

MINUTES FOR BOARD OF MANAGERS OF THE BRAZOS COUNTY  
EMERGENCY COMMUNICATIONS DISTRICT (9-1-1)  
THURSDAY, MAY 17, 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  
Sammy Catalena  
Eric Buske  
Scott McCollum

Others in attendance:

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 March 15, 2018.

Minutes were approved on motion and second from Commissioner Catalena and Chief McCollum, respectively.

2. Discussion / Action on District Investment Report.

Mr. Corley explained the investment report which included cycling all 3 CD's to 36 months as they mature to give the District a better return and still maintain adequate flexibility when additional funds are needed. Chief Buske moved for acceptance of the report with a second from Chief McCollum. Motion carried.

3. Discussion / Action on District Investment Policy and Resolution.

Minor changes to the standard Investment Policy were explained by Mr. Corley. The new policy allows for more than 12 month investments. This Policy and Resolution were approved on a motion from Chief McCollum with a second from Commissioner Catalena.

4. Discussion / Action on Director's Report of District Expenditures for March and April, 2018.

Mr. Corley explained that revenue and expenditures are in line with expectations and noted some routine fluctuations of the monthly reports and also discussed pending capital projects. These reports were approved on motion and second from Chief Buske and Chief McCollum.

5. Discussion / Action on FY 2018 Second Quarter Dispatch Financial Reports.

These are the reports that only outline dispatch expenses which are provided to the City of Bryan and Brazos County officials quarterly. Again, the large radio purchase skews the numbers slightly but expenditures are otherwise in line with budgeted projections. Reports were approved after a motion from Commissioner Catalena and a second from Chief Buske.

6. Discussion / Action on FY 2019 Annual Budget.

The FY 2019 proposed budget was outlined with Mr. Corley explaining the high points including adding two new City of Bryan positions to meet the demands of current call volume. Health insurance rates are still unknown as the District will have to wait until June to get the new rates from the provider. The building lease is being re-negotiated at this time with a ten year term requested. Facility needs continue to be evaluated and long range planning is underway. Some restructuring of Administrative positions is underway and several line items on the budget document were altered to better reflect the category of the actual expenditures.

Overall, the budget is still a work in progress and several numbers will be firmed up before the next Board meeting but every effort is being made to keep contract increases to a minimum.. Mr. Corley asked for Board approval to move forward with presenting this preliminary proposal to the entities served by the District. Approval was moved and seconded by Chief Buske and Commissioner Catalena, respectively.

Chief McCollum noted that the budget document was clear and easy to understand.

7. Director's report and Board concerns, including a discussion of current staffing levels, review of the current hiring process, network updates and improvements, CAD-to-CAD interface with College Station, and an update from the Chairman on the annual review process for the Executive Director.

Mr. Corley updated the Board on the staffing situation with one current opening and approximately 120 applicants being processed. This will put the District in a very good position if two extra personnel are approved in the upcoming budget year.

Network improvements are underway as well as extensive work on the CAD-to-CAD project which will help improve speed and accuracy when dispatching fire calls.

Mr. Wassermann explained the process for review of the Executive Director and produced an evaluation document as well as a salary report of other Directors across the state. Board members will return their evaluations directly to Mr. Wassermann for discussion in an Executive Session and the next Board meeting.

8. Hear public comments.

Mr. Wassermann reiterated previous comments about the budget documents being well put together and easy to read and understand.

9. Adjournment.

The meeting was adjourned at 12:18 pm.

---

Lloyd Wassermann  
Chairman

ATTEST:

---

Greta Norton  
Recording Secretary