

MINUTES FOR BOARD OF MANAGERS OF THE BRAZOS COUNTY
EMERGENCY COMMUNICATIONS DISTRICT (9-1-1)
THURSDAY, JULY 18, 2024, AT 11:30 A.M.
BRAZOS COUNTY EMERGENCY OPERATIONS CENTER
110 N MAIN STREET, SUITE 100, BRYAN, TEXAS

Call to order.

Meeting was called to order at 11:30 AM with the following members present:

Lloyd Wassermann
Nancy Berry
Blake Busse
Billy Couch
Dean Swartzlander

Others in attendance:

Chief Jordan Gallagher, Bryan Fire Department
Lieutenant David Villarreal, Brazos County Sheriff's Office
Jason Ware, Brazos County Department of Emergency Management
Chuck Fleeger, Amber Alert Network Brazos Valley
Cindy Synwolt, College Station Police Department
Patrick Corley, 9-1-1 District
Laura Blackburn, 9-1-1 District
Halley Challis, 9-1-1 District

1. Discussion / Action on board member officer positions.

Mr. Corley announced that the District received word from the City of Bryan that Chief Dean Swartzlander was appointed to the Board to fill the position vacated by Chief Buske. Additionally, Chief Swartzlander will be the City of Bryan's nomination at the end of this year when the term expires. Commissioner Berry also expressed her intent to remain on the Board of Managers through the end of 2025 after her term expires on the Commissioners' Court.

Mr. Corley suggested that the Board appoint another officer to the Board to fill in during times when he and Mr. Wassermann are not available. Mr. Busse is someone that interacts with District personnel on a somewhat regular basis and he has already said he would be willing to serve in this position. Commissioner Berry made a motion to appoint Mr. Busse as Vice Chair. Chief Couch seconded the motion and it passed unanimously.

2. Approval of the minutes of the meeting held May 16, 2024.

Minutes were approved unanimously on a motion and a second from Commissioner Berry and Chief Couch respectively.

3. Discussion / Action on District Investment Report.

Mr. Corley presented the most recent investment report and explained that one of the CDs at Brenham National Bank matured earlier in the month and the other CD at Brenham National Bank will mature in August. Once the second CD matures, Mr. Corley intends to shop around at different banks and select the best investment option. The new Bank of B/CS is one that Mr. Corley is interested in, but it is unknown if they are able to conduct business with government entities. Chief Swartzlander made a motion to approve the investment report and authorize Mr. Corley to explore new investment opportunities. The motion was seconded by Mr. Busse and passed unanimously.

4. Discussion / Action on Director's Report of Expenditures for FY 2024.

Mr. Corley presented financial reports showing revenue at 94% and expenses at 74%. Revenue will remain high throughout the remainder of the fiscal year because of the one-time influx of funds from the state for Next-Gen 9-1-1 services. Overall, Mr. Corley is pleased with these numbers and explained that everything is on track. These reports were approved unanimously following a motion from Mr. Busse and a second by Chief Swartzlander.

5. Discussion / Action on Quarterly Dispatch financial reports for FY 2024.

The third quarter dispatch financial reports were presented which showed expenses at 75.6% for both the City of Bryan and Brazos County. Mr. Corley is pleased with these reports and stated everything is on track for the fiscal year. Commissioner Berry made a motion to approve the reports. The motion was seconded by Chief Couch and passed unanimously.

6. Discussion / Action on engaging auditor for FY 2024.

Mr. Corley presented a proposal from Ingram, Wallis, & Company to perform the District's annual financial audit. They have done a great job in the past and their proposed cost is in line with the budgeted amount. There were no questions or concerns by the Board and the engagement letter from Ingram, Wallis, & Company was approved unanimously following a motion from Chief Swartzlander and a second from Commissioner Berry.

