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**9-1-1 Emergency Communications  
District Board of Managers  
September 27, 2016  
Minutes**

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**Members Present:**

Philip Wicker, Municipal Representative  
Dewayne Bush, County Representative  
Jim Bryan, Municipal Representative  
Gene Dettmann, Volunteer Fire Department Representative  
David Allman, County Representative

**Staff Present:**

Ronnie Kidd, 9-1-1 District Director  
Ed Boyle, 9-1-1 Assistant Director  
Mike Saxton, 9-1-1 Program Coordinator

**Others Present:**

Ricky Bishop, Taylor County Sheriff's Office  
Mindy Patterson, Assistant City Manager, City of Abilene  
Mike Rains, Director Finance, City of Abilene  
Kelley Messer, City of Abilene, Legal Department  
Wayne Brandt, City of Abilene Dispatch, Supervisor  
Jodi Dyer, Taylor County Sheriffs' Office, Dispatch Supervisor  
Roy Votaw, City of Tye Mayor  
Barbara Boen, Office of Emergency Management  
Stan Standridge, Abilene Police Chief  
Bobby Ditmore, City of Abilene Fire Department  
Mike Miller, City of Abilene Fire Department  
Jay Strong, City of Tye PD  
Veronica Diaz, Administrative Services, City of Abilene

**Item 1 - Call to Order**

Jim Bryan called the meeting to order at 3:02 p.m. in the City Hall Basement Conference Room. All board members were present.

**Item 2 and 3 – Swearing in of Appointed and Reappointed officers**

Board President Dr. Alan Stafford retired from the 9-1-1 District Board of Managers. David Allman was sworn in for a two year term. A.D. Bush was elected to serve as the new board president, Gene Dettmann as vice president and Jim Bryan as board secretary.

**Item 4 – Approval of Board Minutes**

A motion was made and seconded to approve October 1, 2015 board minutes.

**This was unanimously approved by the board.**

A copy of the minutes will be posted on: <http://www.abilenetx.com/AgendasandMinutes/index.htm> and a voice recording of all minutes is on file at the City of Abilene.

**Item 5 - Presentation and Acceptance of Annual Audit Ending in September 2015**

Finance Director Mike Rains gave an Annual Audit presentation for the year ending September 30, 2015. The individual auditor's report was accomplished by Davis Kinard & Company and found all records in outstanding conformity with accounting principles accepted in the United States.

The next item for review consisted of the 9-1-1 Emergency Communication District Balance sheets, statement of revenues (*expenditures and changes in fund balance*), and Statement of Revenues (*expenditures and changes in fund balance- budget and actual*). (Attachment 1)

**A motion was made and seconded to approve the presented audit and budget reports. This was unanimously approved by the board.**

**Item 6—City of Merkel Request**

The City of Merkel and Merkel EMS are positioned to provide necessary services to people in northwestern Taylor County in a timely manner. The city employs four trained TCOLE licensed telecommunicators to provide emergency dispatch services during day time hours Monday through Friday. Merkel requested \$12,500 for FY 2016-17 to assist with the costs of taking these calls at Merkel City Hall.

**A motion was made and seconded to fund Merkel \$12,500 to fund service for emergency calls during business hours. This was approved unanimously by the board**

**Item 7 – Renewal Agreement between Abilene/Taylor County 9-1-1 Board of Managers and the City of Abilene for the administering the 9-1-1 program.**

City of Abilene Administration Staff presented the Abilene/Taylor County 9-1-1 Board of Managers with a five year agreement for their services administering the 9-1-1 program.

