

MINUTES FOR BOARD OF MANAGERS OF THE BRAZOS COUNTY
EMERGENCY COMMUNICATIONS DISTRICT (9-1-1)
THURSDAY, NOVEMBER 19, 2020, 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 11:30 AM with the following members present:

Lloyd Wassermann
Eric Buske
Jeff Capps

Others in attendance:

Chief Ricky Van, Bryan Fire Department
Michele Meade, Brazos County Emergency Management
Patrick Corley, 9-1-1 District
Laura Blackburn, 9-1-1 District
Kris Fox, 9-1-1 District
David Dibello, 9-1-1 District

PUBLIC HEARING:

1. Hear public comments regarding the participation of the District in the regional plan for 9-1-1 service as outlined in Chapter 771 of the Texas Health and Safety Code.

There were no comments during the statutorily required hearing.

2. Close public hearing.

The public hearing was closed at 11:34 AM.

REGULAR MEETING TO CONVENE IMMEDIATELY FOLLOWING PUBLIC HEARING:

1. Approval of the minutes of the meeting held September 17, 2020.

Minutes were approved on a motion and a second from Chief Buske and Mr. Capps, respectively.

2. Discussion / Action on Executive Session held November 19, 2020.

No action taken on the Executive Session.

3. Discussion / Action on resolution approving the continuation of the Brazos County Emergency Communications District and its service fee.

Mr. Corley explained the requirements for the Public Hearing and illustrated the various types of 9-1-1 authorities in Texas and the history behind their creation. Mr. Capps moved to approve the resolution, approving the continuation of the District and its service fee. The motion was seconded by Chief Buske, and the resolution was passed unanimously.

4. Discussion / Action on District Investment Report.

The most recent Investment Report was presented to the Board. Mr. Corley noted the only change since the last report was interest accrual. Chief Buske made a motion to approve the Investment Report. The motion was seconded by Mr. Capps, and passed unanimously.

5. Discussion / Action on FY 2020 year-end Dispatch financial reports.

The final quarterly Dispatch financial reports for FY 2021 were presented to the Board showing total expenditures at 100% for both City of Bryan and Brazos County. Mr. Corley stated that additional incentive payment to all employees to show appreciation for their extra efforts during the COVID-19 pandemic was very much appreciated by all. He also stated that since most Dispatch trainings were cancelled during the year, those funds were used to purchase extra Dispatch uniforms. These financial reports were approved on a motion and a second by Chief Buske and Mr. Capps, respectively.

6. Discussion / Action on Director's Report of Expenditures for FY 2020 & FY 2021.

Mr. Corley presented the final FY 2020 Expenditure Reports and explained that the most notable items were in revenue; 9-1-1 service fees and interest earnings were less than anticipated, and Dispatch contract revenue was low because of Blinn cancelling their contract after 3 months. The first Expenditure Report for FY 2021 was also presented. Mr. Corley explained that expenses are on track and revenue is slightly low, but he doesn't see anything concerning at this point. All Expenditure Reports were approved on a motion from Mr. Capps and a second from Chief Buske.

7. Discussion / Action on Board member appointments.

During the nomination process for the two municipal appointments, nominations were received for Eric Buske and Jeff Capps. Both Board members will begin their new two-year term on January 1, 2021.

8. Discussion / Action on proposed Board of Managers meeting dates for calendar year 2021.

Board meeting dates for calendar year 2021 were presented. Mr. Corley explained that there were no statutory requirements for the number of meetings in a year, but he thinks meeting every other month has worked well in the past and would like to continue that trend. These dates were approved on a motion from Chief Buske and a second from Mr. Capps.

9. Director's report and Board concerns, including a discussion of current staffing levels, hiring process, financial audit progress, 911Datamaster update, 9-1-1 system upgrades, and COVID-19 impacts.

Mr. Corley stated that during the recent hiring cycle, 3 new Dispatchers were hired and will start working in December. Additionally, Mr. Corley stated that there has been high turnover recently among the night shift supervisors. He outlined several areas where the District is looking to make changes in order to retain those supervisors in the future.

The financial audit by Ingram-Wallis started a few weeks ago. However, they have paused the process at the moment and they hope to begin again next month.

Mr. Corley gave an update on the 9-1-1 Datamaster transition. He stated that the network connectivity took longer than anticipated, but the circuits are finally in place, and 9-1-1 Datamaster is now working with Frontier to move the actual database. The full transition is currently scheduled for the first quarter of 2021.

Mr. Corley gave an overview of the 9-1-1 equipment upgrade project that will begin after the first of the year. Almost all of the 9-1-1 workstations will be replaced along with servers at each host site. No downtime of the 9-1-1 system itself is expected during this project.

Mr. Corley gave an update on the COVID-19 impacts experienced by the District. The number of hours missed has started to decline and there has been very little impact to the overall operations.

10. Hear public comments.

No comments were heard.

11. Adjournment.

The meeting was adjourned at 11:57 AM.

Eric Buske
9-1-1 Board of Managers

ATTEST:

Laura Blackburn
Recording Secretary