

MINUTES FOR BOARD OF MANAGERS OF THE BRAZOS COUNTY
EMERGENCY COMMUNICATIONS DISTRICT (9-1-1)
THURSDAY, MARCH 15, 2018, AT 11:30 A.M.
BRAZOS COUNTY EMERGENCY COMMUNICATIONS DISTRICT
101 REGENT AVENUE, SUITE 300, BRYAN, TEXAS

Call to order.

Public Hearing was called to order at 11:35 am with the following members present:

Lloyd Wassermann
Sammy Catalena
Kenneth Utz
Scott McCollum

Others in attendance:

Chief Deputy Jim Stewart, Brazos County Sheriff's Office
Chief Chuck Fleegeer, College Station Police Department
Bob Radtke, College Station Police Department
Chris Chapman, Ingram Wallis & Associates
Patrick Corley, 9-1-1 District
Laura Blackburn, 9-1-1 District
Greta Norton, 9-1-1 District
Kris Fox, 9-1-1 District
Kathi Koppenhaver, 9-1-1 District

1. Recognition of Board Member re-appointments

Mr. Corley explained the appointments made by Brazos County and the Volunteer Firefighters Association. Mr. Utz was re-appointed along with Mr. Wassermann and Commissioner Catalena.

2. Approval of the minutes of the meeting held November 16, 2017.

Minutes were approved on motion and second from Commissioner Catalena and Chief McCollum, respectively.

3. Discussion / Action on District Investment Report.

Mr. Corley presented the investment report and noted that the 12 month CD will be maturing this month and will be re-issued as a 36 month CD. Commissioner Catalena moved to accept the reports with a second from Mr. Utz. Motion passed.

4. Discussion / Action on FY 2017 Annual Audit.

Mr. Chris Chapman, of Ingram Wallis & Company, presented the audit report and financials from fiscal year 2017. He discussed the high points of the financials and complimented the staff on the ease of examining all of the records and the consistency of method. Mr. Utz moved to accept the audit report with a second from Chief McCollum. Motion carried.

5. Discussion / Action on Director's Report of District Expenditures for October, November, and December, 2017 and January and February, 2018.

Mr. Corley presented the reports and noted that revenue and expenditures were right in line with the budget at this point in the fiscal year. The reports were accepted on motion and second from Chief McCollum and Mr. Utz, respectively.

6. Discussion / Action on FY 2018 first quarter dispatch financial reports

The quarterly dispatch financials for Bryan and Brazos County were presented and accepted on motion from Commissioner Catalena and a second from Mr. Utz.

7. Update on the implementation of non-emergency texting services.

Mr. Corley reported on the implementation of the non-emergency texting and presented updated numbers on the use of the new system. Training was completed in December and a press release informed the public of the new service on January 23, 2018.

8. Discussion / Action on FY 2019 annual budget.

Planning for the FY 2019 budget is already underway with several priorities outlined by Mr. Corley. The new City of Bryan radio position is currently staffed part time but plans are in place to phase in staff to man the position full time over the course of the next several budget years. Compensation issues are constant with the District striving to maintain parity with the surrounding agencies.

9. Director's report and Board concerns, including a discussion of current staffing levels, 9-1-1 and radio console installation, and review of 2017 statistics.

Mr. Corley informed the Board that staffing is at 100% with 3 in training at this time. A regular hiring cycle is ongoing project in an attempt to stay on top of staffing needs.

New updated statistics were presented for review showing trends used in staffing and budgeting.

10. Hear public comments.

Mr. Wassermann noted that an evaluation device was being developed to assess the performance of the Executive Director before the FY 2019 budget was finalized. He will be soliciting input from other Board members.

11. Adjournment.

The meeting was adjourned at 12:09 pm.

Lloyd Wassermann
Chairman

ATTEST:

Greta Norton
Recording Secretary