

MINUTES FOR BOARD OF MANAGERS OF THE BRAZOS COUNTY  
EMERGENCY COMMUNICATIONS DISTRICT (9-1-1)  
THURSDAY, AUGUST 1, 2019, 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 11:33 AM with the following members present:

Lloyd Wassermann  
Eric Buske  
Jonathan McMahan  
Kenneth Utz

Others in attendance:

Chief Joe Ondrasek, Bryan Fire Department  
Chief Chuck Fleegeer, College Station Police Department  
Bob Radtke, College Station Police Department  
Patrick Corley, 9-1-1 District  
Laura Blackburn, 9-1-1 District  
Kris Fox, 9-1-1 District

1. Approval of the minutes of the meeting held May 16, 2019.

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

2. Discussion / Action on District Investment Report.

The most current Investment Report was presented, and Mr. Corley explained that the only significant change was a transfer of cash from the operating account to the money market account. The Board approved the report on a motion and second by Chief Utz and Chief Buske, respectively.

3. Discussion / Action on Director's Report of Expenditures for FY 2019.

Mr. Corley presented the monthly expenditure reports for FY 2019, and explained that at 75% of the year, the District's revenue is at 76% and expenses are at 75% of their budgeted amounts. Mr. Corley is pleased with these numbers and stated that the District is financially on track. Chief McMahan moved to approve the reports with a second from Chief Buske. Motion passed.

4. Discussion / Action on FY 2019 Third Quarter Dispatch Financial Reports.

Financial reports were presented that represent third quarter revenue and expenditures for Dispatch operations only. Mr. Corley explained that personnel expenses are slightly high for both the City of Bryan and Brazos County, but this is not unusual to see. Mr. Corley also stated that this is the time of year where we monitor dispatch staffing and overtime very closely to make sure that we stay on track financially. The reports were approved on a motion from Chief Buske with a second from Chief Utz.

5. Discussion of FY 2020 budget.

Mr. Corley gave a summary of the stages that the budget has passed through thus far. He then explained that the only change that was made to the budget since the preliminary budget was approved was a decrease in the health insurance rates.

Once approved, Mr. Corley explained that the budget would then be submitted to the Commissioners' Court for approval and also to each incorporated city in the District so that they can review and comment. The FY 2020 budget was approved on a motion and a second from Chief McMahan and Chief Buske, respectively.

6. Director's report and Board concerns, including a discussion of current staffing levels, 9-1-1 Datamaster transition, recent CJIS audit, upgrades to Emergency Fire Dispatch (EFD) protocols, and participation in Blinn's Active Shooter training.

Mr. Corley reported that dispatch staffing currently has a couple of new vacancies where some full-time employees are retiring or changing jobs. But there is a new hiring process coming soon that will hopefully fill those positions.

The project of transitioning to 9-1-1 Datamaster for the ALI database is still in the process of getting the network infrastructure in place. Mr. Corley mentioned that this project might be impacted slightly by the latest project of moving some 9-1-1 host equipment to the new CSPD building. If there is any conflict in timing of these projects, the CSPD building project will take precedence.

A recent CJIS audit was completed to allow the District to access a website to use for fingerprinting new and current employees. Mr. Corley mentioned that the audit went smoothly and no issues were discovered.

Mr. Corley recognized two District employees, Laura Blackburn and David Dibello, for their hard work in implementing a new version of the Fire Dispatching protocols. This was a significant update that required a great deal of training and reconfigurations to the system and these protocols are now in place and being used in the dispatch center.

Mr. Corley mentioned that several District employees are involved in the active shooting response planning and exercises that have taken place over the past several months at the Blinn Campus in Bryan.

7. Hear public comments.

No comments were heard.

8. **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 11:54 AM.

The open session reconvened at 12:03 PM.

9. Discussion / Action on Executive Session.

The Board unanimously approved a 5% increase for the Executive Director with instructions to incorporate the increase into the FY 2020 budget. The Board also expressed their satisfaction with Mr. Corley's performance.

10. Adjournment.

The meeting was adjourned at 12:05 PM.

---

Lloyd Wassermann  
Chairman

ATTEST:

---

Laura Blackburn  
Recording Secretary