

# **ABILENE / TAYLOR COUNTY 9-1-1 DISTRICT**

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The Abilene / Taylor County 9-1-1 District Board met in regular session on **September 22, 2021 at 2:00 PM at South Branch Library, 4310 Buffalo Gap Rd., Ste. 2410, Abilene, TX.**

## **Members Present:**

DeWayne Bush, County Representative and Chairman  
Tommy Pope, County Representative  
Vincent Cantu, Municipal Representative

## **Staff Present:**

Bob von Wolfradt, 9-1-1 Program Director  
Ed Boyle, 9-1-1 Program Assistant Director  
Sharla Allison, Board Secretary  
Mike Saxton, 9-1-1 Program Coordinator  
Blake Tulloch, GIS Tech  
Evan Ellis, GIS Tech

## **Others Present:**

Becky Mackiewicz, Abilene Police Department  
Lindsey Hoxsey, Abilene Police Department  
Stanley Smith, City of Abilene, Legal  
Michael Rice, Abilene Assistant City Manager  
Craig Griffis, Taylor County Sheriff's Office  
Ricky Bishop, Taylor County Sheriff  
Jodi Dyer, Taylor County Sheriff's Office  
Chuck Statler, Taylor County Commissioner Pct 4  
Elijah Anderson, Taylor County  
Stevie Dora, Taylor County Sheriff's Office  
Jaye Wagner, Taylor County Sheriff's Office  
Gary B. Young, Taylor County Rural Fire  
Mike Rains, City of Abilene, Director of Finance

## **Item 1 – Call to Order**

Chairman Bush called the Abilene / Taylor County Emergency Communications Board meeting to order at 2:04 p.m. and led the invocation.

## **Item 2 – Pledge to the United States Flag and the Texas Flag**

### Item 3 – Swearing in of Appointed and Re-Appointed Board Members

Asst. Dir. Boyle stated the board was hoping to have a new Municipality rep. He goes on to explain that Administration sends a letter to all municipalities asking for nominees, but did not receive any replies.

### Item 4 – Public Comments on Any Item on the Agenda

Chairman Bush noted that there were No Public Comments.

### Item 5 – Approval of Board Minutes from May 24, 2021 Board Meeting

**Boardmember Pope motioned to approve the item as presented. Boardmember Cantu seconded the motion. Motion carries.**

**AYES (3): Boardmembers: Bush, Pope, and Cantu**

**NAYS (0): None**

May 24, 2021 Board Meeting Minutes **Approved.**

A copy of the minutes will be posted on: <http://abilenetx.gov/714/Agendas-Minutes> and a voice recording of all minutes is on file at the City of Abilene.

### Item 6 – Discussion, Consideration and Action Regarding Taylor County Sheriff's Office Request for Certification Pay Increase for Telecommunicators

Director von Wolffradt began by explaining being a Tabled Item from the last meeting, the budget has since been reviewed. Adjustments and allocations were made based on the reimbursement strategy from last year. He noted that there would be additional expenses this year. Chairman Bush clarifies that APD funds their own Certification pay through City funds, and the 9-1-1 budget does not fund or reimburse.

Sheriff Bishop states that 9-1-1 Board is already reimbursing TCSO, this is an increase to the current amount.

**The Administration does not recommend adding additional reimbursements until after complete review of the budget, which should be by the next Board meeting, in September.**

**Boardmember Pope motioned to Table the item until further review; Boardmember Cantu seconded the motion. Motion tabled.**

**AYES (3): Boardmembers: Bush, Pope, and Cantu**

**NAYS (0): None**



**Item 7 – Discussion, Consideration and Action Regarding Pictometry Purchase and Interlocal Agreement**

Asst. Dir. Boyle stated that there was a renegotiation of the existing agreement with Eagleview to include Higher Resolution Imagery south of the city in the Tuscola - Buffalo Gap corridor. This increased the contract by a total of \$37,858 split evenly between (4) entities (City of Abilene, Commissioner's Court, 9-1-1 District, Taylor County Appraisal District) of a payment of \$18,905 each, per year for (3) years. Director von Wolfradt answered "Yes" that it had been approved by all (4) entities.

