

MINUTES FOR BOARD OF MANAGERS OF THE BRAZOS COUNTY
EMERGENCY COMMUNICATIONS DISTRICT (9-1-1)
THURSDAY, JULY 20, 2023, 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 (via Zoom video conference)
Eric Buske
Blake Busse

Others in attendance:

Chief Jordan Gallagher, Bryan Fire Department
Lieutenant David Villarreal, Brazos County Sheriff's Office
Chief Chris Perkins, College Station Police Department
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
Halley Challis, 9-1-1 District

1. Approval of the minutes of the meeting held May 18, 2023.

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

2. Discussion / Action on District Investment Report.

Mr. Corley presented the most recent investment report and noted that a new 13-month CD was opened at Brenham National Bank that will yield 4.5% interest. Chief Buske made a motion to approve the District Investment Report. The motion was seconded by Mr. Busse and passed unanimously.

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

Mr. Corley presented the most current financial reports. As of May (67% of the year), revenue is at 68%. For expenditures, as of June (75% of the year), the District is at 71%. Mr. Corley explained that expenses are a little low because personnel expenses are at 73% and the 4th quarter of the fiscal year will have an extra payroll. Additionally, capital expenses are also quite low and there are plans to purchase some items that were originally planned for next year. Mr. Corley also noted that all grant funding expenses have been completely reimbursed. The reports were approved unanimously following a motion from Mr. Busse and a second by Chief Buske.

4. Discussion / Action on Quarterly Dispatch Financial Reports.

Mr. Corley presented the 3rd quarter Dispatch Financial Reports that shows Dispatch expenses at 72.7% for both City of Bryan and Brazos County. Since there is an extra payroll in the 4th quarter, Mr. Corley explained that he had no concerns and everything is in very good shape. Chief Buske made a motion to approve the reports. The motion was seconded by Mr. Busse and passed unanimously.

5. Discussion / Action on engaging auditor for FY 2023.

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 \$12,650 is in line with what was budgeted for FY 2024, and the projected timeline is November 2023 to January 2024. The engagement letter was approved unanimously by the Board based on a motion from Chief Buske and a second from Mr. Busse.

6. Discussion / Action on FY 2024 Budget.

The most current budget for FY 2024 was presented to the Board and Mr. Corley reviewed the significant changes since the last meeting. Mr. Corley originally anticipated health insurance costs to increase by about 3.6%, but the final cost came in at about 5.7% higher than the previous year. Even though this was higher than expected, Mr. Corley explained that the increase is still very manageable. Additionally, the District was able to add two more health plan options, giving employees five different plans from which to choose. In order to offset the additional costs, Mr. Corley explained that the District will be subsidizing more for retirement contributions for the Dispatch employees.

The District had originally planned to purchase 22 new CAD computers at an anticipated cost of \$45,000. Since capital purchases were lower than expected for FY 2023, Mr. Corley plans to purchase those before the end of FY 2023, so that purchase was removed from the proposed budget for FY 2024.

Mr. Corley explained that he reviewed the proposed budget with officials from the City of Bryan and Brazos County and they were in favor of everything presented. Once approved by the Board of Managers, the cities will have 45 days to review and provide comment, if desired, and the budget will need to be approved by the Commissioners' Court. Mr. Busse made a motion to approve the FY 2024 Budget. The motion was seconded by Chief Buske, and passed unanimously.

7. 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, the NG9-1-1 grant program, the CAD consolidation study, and an overview of recent HVAC and physical plant issues within our facility.

Mr. Corley presented the latest staffing report, which shows Dispatch staffing at 94% with two vacancies. With so many new employees in training, Mr. Corley explained that the plan is to delay the next hiring cycle by a few months to give the trainers a break through the holidays.

In reference to the increase in wireless 9-1-1 fees, there was money appropriated statewide, and the amount for Brazos County is about \$1.5M. It is unknown at this time how the comptroller plans to distribute the funds.

Mr. Corley gave an update on the project to transition to Next-Gen Core Services. Everything is going smoothly and is still projected to go-live in September.

Regarding the NG9-1-1 grant program, Mr. Corley stated that the District was originally awarded a total of \$711K. So far, \$277K has been spent and completely reimbursed. These expenses were for upfront costs for the transition to Next-Gen Core Services (NGCS) from Motorola, two additional 9-1-1 workstations at the College Station PD PSAP, and some network improvements. There is still \$434K remaining from the grant, and that money will be used to pay some of the monthly recurring costs (approximately 18 months) associated with the NGCS project.

Regarding the CAD consolidation project, Mr. Corley stated that the final report from Mission Critical Partners is due in a couple of weeks.

Mr. Corley gave an update on some recent HVAC issues after a power outage. For about a day, temperatures in the Dispatch center were in the low to mid 80s, and temperatures in the server room were in the low to mid 90s. Some employees were moved to the backup center during this time. There were a couple of other incidents where the chillers and the air handler were not working correctly. Mr. Corley stated that Frontier is working on some backup HVAC solutions, and that this is a great example why the District seriously needs to look at moving to another facility.

Mr. Corley described two other building-related incidents that occurred recently. The generator in the basement lost all of its coolant and was out of service for almost a day. During this time, non-critical equipment was shut down in case there was a power outage. There was also an incident where the motor burned up on a piece of equipment on the 4th floor and blew smoke onto the 3rd floor. The fire department responded and the incident was resolved rather quickly.

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 11:57 AM.

The Open Session reconvened at 12:11 PM.

10. Discussion / Action on Executive Session held July 20, 2023.

The Board recognized the hard work and dedication from Mr. Corley and announced the Board's approval of a 10% salary increase, with the same car allowance.

11. Adjournment

Meeting was adjourned at 12:11 PM.

Lloyd Wassermann
Board of Managers

ATTEST:

Laura Blackburn
Recording Secretary