keep the process moving forward with all of the potential partners. Chief Couch voiced his concern, from an operational perspective, regarding the possibility of dispatch consolidation and would likely be hesitant to disrupt their existing working relationship with the Texas A&M Police Department. Mr. Corley then updated the Board on the status of the current lease of its primary facility and how best to move forward with the renewal, given the prospect and timeline associated of a new facility. Mr. Corley feels the best option for the District is to exercise the renewal option for an additional 5 year

term at the current facility. This will lock in our current lease amount for that entire period.

9. Director's report and Board concerns, including a discussion of current staffing levels, an update on statewide efforts to increase wireless 9-1-1 fees, progress on our transition to Next Generation Core Services, status of the NG9-1-1 grant reimbursements, and the latest on CAD consolidation.

Mr. Corley presented a chart outlining the District's current staffing level. Staffing has improved since the last meeting. There are currently four open dispatch positions and the next hiring cycle will begin in early February. Mr. Corley hopes to get staffing levels near 100% toward the end of the year.

An update on wireless 9-1-1 revenue, and the effort to have legislation passed that will increase the fee statewide, was provided to the Board. Mr. Corley provided an overview on why this effort is being pursued and some of the challenges that must be overcome in order to achieve the goal of a higher fee. He also gave a brief overview of the Texas 9-1-1 Alliance's effort during the previous legislative session. The Alliance is waiting for committee assignments to be made prior to selecting a sponsor for the bill. Our local representatives supported last year's efforts and Mr. Corley will continue to keep them informed as this process unfolds. The State of Texas is anticipating a large budget surplus, which will likely complicate these efforts.

Mr. Corley then provided an update on the District's transition to Next Gen Core Services. This project, which will initially be funded by grants, will modernize the technology used for routing and transporting 9-1-1 calls in Brazos County and increase the level of redundancy and reliability of our system. Bi-weekly meetings with the Motorola project manager have taken place over the last couple of months and several milestones have been met. Go live for the new 9-1-1 Core is anticipated to take place in September.

Mr. Corley provided an overview on expenditures related to the NGCS grant project. Although the District has not received any reimbursements at this point, other Districts have begun receiving funds and he is hopeful that we will start seeing some reimbursements arrive in early February.

CAD consolidation among all of the public safety agencies in Brazos County continues to be pursued. The district continues to work with the City of Bryan, City of College Station, Brazos County, and Texas A&M in hopes of finding ways to consolidate. The City of Bryan has spearheaded this effort and has selected a consulting firm (Mission Critical Partners) to assist the group and provide guidance through the various options with a focus being on the governance of a shared system.

10. Hear public comments.

Chuck Fleeger, Executive Director of the Amber alert Network Brazos Valley, expressed his thanks to the 9-1-1 District staff, particularly Laura Blackburn, for assisting in a recent Regional Amber Alert Activation in November of 2022. He also expressed his appreciation for the District's continued financial support.

11. Adjournment.

Meeting was adjourned at 12:55 PM.

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Lloyd Wassermann  
Board of Managers

ATTEST:

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Laura Blackburn  
Recording Secretary