**Boardmember Cantu motioned to approve the item as presented; Boardmember Pope seconded the motion. Motion carried.**

**AYES (3): Boardmembers: Bush, Pope and Cantu  
NAYS (0): None**

**Item 8 – Renewal of Agreement between the Abilene/Taylor County District Board of Managers and the City of Abilene for providing District administration and support**

Asst. Dir. Boyle stated every (5) years the agreement is renewed between the 911 District and City of Abilene for administrative services the city provides the board for cost savings.  
**It is the Administration's recommendation to approve this item.**

**Boardmember Pope motioned to approve the item as presented; Boardmember Cantu seconded the motion. Motion carried.**

**AYES (3): Boardmembers: Bush, Pope and Cantu  
NAYS (0): None**

**Item 9 – Discussion and Action Regarding Taylor County Sheriff's Request for Dispatch Equipment**

Sheriff Bishop stated that over the past years Dispatch has moved and expanded. They have replaced everything except Telex headset system. They are aging and having minor issues that affect many other items. The total to replace is \$294,000, and the total for the Quality Assurance software program for checking 9-1-1 calls at \$2,500.00  
**It is the Administration's recommendation to approve this item.**

**Boardmember Cantu motioned to approve the item as presented; Boardmember Pope seconded the motion. Motion carried.**

**AYES (3): Boardmembers: Bush, Pope and Cantu  
NAYS (0): None**



#### Item 10 – Presentation and Acceptance of Annual Audit for Year Ended September 2020

Mike Rains began detailing that the City audit last year for September 30, 2020, was prepared by BKD (Dallas). The opinion was Financial Statements were presented fairly in all material respects and 9-1-1 is included in that audit. Referencing (attached packet) page 74 of the Balance Sheet for the 9-1-1 District, the totals Assets decreased by a \$1,000,001 (primarily cash and investments); Payables were down \$250,000; Fund balance decreased \$907,000; Revenues and Expenditures (GAAP basis) - Revenues decreased by \$400,000. This consists of Wireless Service Fees that were fairly consist with previous year; Wireline Service Fees dropped \$278,000; Investment earnings down \$122,000 due to current low interest rates. Expenditures = \$3,370,982 is approx. \$370,000 increase from previous year mainly from increase in phone service by \$133,000, and Communication Center Equipment increase of \$200,000. Overall, \$2.4 million Revenue, \$3.37 million Expenditures; Expenditures over Revenues was \$970,000. Compare (pg. 76), Budgeted \$2.4 million and collected (approx.) \$2,000 less than that. Expenditures budget \$2.4 million, only spent \$1 million. Combining Expenditures and Revenues = came out ahead overall \$694,000 for the FY. Combine with Fund Balance on Budgetary Basis = \$5.3 million, on GAAP Basis = \$6.9 million.

**It is the Administration's recommendation to approve this item.**

**Boardmember Pope motioned to approve the item as presented; Boardmember Cantu seconded the motion. Motion carried.**

**AYES (3): Boardmembers: Bush, Pope and Cantu**

**NAYS (0): None**

#### Item 11 – Discussion and Approval of of the Revised FY 2021 and Proposed FY 2022 Budget

Asst. Dir. Boyle directed attention to screen and packet - stating the Original Budget for 2021 and Revised 2021 showing phone service slight increase. All other basically on track to what we proposed for our 2021 Budget. Proposed 2022 Budget is on track as usual business. Boyle notes the 911 Dispatcher line items increased for the City and decreased for Taylor County. This is based on the budgeting numbers received from both City and County for the 60% Reimbursement. Boyle also notes that the Technology Fund Transfer has increased due to Equipment Refreshes for Administration.

Chairman Bush asked (for clarification) if the only income received is from 911 fee charged for phone service and in 2022 that there is still a 911 fee being charged.

