

MINUTES FOR BOARD OF MANAGERS OF THE BRAZOS COUNTY  
EMERGENCY COMMUNICATIONS DISTRICT (9-1-1)  
THURSDAY, JULY 24, 2025, AT 11:30 A.M.  
BRAZOS COMMUNITY EMERGENCY OPERATIONS CENTER  
110 N MAIN ST, SUITE 100, 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  
Richard Mann  
Dean Swartzlander

Others in attendance:

Deputy Chief Jordan Gallagher, Bryan Fire Department  
Asst. Chief Mason McLemore, Bryan Fire Department  
Asst. Chief James Arnold, College Station Police Department  
Jason Ware, Brazos County Emergency Management  
Trevor Lansdown, Brazos County Judge's Office  
Patrick Corley, 9-1-1 District  
Laura Blackburn, 9-1-1 District  
David Dibello, 9-1-1 District  
Ray Pheris, 9-1-1 District  
Halley Challis, 9-1-1 District  
Ashley Williams, 9-1-1 District

1. Approval of the minutes of the meeting held May 15, 2025.

Minutes were approved unanimously following a motion and a second by Chief Mann and Chief Swartzlander, respectively.

2. Discussion / Action on District Investment Report.

Mr. Corley presented the latest investment report and explained that the CD at the Bank of B/CS recently matured and he will be shopping around soon to find the best rate for that money. Mr. Busse made a motion to approve the investment report. The motion was seconded by Chief Swartzlander and passed unanimously.

3. Discussion / Action on Director's Report of Expenditures for FY 2025.

Mr. Corley presented financial reports for FY 2025 showing revenue at 67% in May and expenditures at 72% in June. Expenditures are currently a little low at this point in the fiscal year and Mr. Corley attributes this to the vacancies in the Dispatch center.

The reports were approved unanimously following a motion from Chief Swartzlander and a second from Chief Mann.

4. Discussion / Action on Quarterly Dispatch financial reports for FY 2025.

The Quarterly Dispatch financial reports for the third quarter of FY 2025 were presented showing expenditures at 72.7% for both the City of Bryan and Brazos County. Mr. Corley explained that this number is lower than expected because of the vacancies in the Dispatch center. Six employees were just hired a few weeks ago, so the wages and benefits categories will increase during the fourth quarter and hopefully close the gap.

Chief Mann inquired about expenditures in the training category being unusually high. Mr. Corley explained that a few employees had an opportunity to attend a national conference, and it was allowed since the funds were available in other categories. Mr. Corley also explained that the training budget in general is significantly low, so it doesn't take much to go over in that category.

Both reports were approved unanimously following a motion by Chief Swartzlander and a second by Chief Mann.

5. Discussion / Action on engaging auditor for FY 2025.

Mr. Corley presented a proposal from Ingram, Wallis, & Company to perform the District's annual financial audit. The District has used Ingram, Wallis, & Company for several years and everyone has been pleased with their accuracy and timeliness.

Chief Mann inquired as to how long the District has been using this firm, to which Mr. Corley replied at least 13 years. Chief Mann expressed some concern with using the same financial auditor for that length of time; Mr. Corley suggested moving forward with Ingram, Wallis, & Company this year and he would explore other companies next year.

Mr. Busse made a motion to approve the proposal. The motion was seconded by Chief Mann, and passed unanimously.

6. Discussion / Action on FY 2026 budget.

The FY 2026 budget was presented to the board. Mr. Corley explained that health insurance costs came in significantly higher than expected, so Mr. Corley is proposing two changes to offset those unexpected costs: charge employees \$40.00 per month for their health insurance premium (previously there was no cost for employee-only coverage) and have the City of Bryan and Brazos County pay less for the TCDRS retirement contribution (and the District would pay the difference).

Another change proposed by Mr. Corley is to move \$200,000 from the Money Market account to the District's pension account at TCDRS to drive down the required contribution rate to 11.74%.

The preliminary FY 2026 budget was approved unanimously following a motion by Mrs. Berry and a second by Chief Mann.

7. Director's report and Board concerns, including a discussion of current staffing levels, an update on 9-1-1 funding, the status of the elevator repair, Kent Street facility, and new CAD system.

Mr. Corley presented the latest staffing report that shows Dispatch staffing at 95% with two vacancies; six new dispatchers just started the call-taking phase.

In regards to 9-1-1 funding, Mr. Corley explained that the Texas 9-1-1 Alliance has drafted legislation during the Special Session asking for an appropriation of \$150M for 9-1-1 Districts across the state.

Mr. Corley gave an update on the elevator repair project. The elevator has already been out of service several months and is expected to be down for at least 7 more months. Better results are expected this time since it is a complete overhaul of the system. Chief Mann asked if Mr. Corley has inquired about a rent adjustment, to which Mr. Corley stated he has asked but gotten no reply from the landlord. Mr. Corley stated he will follow up with them again.

Regarding the Kent Street facility, Mr. Corley explained that Brazos County plans to have money in their FY 2026 budget for building design.

A new project that just came to light is a new CAD system from Central Square. The timeline for completion of this project is about 12-18 months.

8. Hear public comments.

No comments were heard.

9. **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 12:14 PM.

The Open Session reconvened at 12:32 PM.

10. Discussion / Action on Executive Session held July 24, 2025.

Mr. Wassermann expressed the board's appreciation for Mr. Corley's hard work and dedication and recommended a salary increase of 8.4% to Mr. Corley's base salary along with a \$1,200 increase to his car allowance. Mrs. Berry made a motion to approve this salary increase. The motion was seconded by Chief Mann and passed unanimously.

11. Adjournment

The meeting was adjourned at 12:34 PM.

---

Lloyd Wassermann  
Board of Managers

ATTEST:

---

Laura Blackburn  
Recording Secretary