

MINUTES FOR BOARD OF MANAGERS OF THE BRAZOS COUNTY  
EMERGENCY COMMUNICATIONS DISTRICT (9-1-1)  
THURSDAY, JANUARY 18, 2024, AT 11:30 A.M.  
BRAZOS COUNTY EMERGENCY COMMUNICATIONS DISTRICT  
101 REGENT AVENUE, SUITE 300, BRYAN, TEXAS  
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Call to order.

Meeting was called to order at 11:30 AM with the following members present:

Nancy Berry  
Eric Buske  
Blake Busse  
Billy Couch

Others in attendance:

Chief Dean Swartzlander, Bryan Police Department  
Chief D.J. Capener, Bryan Fire Department  
Chief Jordan Gallagher, Bryan Fire Department  
Chief James Arnold, College Station Police Department  
Lieutenant David Villarreal, Brazos County Sheriff's Office  
Ashley Wilhelm, Brazos County Sheriff's Office  
Chuck Fleeger, Amber Alert Network Brazos Valley  
Scott Krchnak, Ingram, Wallis & Co.  
Patrick Corley, 9-1-1 District  
Laura Blackburn, 9-1-1 District  
Kris Fox, 9-1-1 District  
Ray Pheris, 9-1-1 District  
David Dibello, 9-1-1 District

1. Approval of the minutes of the meeting held November 16, 2023.

Minutes were approved unanimously on a motion and a second from Commissioner Berry and Chief Couch, respectively.

2. Discussion / Action on FY 2023 Annual Audit and Financial Statements.

Scott Krchnak from Ingram, Wallis & Company, the District's independent financial auditors, provided an overview of the audit findings and financial statements. Mr. Krchnak explained that they have rendered an unmodified opinion, commonly referred to as a "clean opinion", meaning that the financial statements are materially correct and this is the best opinion received from an independent auditor.

Mr. Krchnak also explained that cash and cash equivalents have remained relatively static from the previous year, however long-term liabilities increased by \$1.2M due to net pension liability and OPEB liability both increasing from the previous year. Lastly, Mr. Krchnak stated that there were no disagreements with management and the District is in a very strong position financially.

Mr. Busse made a motion to approve the FY 2023 Audit and Financial Statements. The motion was seconded by Chief Couch, and passed unanimously.

3. Discussion / Action on District Investment Report.

Mr. Corley presented the most recent investment report and noted a new 8-month CD at 4.47% interest. A motion to approve the Investment Report was made by Commissioner Berry and was seconded by Mr. Busse. The motion passed unanimously.

4. Discussion / Action on Director's Report of Expenditures for FY 2024.

Mr. Corley presented financial reports showing both revenue and expenses to be right on track so far during the fiscal year. These reports were approved unanimously following a motion from Chief Couch and a second by Commissioner Berry.

5. Discussion / Action on Quarterly Dispatch financial reports for FY 2024.

The first quarter dispatch financial reports were presented which showed expenses at 25.2% for both the City of Bryan and Brazos County. Mr. Corley is pleased with these reports and stated everything is on track for the first quarter of the fiscal year. Mr. Busse made a motion to approve the reports. The motion was seconded by Chief Couch and passed unanimously.

6. Presentation of calendar year 2023 CAD and 9-1-1 statistics.

Mr. Corley presented the 9-1-1 statistics for 2023. These statistics show an increase in 9-1-1 calls by about 3% for the entire county. In terms of CAD statistics, calls for service increased slightly for the Bryan Police Department and Bryan Fire Department, and they decreased slightly for the Brazos County Sheriff's Office.

Mr. Corley also discussed a new process used by wireless carriers for 9-1-1 call routing called "Location-based Routing". This type of routing is much more accurate in that it uses the location of the wireless device instead of the cell tower sector. Therefore, the number of 9-1-1 calls being transferred between the Bryan PSAP and the College Station PD PSAP has decreased by almost 50% since 2021.

7. Director's report and Board concerns, including a discussion of current staffing levels, HB 3290 NG911 appropriations, our transition to Next Generation Core Services, the NG9-1-1 grant program status, and progress on new dispatch facility.

Mr. Corley presented the latest staffing report, which shows overall staffing at 94% with three vacancies. There are four new hires that started this week and the plan is to wait a couple of months and then start a new hiring cycle.

Regarding the HB 3290 appropriations, the comptroller's office has not transferred those funds over to CSEC yet, and the Texas 9-1-1 Alliance has been working with CSEC on how those funds should be disbursed to the 9-1-1 Districts. Brazos County 9-1-1 District is expected to receive about \$1.5M of these funds.

The project of transitioning to Next Generation Core Services is preparing to go live at the beginning of February. Once this is live, telephone providers will be migrating their 9-1-1 calls over to this new service. The remaining funds in the NG9-1-1 grant program (approximately \$434K) is going to cover about 18 months of recurring monthly costs for this new service. Additionally, once the funds from HB 3290 are appropriated, Mr. Corley thinks the District will be able to cover the remaining costs for this service for the next 5-6 years.

Regarding the new Dispatch facility, all public safety dispatch agencies in Brazos County were invited to combine into a joint communications center and were given an April deadline to give notice if they were interested or not. The District has been working with Brazos County on a site plan next to the new medical examiner's office on E. 29<sup>th</sup> St. Brazos County has indicated they would like for the District to cover the costs for the design of the building and Mr. Corley indicated there are funds encumbered for those costs.

8. Hear public comments.

Chuck Fleeger with Amber Alert Network Brazos Valley expressed his appreciation to the District, specifically Laura Blackburn, for the help in getting an emergency message sent out Saturday morning regarding a missing child. The child was safely recovered and Mr. Fleeger is very appreciative of District personnel always willing to help when he needs it.

9. Adjournment

Meeting was adjourned at 12:23 PM.

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Lloyd Wassermann  
Board of Managers

ATTEST:

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Laura Blackburn  
Recording Secretary