

MINUTES FOR BOARD OF MANAGERS OF THE BRAZOS COUNTY
EMERGENCY COMMUNICATIONS DISTRICT (9-1-1)
THURSDAY, MAY 18, 2023, 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
Nancy Berry
Blake Busse
Eric Buske
Billy Couch

Others in attendance:

Kenneth Utz
Paul Martinez, BCSSO
Rick Wagner, BCFA
Patrick Corley, 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

1. Recognition of the outgoing and incoming Board member representing the volunteer fire departments on the 9-1-1 District Board of Managers.

Mr. Corley introduced Blake Busse as the new VFD appointee to the Board of Managers and explained that he is taking over the unexpired term of Kenneth Utz. Mr. Corley provided some background information on Mr. Busse and his various roles related to public safety, past and present. Mr. Corley also thanked Mr. Utz for his service to the Board and presented him with a Brazos County 9-1-1 challenge coin in appreciation of his support of the District.

2. Approval of the minutes of the meeting held March 16, 2023.

Minutes were approved unanimously following a motion from Commissioner Berry and a second from Chief Buske.

3. Discussion / Action on District Investment Report.

Mr. Corley presented the most recent investment report and noted that the 22 month CD held at Brenham National Bank (BNB) has reached maturity and recommended that those funds be moved to a 13 month CD being offered by BNB at 4.5% APY. Commissioner Berry asked if Mr. Corley had shopped around for a better rate. Mr. Corley stated that he had researched local offerings on-line, but would do some more exhaustive research to ensure the BNB offering was the best option. Chief Buske made a motion to approve the District Investment Report and allow Mr. Corley to make the final decision on CD rates and locations with the BNB offering being the minimum standard. The motion was seconded by Mr. Busse and passed unanimously.

4. Discussion / Action on Director's Report of Expenditures for FY 2023.

Mr. Corley presented the most current financial reports. Half way through the fiscal year, revenue is sitting at 51% due to slightly higher than expected revenue from Emergency Service Fees and higher than anticipated interest returns on investments. Expenditures are within 2% of their expected total and well within expectations for this point in the year. Mr. Corley is confident that these numbers will remain on track for the remainder of the fiscal year. The reports were approved unanimously following a motion from Mr. Busse and a second by Commissioner Berry.

5. Discussion / Action on Quarterly Dispatch Financial Reports.

Mr. Corley gave an update on the Dispatch related expenses for the City of Bryan and Brazos County dispatch operation. Half way through the year, dispatch expenses are at 48.6% for both entities. Mr. Corley noted that several new dispatchers have been hired recently and having a little extra money for the second half of the year would be helpful to ensure finances stay on track in the coming months. Overall, Mr. Corley has no concerns related to dispatch spending at this time. The reports were approved unanimously on a motion and second from Commissioner Berry and Chief Couch.

6. Discussion / Action on TCDRS Plan Assessment and Summary Valuation.

Mr. Corley presented documents to the Board related to the District's TCDRS plan for the upcoming calendar year. The Board does not need to officially approve the new contribution rate until the end of the calendar year, but needs to determine the appropriate rate now in order for it to be incorporated into the District's FY 2024 budget. The required contribution rate for the upcoming year is increasing to 12.65%. The new rate is increasing based, primarily, on two factors; poor market performance and demographic changes within the plan. This rate has been incorporated into the FY 2024 budget. All of the District's plan details will remain unchanged and the current funded percentage is 88.5%. Mr. Corley also reviewed a chart of

the TCDRS investment returns and reviewed a more detailed document provided by TCDRS that provides a high level of detail related to the specifics of the District's account with TCDRS. No action was taken.

7. Discussion / Action on FY 2024 budget.

Mr. Corley provided a recap of his priorities for the upcoming budget, which include an adjustment to the dispatch pay scale and the replacement of CAD workstations in the dispatch center. Mr. Corley provided details on the new pay scale and how pay increases would be allocated to 9-1-1 staff members. Mr. Corley also explained how the District intends to take on a slightly larger portion of shared costs to help offset the increases brought on by the newly proposed pay scale. This will also include a subsidy for the City of Bryan and Brazos County TCDRS related expenses. The proportion of the dispatch operation costs paid for by the City of Bryan and Brazos County will remain the same as FY 2023. Mr. Corley provided an in depth look at the newly proposed pay scale, which will provide an average pay increase of 10.2%. Mr. Corley then reviewed an updated turnover chart which demonstrates the need for an updated pay scale that fairly compensates the District's telecommunicators for the job they do.

Mr. Corley concluded with a detailed overview of the overall proposal. He feels the budget represents an excellent value for the City of Bryan and Brazos County as it provides a 10.2% average wage increase, but only increases contractual dispatch costs by 7.87%

Mr. Corley then presented the Board with an alternative version of the budget as one example of how a slightly lower wage increase would impact the overall proposal.

Following a short discussion, Commissioner Berry moved to approve the proposed budget with a second from Chief Buske. The motion passed without opposition.

8. Director's report and Board concerns, including a discussion of current staffing levels, an update on statewide efforts to increase wireless 9-1-1 fees, progress on our transition to Next Generation Core Services, NG9-1-1 grant program, the latest on CAD consolidation, and information regarding a recent storm-related power outage.

Mr. Corley presented the Board with an updated staffing report which shows the current staffing level in dispatch at 94%. Additional dispatchers are scheduled to start the following week. He then provided an overview of the 9-1-1 funding efforts at the State level and the obstacles that must be overcome in order to get additional funding for 9-1-1. It appears, at the time of the meeting, that any funding will have to navigate through the regular appropriations process. A definitive outcome should be known within the next couple of weeks. School security bills have already been passed by the legislature and Mr. Corley plans to proactively reach out to the local school districts to offer assistance as they select products and services to comply with the new laws.

The Next Generation Core Services (NGCS) project continues to progress well. The Host B circuit is installed in College Station and the Host A circuit is scheduled to be completed soon. GIS data has been submitted and appears to be ready for the transition. Mr. Corley expects Phase 1 of this project to be completed before the end of the fiscal year.

The 9-1-1 grant program has reimbursed the District for all NGCS related costs thus far and the process to submit reimbursement requests has been simplified over the last several months.

Mr. Corley then provided an overview of the CAD consolidation project being done by Mission Critical Partners (MCP). MCP met with local agencies and the District submitted answers to a comprehensive questionnaire which they will use as a basis for their decision making. Their final report is expected in early August.

Mr. Corley reviewed some security camera footage related to a power outage that the District recently experienced. The footage shows two transformers exploding and the resulting loss of power. Mr. Corley reported that the UPS systems and generator worked as designed and dispatch operations were able to continue as normal. This incident provided a great real world example of the District's redundancies in action.

9. Hear public comments.

No public comments were made.

10. Adjournment

Meeting was adjourned at 12:44 PM.

Lloyd Wassermann
Board of Managers

ATTEST:

Laura Blackburn
Recording Secretary