Boyle answered by explaining that we get income from the surcharge from the Wireline and Wireless (fees) phone lines. He goes on to say that with "*Allowable Expenses*" allows the Board to fund anything to do with / or at the Public Safety Answering Point. Chairman Bush explains that he has been on the Board for years, and it has always been 6%. Boyle stated it has been 6% since 2006. Will going from 6% to 2%, allow them to handle what needs to be done and/or any unforeseen circumstances? Boyle answered yes, and will detail more (later) in the actual agenda item and is a forecast from the numbers Administration is recommending.



Boardmember Pope asks why the 2022 is half the 2021 budget? Boyle states that the amount does not include any Communications Equipment approvals yet. (Referencing the screen/monitor) The Sheriff's Office equipment is included and did increase the Expenditures. This is the Proposed Budget only, and does not include documents in the packet/approvals of. He goes on to explain the City of Abilene built their new dispatch center (2) years ago with substantial support from the board, and that Taylor County Dispatch got a complete new Customer Premise Equipment refresh and new Workstations with anticipations of more expenses when/if TCSO moves their dispatch center.

**Boardmember Cantu motioned to approve the item as presented; Boardmember Pope seconded the motion. Motion carried.**

**AYES (3): Boardmembers: Bush, Pope and Cantu**

**NAYS (0): None**

**Item 12 – Discussion and Action to Perform an Audit of Service Suppliers, Billing and Fees**

Director von Wolffradt began by stating that the Board asked Administration to review/research Teleco's billing systems and processes after receiving feedback about AT&T Service Provider fees. He goes on to detail that no documents found, therefore Administration cannot forecast with 100% accuracy Revenues, Expenditures, fees, etc. to collect. Historically, this will be the first ever audit. He stated that there was no specific vendor chosen to perform this audit, as the plan to ask 9-1-1 Alliance for their recommendation. Administration is unsure of the cost, as there has not yet been a vendor or audit type decided as of yet. The Board asks that if it a huge amount, they approve beforehand.

**Boardmember Pope motioned to approve the item as presented; Boardmember Cantu seconded the motion. Motion carried.**

**AYES (3): Boardmembers: Bush, Pope and Cantu**

**NAYS (0): None**

**Item 13 – Discussion and Action for appointing the Director and Secretary of the Board**

Historically, appointing the Director and Secretary has never been done. This is housekeeping and clean up of recordkeeping required by Sec. 772.306. Robert von Wolffradt has been performing the duties of Director for the past (2) years. Sharla Allison has been performing the duties of Secretary for the past year, and for the last (2) Board meetings kept the Board's meeting records and minutes.

**Boardmember Cantu motioned to approve the item as presented; Boardmember Pope seconded the motion. Motion carried.**

**AYES (3): Boardmembers: Bush, Pope and Cantu**

**NAYS (0): None**

**Item 14 – Discussion and Action of setting the Emergency Service Fee for FY2022**

Asst. Dir. Boyle begins by stating that at the Board meeting in May 2021, the fee was dropped from 6% to 2%. AT&T monthly base rate has again increased by 50%. Last year's Residential rate was \$31.00, this year it is \$34.00, which is not a huge increase for residential. However, Business rate increased from \$279.00 to \$419.00. Trunk rates increased from \$370.00 to \$555.00, which is a dramatic increase for Business and Trunk.

**It is the Administration's recommendation to lower our rate from 2% to 1.5%. This will keep us in the budget and still provide Revenue for contingencies and emergencies.**

**Boardmember Cantu motioned to approve the item as presented; Boardmember Pope seconded the motion. Motion carried.**

**Adjournment**

**Boardmember Pope motioned to adjourn. Boardmember Cantu seconded the motion. Motion carried.**

Board Chairman, DeWayne Bush, Adjourned meeting at 2:48 pm.

Approved: _____
Chairman: <u>DeWayne Bush</u>
Date: <u>09-28-2022</u>
Attested by: <u>[Signature]</u>
Board Secretary
Date: <u>9/28/22</u>