

MINUTES FOR BOARD OF MANAGERS OF THE BRAZOS COUNTY
EMERGENCY COMMUNICATIONS DISTRICT (9-1-1)
THURSDAY, NOVEMBER 15, 2018, 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
Eric Buske
Kenneth Utz

Others in attendance:

Chief Jonathan McMahan, College Station Fire Department
Patrick Corley, 9-1-1 District
Laura Blackburn, 9-1-1 District
Kris Fox, 9-1-1 District
Kathi Koppenhaver, 9-1-1 District
Christopher Kubena, 9-1-1 District

1. Approval of the minutes of the meeting held September 20, 2018.

Minutes were approved on motion and second from Chief Utz and Chief Buske, respectively.

2. Discussion / Action on District Investment Report.

Mr. Corley presented the current report of investments and noted that there were no significant changes. Mr. Corley also mentioned that the 24-month CD will be maturing in March, so there will be some changes coming soon in that regard. Options that are being considered are to renew the CD for a 36-month term or to move the money to Texpool since their rate of return has increased significantly. Chief Buske moved to accept the report with a second from Chief Utz. Motion passed.

3. Discussion / Action on FY 2018 year-end dispatch financial reports.

Mr. Corley presented the FY 2018 year-end dispatch financial reports for City of Bryan and for Brazos County and noted that total expenditures were at 98.5% for City of Bryan and 99.2% for Brazos County. Mr. Corley also mentioned that in looking back at the past 5 years, dispatch expenditures for the City of Bryan were at 100.2%. Chief Utz moved to approve the reports with a second from Chief Buske. Motion passed.

4. Discussion / Action on Director's Report of District Expenditures for September & October, 2018.

For the month of September, the District ended the fiscal year with total revenue at 99% and total expenditures at 97%. This information is in line with what the previous dispatch financial reports indicated. For the month of October, which is the first month of FY 2019, revenue and expenditures are right in line with is expected. The reports were approved on a motion and second from Chief Buske and Chief Utz, respectively.

5. Update on Board Member appointment process for at-large municipal representatives.

Terms for the two Board members representing the municipalities will be expiring at the end of the year. Mr. Corley sent nomination forms to the cities of Bryan, College Station, Kurten, Wickson Valley, and Navasota. So far, the only responses received have been from Bryan, who nominated Chief Buske, and College Station, who nominated Chief McMahan. The deadline for nominations is by the end of the day, so if no other nominations are received, then no voting will be necessary.

6. Discussion / Action on proposed Board of Managers meeting schedule for calendar year 2019.

A list of proposed Board Meeting dates for 2019 was presented. Board members were encouraged to contact Mr. Corley if there are any conflicts.

7. Director's report and Board concerns, including a discussion of current staffing levels, dispatch hiring process, FY 2018 financial audit, 9-1-1 Datamaster transition, Frontier 9-1-1 Network project, CSPD facility requirements, and upcoming 9-1-1 funding activity in the Texas legislature.

Mr. Corley reported that dispatch staffing currently has 3 vacancies, 2 of which were newly created in the current budget cycle. Additionally, the hiring process is almost complete and there are two individuals remaining that are being considered for employment.

The financial audit is currently underway with auditors on site this week and next week. Mr. Corley hopes to have their final report ready to present at the January Board Meeting.

The project to transition from Frontier to 9-1-1 Datamaster as the new 9-1-1 database provider has begun. Mr. Corley reported that the District is in the process of getting the network in place that will be needed to connect to their servers, so the project is still several months from completion.

The Frontier 9-1-1 Network project is also underway; this project will transition the local 9-1-1 network from Verizon Business to Frontier Business. Once the transition is complete, the local 9-1-1 network will have expanded connectivity at a lower cost. Mr. Corley stated that the project is a little behind schedule due to a delay in getting permission from Texas A&M to use their fiber.

Mr. Corley reported that he has reached out to the project manager for the new CSPD facility to discuss what would be needed in terms of space for the 9-1-1 equipment. Mr. Corley stated that while he doesn't anticipate spending a large amount of money to move the 9-1-1 equipment, he still plans to budget some additional 9-1-1 money next year for this project.

Mr. Corley presented information regarding an initiative by the Texas 9-1-1 Alliance to raise the wireless 9-1-1 service fee rate from \$0.50 per line per month, to an amount up to \$1.25 per line per month. So far, the bill has been drafted and the group is working with some legislators they have chosen to sponsor the bill. Mr. Corley will keep the Board updated as this bill moves through its stages.

Mr. Corley introduced Christopher Kubena as the new Network Administrator for the 9-1-1 District.

9. Hear public comments.

None heard.

10. Adjournment.

The meeting was adjourned at 11:50 am.

Lloyd Wassermann
Chairman

ATTEST:

Laura Blackburn
Recording Secretary