

MINUTES FOR BOARD OF MANAGERS OF THE BRAZOS COUNTY  
EMERGENCY COMMUNICATIONS DISTRICT (9-1-1)  
THURSDAY, MAY 16, 2024, AT 11:30 A.M.  
BRAZOS COUNTY EMERGENCY OPERATIONS CENTER  
110 N MAIN STREET, SUITE 100, BRYAN, TEXAS  
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Call to order.

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

Lloyd Wassermann  
Nancy Berry  
Eric Buske  
Blake Busse  
Billy Couch

Others in attendance:

Chief Dean Swartzlander, Bryan Police Department  
Lieutenant David Villarreal, Brazos County Sheriff's Office  
Rick Wagner, District 2 Volunteer Fire Department  
Chuck Fleegeer, Amber Alert Network Brazos Valley  
Trevor Lansdown, Brazos County  
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  
Jamie Montalbano, 9-1-1 District

1. Employee recognition

Mr. Corley presented an award to Jamie Montalbano for her life-saving efforts in performing CPR on a subject during an incident she encountered while on her lunch break at work. Mr. Corley expressed his appreciation for Jamie's courage and decisive action during a moment of crisis that likely saved a life.

2. Approval of the minutes of the meeting held January 18, 2024.

Minutes were approved unanimously on a motion and a second from Commissioner Berry and Mr. Busse respectively.

3. Discussion / Action on District Investment Report.

Mr. Corley presented the most recent investment report and noted that it now reflects a one-time appropriation from the state of \$1.5M for NG911 expenses. Those funds were put into the Texpool account since it is paying the highest interest. A motion to approve the Investment Report was made by Chief Buske and was seconded by Mr. Busse. The motion passed unanimously.

4. Discussion / Action on District Investment Policy and Resolution.

The 2024 District Investment Policy was presented to the Board. Mr. Corley stated that there is a statutory requirement to approve it each year and the one presented is unchanged from the previous year. The investment policy was approved unanimously on a motion and a second by Chief Couch and Commissioner Berry, respectively.

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

Mr. Corley presented financial reports showing revenue at 50% and expenses at 56%. These numbers show that everything is on track so far during the fiscal year. These reports were approved unanimously following a motion from Mr. Busse and a second by Chief Buske.

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

The second quarter dispatch financial reports were presented which showed expenses at 48.7% for both the City of Bryan and Brazos County. Mr. Corley is pleased with these reports and stated everything is on track for the first quarter of the fiscal year. Commissioner Berry made a motion to approve the reports. The motion was seconded by Chief Buske and passed unanimously.

7. Discussion / Action on TCDRS Qualified Replacement Benefit Arrangement.

Mr. Corley presented information from TCDRS regarding their Qualified Replacement Benefit Arrangement that will allow the District to pay a retiree benefits which would not be eligible to be paid to them by TCDRS due to IRS Code Section 415(m). If approved, any payments the District makes to eligible retirees would be deducted from the amount paid to TCDRS, thus ensuring there would be no additional cost to the District. Commissioner Berry made a motion to approve the TCDRS Qualified Replacement Benefit Arrangement. The motion was seconded by Chief Couch and passed unanimously.

8. Discussion / Action on TCDRS Plan Assessment and Summary Valuation

The TCDRS Plan Assessment was presented which shows a required contribution rate of 12.28% for 2025. However, Mr. Corley is proposing a 30% CPI increase for the current retirees which will bring the required contribution rate up to 12.59%, which is still lower than the current rate of 12.65%. Additionally, the Summary Valuation report shows the District's retirement plan went from 88.5% funded to 89.6% funded. The TCDRS Plan Assessment was approved unanimously by a motion and a second from Chief Buske and Mr. Busse, respectively.

9. Discussion / Action on FY 2025 Budget.

Mr. Corley presented the preliminary 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, one additional dispatcher, dispatch chair replacement, network improvements, upgrade public outreach and recruiting equipment (tents and banners), and funds set aside for building design and possible CAD consolidation and/or CAD interface improvements.

Overall, the proposed increase for City of Bryan is 3.23% and the increase for Brazos County is 4.57%. Commissioner Berry made a motion to approve the preliminary FY 2025 budget. The motion was seconded by Mr. Busse and passed unanimously.

10. Discussion / Action on board member appointments.

Chief Buske announced his retirement from office and subsequent retirement from his position on the 9-1-1 Board of Managers. A motion was made by Mr. Busse to allow Bryan City Council to appoint someone to finish the current term for that position, and also serve as their nominee for the term that starts in 2025. The motion was seconded by Commissioner Berry and passed unanimously.

11. Director's report and Board concerns, including a discussion of current staffing levels, HB 3290 NG911 appropriations and future plans to work toward a wireless fee increase, our transition to Next Generation Core Services, the NG9-1-1 grant program status, and progress on new dispatch facility.

Mr. Corley presented the latest staffing report, which shows that in June overall staffing will be at 98% with one vacancy. There are five new dispatchers that will be starting in June, and there is a waiting list with a few more that will potentially start later.

Regarding the HB 3290 appropriations, the District received approximately \$1.5M from the state and those funds were placed in the Texpool account, as previously mentioned. There are still plans to pursue legislation next year that will increase the wireless service fee from 50 cents to 75 cents.

The project of transitioning to Next Generation Core Services is now complete. There are still a couple of service providers that need to transition over to the core, and once that's done, then the circuits for the legacy network can be decommissioned. The remaining funds in the NG9-1-1 grant program (approximately \$434K) should cover about 18 months of recurring monthly costs for this new service.

Regarding the new Dispatch facility, both College Station and Texas A&M responded that they are not interested in physical consolidation. Therefore, the plans for a new facility only needs to accommodate the District's current operations. Mr. Corley reviewed the reasons why the District is in need of a new facility, including expanding from 5 workstations to 13 workstations, the server room being maxed out, a failing elevator, and a failing generator.

Mr. Corley informed the Board about a 9-1-1 service outage that occurred on May 13<sup>th</sup> at 11:42am. Calls to 9-1-1 and non-emergency lines were down for about 1.5 hours. Dispatchers were able to use a program called RapidSOS to see 9-1-1 calls made from wireless devices and then they would call those numbers back. The preliminary culprit is thought to be an unstable Frontier copper circuit between Host A and Host B. That circuit has been placed out of service and a more long-term solution is in the works.

Since this was the last board meeting for Chief Buske, Mr. Corley presented him with a District challenge coin and thanked him for his many years of service to the District.

12. Hear public comments.

No comments were heard.

13. Adjournment

Meeting was adjourned at 12:20 PM.

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Lloyd Wassermann  
Board of Managers

ATTEST:

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Laura Blackburn  
Recording Secretary