**A motion was made and seconded to approve the presented Agreement to Administer 911 Program. This was unanimously approved by the board.**

**Item 8 – Consideration Taylor County Equipment Upgrades and Action**

In 2016, Taylor County Sheriff's Office requested equipment and upgrades for the Taylor County for office dispatch furniture for three new workstations and replacement the three existing workstations. Six Stations will cost \$67,072.80. Additional chairs will cost \$4109. Vesta equipment supporting each new station will be \$90,018.15 total. All equipment totals \$161,199.15

**A motion was made and seconded to approve the \$166,199.15 funding request for new equipment and supporting equipment. This was unanimously approved by the board.**

**Item 9 – CSEC Resolutions 251.14 and 251.16 Adoption**

Texas Health and Safety Commission Code, Section 771.062 allows a communications district to adopt and make provision of this chapter or commission rules adopted by the Commission on State Emergency Commissions. The Taylor County 9-1-1 Board of Managers considered CSEC Resolutions 251.14 and 251.16 for adoption.

**Resolution 251.14** established minimum requirements for VoIP Positioning Center (VPC) Operators who provide or facilitate the provision of 9-1-1 service using the dynamic Automatic Location Identification and provides the end users of the IP-enabled voice service providers with a consistent level of 9-1-1 service that is more comparable to the wireline E9-1-1 service state wide.

**Resolution 251.16** of the Commission on State Emergency Communications facilitates the implement of Texas Health and Safety Code Chapter 771A (Kari's Law.) This rule implements a statewide standard for the statutory waiver process under which a business user can obtain a one-year waiver of the law's requirement upon the timely submission of a properly completes affidavit.

**A motion was made and seconded to approve a resolution to adopt the CSEC Rule 251.14 and 251.16. This was unanimously approved by the board.**

#### **Item 10 – Telecommunicator Retention Proposal**

In past, Abilene/Taylor County 9-1-1 Board meetings, the board expressed their concerns about the need for retaining qualified and trained telecommunicators. Abilene was experiencing a 26 percent annual loss of telecommunicators. In line with many other communication centers, a certification pay program was proposed (attachment 3) based on the telecommunicators certification level. It was proposed the board fund \$50 dollars per level per month for each employee above the Basic certification level. Taylor County currently has 13 authorized positions while Abilene police has 36 positions. Total costs for both agencies would not exceed \$34,800.

**A motion was made and seconded to approve the Telecommunicator proposal. This was unanimously approved.**

#### **Item 11 – Consideration to Continue Financing Taylor County Part-Time Position**

In 2016, Taylor County Sheriff's Office requested and received \$10,000 from the Emergency Communications District Board of Managers to pay a portion for a part time position. It is now in the yearly budget. The Taylor County Sheriff's office stated they wanted to continue this position and funding.

**There was no action required by the board on this discussion**

#### **Item 12 – Revised FY 2016 Budget and Proposed FY 2017 Budget Discussion and Approval**

Ronnie Kidd presented the proposed revised budget for 2016 (**Attachment 2**). The FY 2016 original ending budget balance was \$5,023,598 and decreased slightly to a revised \$4,923,253. The listed Expenditures showed little or no change than what was anticipated. Revenues were flat as were expenditures

**A motion was made and seconded to approve the revised 2016 budget. The Revised 2016 Budget was unanimously approved.**

Ronnie Kidd presented the FY 2017 9-1-1 budget for approval (**Attachment 2**.) The proposed budget for FY 2017 begins with a balance of \$4,923,253 with total revenues rising to \$2,230,000 and total planned expenditures of \$ 1,354,420. This leaves a forecasted ending balance of \$5,798,833. This balance is in reserve to provide for the Next Generation 9-1-1 equipment.

**A motion was made and seconded to approve the FY 2017 Budget. The board approved the FY 2017 Budget.**

**Item 13 – Statutory Public Hearing Results and Motion Regarding District**

A public hearing meeting is required every three years. The latest one was held in for public comment in 26 July 2016. There was no attendance for this meeting. As there was no input, the board then agreed to continue the district to ensure local control.

