

MINUTES FOR BOARD OF MANAGERS OF THE BRAZOS COUNTY  
EMERGENCY COMMUNICATIONS DISTRICT (9-1-1)  
THURSDAY, JANUARY 16, 2025, 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 11:42 AM with the following members present:

Blake Busse  
Nancy Berry  
Richard Mann  
Dean Swartzlander

Others in attendance:

Deputy Chief Jordan Gallagher, Bryan Fire Department  
Lieutenant Ed Ramirez, Brazos County Sheriff's Office  
Chuck Fleeger, Amber Alert Network Brazos Valley  
Diana Wagner, Ingram, Wallis, & Co.  
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  
Ashley Williams, 9-1-1 District

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

Mr. Corley welcomed Chief Swartzlander and Chief Mann to their new term on the board and reminded them about the requirement to complete the Texas Open Meetings Act training.

2. Approval of the minutes of the meeting held September 19, 2024.

Minutes were approved unanimously following a motion and a second by Mrs. Berry and Chief Swartzlander, respectively.

3. Discussion / Action on FY 2023 Annual Audit and Financial Statements.

Diana Wagner from Ingram, Wallis, & Co. presented the completed financial audit for the fiscal year ending September 30, 2024. Mrs. Wagner stated that the District received an unmodified opinion, which is commonly referred to as a “clean opinion.” Mrs. Wagner reviewed the financial statements and noted that, with the exception of the HB9 one-time distribution of cash, things were consistent with the prior year. The audit itself went very smoothly and there were no disagreements with management.

Mrs. Berry made a motion to approve the FY 2024 Audit and Financial Statements. The motion was seconded by Chief Swartzlander and passed unanimously.

4. Discussion / Action on District Investment Report.

Mr. Corley presented the latest investment report and explained that the only change was the addition of some accrued interest. Chief Swartzlander made a motion to approve the investment report. The motion was seconded by Mrs. Berry and passed unanimously.

5. Discussion / Action on Director's Report of Expenditures for FY 2024 and FY 2025.

Mr. Corley presented financial reports for FY 2024 showing revenue at 127% and expenditures at 100% at the end of the year. Mr. Corley explained that the overage in revenue was due to the one-time influx of cash from the HB9 funding from the Texas legislature.

Financial reports were also presented for the first quarter of FY 2025 which showed revenue at 22% and expenditures at 24%, both of which are in line with Mr. Corley's expectations at this point in the year.

The reports were approved unanimously following a motion from Mrs. Berry and a second from Chief Swartzlander.

6. Discussion / Action on Quarterly Dispatch financial reports for FY 2024 and FY 2025.

The Quarterly Dispatch financial reports for FY 2024 were presented showing expenditures at 100.2% at the end of the year for both the City of Bryan and Brazos County. Mr. Corley was very pleased with these reports, and also pleased with the first quarter of FY 2025 which showed expenditures at 24.7% for both entities.

There were no questions or concerns from the Board and all reports were approved unanimously following a motion by Chief Swartzlander and a second by Chief Mann.

7. Discussion / Action on proposed Board of Managers meeting dates for calendar year 2025.

Proposed meeting dates for 2025 were presented to the Board. There were no conflicts with the dates at this time, but adjustments can be made if needed. No action was taken.

8. Presentation of calendar year 2024 CAD and 9-1-1 statistics.

Mr. Corley presented statistics from 2024 and mentioned a couple of noteworthy items. The total amount of 9-1-1 calls into Brazos County PSAPs is down about 11% from the previous year. Mr. Corley stated that he did a polling of other 9-1-1 Districts around the state and they saw similar decreases in call volume as well. As for the CAD statistics, the numbers are relatively the same as in years past with no significant changes as seen on the 9-1-1 side.

Mr. Corley stated that one of the reasons for the decrease in 9-1-1 call volume is the recent implementation of Location-Based Routing by the wireless carriers. This technology routes wireless 9-1-1 calls based upon the location of the device instead of the cell sector, which, in turn, reduces the number of 9-1-1 transfer calls between Bryan and College Station.

Based on the information seen in the CAD statistics and based on the number of dedicated radio positions, Mr. Corley stated that the overall split that will be used in the budget for the next fiscal year will be 62% for the City of Bryan and 38% for Brazos County.

9. Director's report and Board concerns, including a discussion of current staffing levels, updates on 9-1-1 funding, recent improvements to redundancy, and an update on the Kent St. building.

Mr. Corley presented the latest staffing report that shows Dispatch staffing at 79% with seven vacancies, but there are four new trainees scheduled to start in one week. Mr. Corley explained that the District is going to try a new method of training call-takers in groups rather than one-on-one as a way to better utilize resources and provide some relief for the trainers.

With the new legislative session just starting, Mr. Corley stated that the Texas 9-1-1 Alliance still plans to work to increase the wireless service fee, and he is scheduled to speak to the Commission on State Emergency Communications to garner their support as well. The ultimate goal is to try to achieve a long-term source for revenue to maintain the 9-1-1 system in Texas, preferably by increasing the wireless service fee from 50 cents to at least 75 cents.

Mr. Corley gave an overview of some changes that were made to address a recent network outage. The 6 Mb copper circuit between Host A and Host B has been replaced with a 50 Mb fiber circuit. Additionally, more redundancy was put in place for the 10-digit non-emergency phone lines so that if the VESTA system were to fail, those phone lines could still be answered on backup phones that are now in place in the Dispatch center.

In regards to the status of the new dispatch facility, Mr. Corley explained that he met with Brazos County officials and the cost to build a new building, as originally planned, was no longer feasible. However, the District found an existing facility for sale on Kent Street that was previously used as a call center that appears to be a viable option. The building is now under contract with Brazos County with a 90-day option period and they are currently doing structural and mechanical inspections. The intent is for Brazos County to own the building and the 9-1-1 District would lease it back and run the combined dispatch center for Bryan and Brazos County.

10. Hear public comments.

No comments were heard.

11. **EXECUTIVE SESSION:** The Board of Managers has determined the necessity to go into a closed-to-the-public session under the provisions of Texas Government Code, Section 551.072 Deliberations about Real Property.

12. Discussion / Action on Executive Session held January 16, 2025.

No action was taken.

13. Adjournment

The meeting was adjourned at 12:43 PM.

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Lloyd Wassermann  
Board of Managers

ATTEST:

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Laura Blackburn  
Recording Secretary