7. Discussion / Action on revised TCDRS Plan Assessment for 2024.

A revised TCDRS Plan Assessment for 2024 was presented to the Board. Mr. Corley explained that the reason for the revision was the addition of the Group Term Life benefit that will start 9/1/2024. This new policy will provide a benefit of one year's salary and will replace the current life insurance policy from Principal, which provides a benefit of \$50,000. Additionally, the policy with TCDRS is about one-third of the cost of the policy with Principal. The revised TCDRS Plan Assessment was approved unanimously by a motion and a second from Commissioner Berry and Chief Couch, respectively.

8. Discussion / Action on FY 2025 Budget.

Mr. Corley presented the FY 2025 budget which includes the following notable items: Dispatch pay scale is unchanged from FY 2024, merit raises of 4% for those not paid using the pay scale, the addition of one dispatcher position, health insurance provider change from Blue Cross to Curative, and lower monthly recurring costs on the 9-1-1 side due to NG911 grant funding.

Overall, the proposed increase for City of Bryan is 3.23% and the increase for Brazos County is 4.57%. Once the budget is approved by the Board, the only other statutory requirement is for it to be approved by Commissioners' Court. Chief Couch made a motion to approve the FY 2025 budget. The motion was seconded by Mr. Busse and passed unanimously.

9. Director's report and Board concerns, including a discussion of current staffing levels, the latest plans to work on a wireless fee increase, our transition to Next Generation Core Services, upgrades to our local 9-1-1 network infrastructure, and the status of a CAD system replacement.

Mr. Corley presented the latest staffing report which shows Dispatch staffing at 93% with three vacancies. There are five dispatchers that just started in June and all seem to be doing very well in the training program so far.

The Texas 9-1-1 Alliance plans to work again to increase the wireless service fee from 50 cents to 75 cents. They have even signed a contract with Texas Tech to do an academic study that will produce some documentation to give to the legislators in support the fee increase. There is also a plan to look at other revenue streams that go into the state general funds and possibly carve out some of that money and dedicate it to 9-1-1 services.

The project of transitioning to Next Generation Core Services is now complete with 100% of service providers routing their calls to the new core. There might be some small configuration changes that are still needed, but overall, everything is going well with that project.

Mr. Corley gave an overview of changes that were made to the local 9-1-1 network in response to the Frontier circuit that caused a network storm, which in turn, caused a 9-1-1 outage. Specifically, they replaced cables and network interface devices at both host sites and updated switch configurations that would detect a network storm. There are also plans to upgrade from

a 6 Mb copper circuit to a 50 Mb fiber circuit between Host A and Host B, and also add redundancy to the 10-digit dispatch lines.

Mr. Corley gave an update on the current state of the CAD replacement project. Since the City of Bryan owns the CAD system, Mr. Corley has expressed his concerns to them about needing to replace it very soon. Their response was to try to get that in their budget for FY 2026. In the meantime, some enhancements will need to be made to the current CAD system if it will not be replaced very soon.

Chief Couch inquired about any training that will be needed for the Next Gen Core Services project, and Mr. Corley explained that, from the call-taking perspective, everything should function the same; the changes that were made were to the way in which calls are delivered to the local equipment.

Commissioner Berry inquired about the status of the new dispatch facility. Mr. Corley explained that he has met a few times with Brazos County as they start to build the medical examiner's office and they are still on board with building the new dispatch facility next. However, since College Station will no longer be a partner in that project, the costs would be shared by only two entities (City of Bryan and Brazos County) instead of three. Commissioner Berry suggested that Mr. Corley continue to pursue the possibility of getting federal grant funding for the building.

10. Hear public comments.

No comments were heard.

11. **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 12:13 PM.

The Open Session reconvened at 12:23 PM.

12. Discussion / Action on Executive Session held July 18, 2024.

Mr. Wassermann made a motion to adjust the Executive Director's salary based on their discussion during the executive session. The motion was seconded by Chief Couch and passed unanimously.

13. Adjournment

The meeting was adjourned at 12:24 PM.

Lloyd Wassermann
Board of Managers

ATTEST:

Laura Blackburn
Recording Secretary