**A motion was made and seconded to approve to continue 9-1-1 local district. The motion was unanimously approved by the board.**

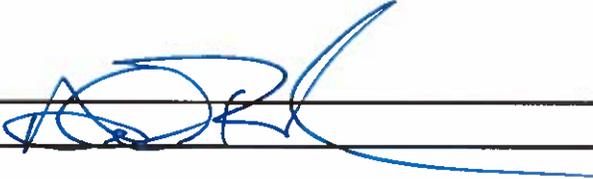
**Item 14 – Setting of the 9-1-1 Emergency Service Fee for FY 2017**

Mike Saxton led the discussion of the 9-1-1 service fee for 2016. The fee was recommended to be continued at the same rate as the previous year (6% of the incumbent carrier base rate.)

**A motion was made and seconded to approve the 9-1-1 "surcharge" as the same rate as 2015. The motion was unanimously approved by the board.**

**Item 15 - Adjourn**

Board Chairman Bush adjourned the meeting at 4:02 p.m.

Approved:   
Chairman  
Date: 20 SEPTEMBER 2017

# **Attachment 1**

**CITY OF ABILENE, TEXAS**  
**9-1-1 Emergency Communication District**  
**Balance Sheets**  
**September 30, 2015 and 2014**

<b>ASSETS</b>	<u>2015</u>	<u>2014</u>
Cash and cash investments	\$ 1,711,830	\$ 1,510,574
Investments	2,332,247	1,592,738
Accounts receivable	<u>53,492</u>	<u>53,492</u>
<b>Total Assets</b>	<b><u>\$ 4,097,569</u></b>	<b><u>\$ 3,156,804</u></b>
 <b>LIABILITIES AND FUND BALANCES</b>		
<b>Liabilities</b>		
Accounts payable	<u>\$ 73,775</u>	<u>\$ 79,765</u>
<b>Total Liabilities</b>	<u>73,775</u>	<u>79,765</u>
<b>Fund balances</b>		
Unassigned, undesignated	<u>4,023,794</u>	<u>3,077,039</u>
<b>Total Fund Balances</b>	<u>4,023,794</u>	<u>3,077,039</u>
<b>Total Liabilities and Fund Balances</b>	<b><u>\$ 4,097,569</u></b>	<b><u>\$ 3,156,804</u></b>

**CITY OF ABILENE, TEXAS**  
**9-1-1 Emergency Communication District**  
**Statements of Revenues, Expenditures and Changes in Fund Balances**  
**Years Ended September 30, 2015 and 2014**

	<u>2015</u>	<u>2014</u>
<b>REVENUES:</b>		
Wireless service fees	\$ 709,754	\$ 690,208
Wireline service fees	1,428,464	1,200,025
Interest	8,774	7,265
	<u>2,146,992</u>	<u>1,897,496</u>
<b>Total revenues</b>		
<b>EXPENDITURES:</b>		
<b>Current:</b>		
Office supplies	52	3
Educational supplies	-	1,399
Non-capital minor tools & equipment	177	2,819
Postage	45	221
Communication equipment maintenance	95,023	56,618
Street sign maintenance	1,900	1,867
Fiber maintenance	-	1,602
Phone service	300,036	176,984
Wireless monthly service	20,550	22,798
Equipment use charge	4,512	4,051
Technology	1,320	1,490
Professional fees	6,074	6,618
Printing	-	100
Dispatchers	244,355	234,188
Employee development	735	657
Expense allowance	1,284	-
Dues	174	129
Administrative services	510,530	560,500
Indirect costs	13,470	11,730
<b>Capital Outlay:</b>		
Communication center equipment	-	1,375,268
	<u>1,200,237</u>	<u>2,459,062</u>
<b>Total expenditures</b>		
<b>EXCESS (DEFICIT) OF REVENUES OVER EXPENDITURES</b>	946,755	(561,566)
<b>FUND BALANCES - BEGINNING OF YEAR</b>	<u>3,077,039</u>	<u>3,638,605</u>
<b>FUND BALANCES - END OF YEAR</b>	<u>\$ 4,023,794</u>	<u>\$ 3,077,039</u>

**CITY OF ABILENE, TEXAS**  
**9-1-1 Emergency Communication District**  
**Statement of Revenues, Expenditures and Changes in Fund Balances -**  
**Budget and Actual**  
**Year Ended September 30, 2015**

	<u>Budget</u>	<u>Actual</u>	<u>Variance Positive (Negative)</u>
<b>REVENUES:</b>			
Wireless service fees	\$ 700,000	\$ 709,754	\$ 9,754
Wireline service fees	1,415,000	1,428,484	13,484
Interest	8,000	8,774	774
<b>Total revenues</b>	<u>2,123,000</u>	<u>2,146,992</u>	<u>23,992</u>
<b>EXPENDITURES:</b>			
<b>Current:</b>			
Office supplies	500	52	448
Non-capital minor tools & equipment	200	177	23
Postage	300	45	255
Communication equipment maintenance	95,100	95,023	77
Street sign maintenance	1,900	1,900	-
Phone service	300,000	300,036	(36)
Wireless monthly service	25,000	20,550	4,450
Equipment use charge	5,196	4,512	684
Technology	1,610	1,320	290
Professional fees	7,535	6,074	1,461
Dispatchers	252,000	244,355	7,645
Employee development	1,000	735	265
Expense allowance	2,000	1,284	716
Dues	350	174	176
Administrative services	573,111	510,530	62,581
Indirect costs	11,730	13,470	(1,740)
Contingency	5,000	-	5,000
<b>Total expenditures</b>	<u>1,282,532</u>	<u>1,200,237</u>	<u>82,295</u>
<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	840,468	946,755	106,287
<b>FUND BALANCES - BEGINNING OF YEAR</b>	<u>3,077,039</u>	<u>3,077,039</u>	-
<b>FUND BALANCES - END OF YEAR</b>	<u>\$ 3,917,507</u>	<u>\$ 4,023,794</u>	<u>\$ 106,287</u>

# Attachment 2

Abilene/Taylor County 9-1-1 District			
Line Item Description	FY 2016 Original Budget	FY 2016 Revised	FY 2017 Proposed
<b>Beginning Balance</b>	<b>\$4,023,793</b>	<b>\$4,023,793</b>	<b>\$4,923,253</b>
<b>Revenues</b>			
Wireless Service Fee Revenue	710,000	710,000	715,000
9-1-1 Surcharge	1,600,000	1,500,000	1,500,000
Interest Income	8,000	15,000	15,000
<b>Total Revenues</b>	<b>\$2,318,000</b>	<b>\$2,225,000</b>	<b>\$2,230,000</b>
<b>Total Resources</b>	<b>\$6,341,793</b>	<b>\$6,248,793</b>	<b>\$7,153,253</b>
<b>Expenditures</b>			
Office Supplies	500	500	500
Non-capitalized Minor Tools and Equipment	250	250	250
Postage	300	300	300
Bldg/UPS Maintenance	0	8,000	8,000
Comm/RDR Maintenance	96,400	96,400	96,400
Traffic Sign Maintenance	1,900	1,900	1,900
Phone Service	300,000	300,000	300,500
Professional/Contractual	7,498	7,500	7,200
Other Services/Materials	259,560	259,560	267,350
Printing	10,000	7,000	7,000
Employee Development	1,000	1,000	1,000
Expense Allowance	2,000	2,000	2,000
Dues/Subscriptions	350	350	350
Contingency	5,000	5,000	5,000
Indirect Cost Allocation	11,730	13,320	17,770
Equipment Use Charges	5,196	7,100	5,830
Technology Fund Transfer	1,610	60	60
General Services/Charges	590,304	590,300	608,010
Communications Equipment	0	0	0
<b>Wireless</b>			
Monthly Recurring Costs (MRC)	25,000	25,000	25,000
<b>Total Expenditures</b>	<b>\$1,318,598</b>	<b>\$1,325,540</b>	<b>\$1,354,420</b>
<b>Ending Balance</b>	<b>\$5,023,195</b>	<b>4,923,253</b>	<b>\$5,798,833</b>