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**9-1-1 Emergency Communications  
District Board of Managers  
October 1, 2015  
Minutes**

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**Members Present:**

Dr. Alan Stafford, County Representative  
Phillip Wicker, Municipal Representative  
Dewayne Bush, County Representative  
Jim Bryan, Municipal Representative  
Gene Dettmann, Volunteer Fire Department Representative

**Staff Present:**

Ronnie Kidd, 9-1-1 District Director  
Mark Hoover, 9-1-1 Assistant Director  
Mike Saxton, 9-1-1 Program Coordinator

**Others Present:**

David Doherty, Taylor County Sheriff's Office  
Mindy Patterson Director Finance, City of Abilene  
Wayne Brandt, City of Abilene Dispatch, Supervisor  
Jodi Dyer, Taylor County Sheriffs' Office, Dispatch Supervisor  
Steve Campbell, City of Merkel City Manager  
Barbara Boen, Office of Emergency Management  
Stan Standridge, Abilene Police Chief  
Nancy Moore, Mayor, City of Tye  
Belinda Hohhertz, City Secretary, City of Tye  
Terry Shuffield, Administrative Services, City of Abilene

**Item 1 - Call to Order**

Dr. Alan Stafford called the meeting to order at 3:00 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**

All 9-1-1 District Board of Managers were sworn in for a two year term with Dr. Alan Stafford serving as board president and Jim Bryan serving as board secretary.

**Item 4 – Approval of Board Minutes**

A motion was made and seconded to approve September 19, 2014 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 2014**

Finance Director Mindy Patterson 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 Abilene / Taylor County 9-1-1 Request for Police Legal Services (PLS) Reality Based Online Continuing Dispatcher Training**

Last year, the board approved funding for Police Legal Services Reality Based online training (see Attachment 2) for The City of Abilene and Taylor County 9-1-1. This service was for online service training dispatchers while minimizing travel costs and registration fees, and helping dispatchers complete dispatcher certification. This renewal cost is for 54 (36 Abilene, 14 Taylor County, and 4 Merkel) subscribers is a total of \$5,400. Since this was a successful program in 2015, the board favorably considered the continuance of the training program funding for the PLS Reality Based Online Training for 2016.

A motion was made and seconded to approve funding for PLS Reality Based Online training service for continuing dispatcher training. This was approved unanimously by the board.

**Item 7 – 9-1-1 City of Merkel Funding Request**

The City of Merkel requested to continue funding to assist with the cost of dispatching emergency 9-1-1 calls at Merkel City Hall (See Attachment 3.) This funding will assist with the cost of dispatching 9-1-1 calls from Monday through Friday. The amount of the request was \$12,500 to fund service for emergency calls during business hours.

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 8 – Consideration for Continuing to Finance Part-Time Position in Taylor County Sheriff's Office**

In 2015, 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. They requested the same amount for 2016. The Board agreed to continue the funding of this position in 2016.

A motion was made and seconded to approve the \$10,000 funding request. This was unanimously approved by the board.

**Item 9 – Revised Budget for FY 2015 and Proposed Budget for FY 2016**

Mark Hoover presented the proposed revised budget for 2015 (Attachment 4). The FY 2015 original ending budget balance was \$3,460,187 and increased to a revised \$3,917,507. The listed Expenditures showed little or no change than what was anticipated. Revenues were up substantially more than projected, especially the revenues from the 9-1-1 surcharge.

**A motion was made and seconded to approve the revised 2015 budget. The Revised 2015 Budget was unanimously approved.**

Mark Hoover presented the FY 2016 9-1-1 budget for approval (Attachment 4.) The proposed budget for FY 2016 begins with a balance of \$3,917,507 with total revenues rising to \$2,318,000 and total planned expenditures of \$1,317,298. This leaves a forecasted ending balance of \$4,918,209. Expenditures are similar to previous years with the exception of a few line items. *Telephone Services* are now \$300,000 because of the amount of extra T-1 lines the city has this year. *Other services/Materials* and *General Fund Services/Charge* cost have risen \$7,560 and \$17,193 respectively for 3% raises for our portion of payment for dispatchers.

**A motion was made and seconded to approve the FY 2016 Budget. The board approved the FY 2016 Budget.**

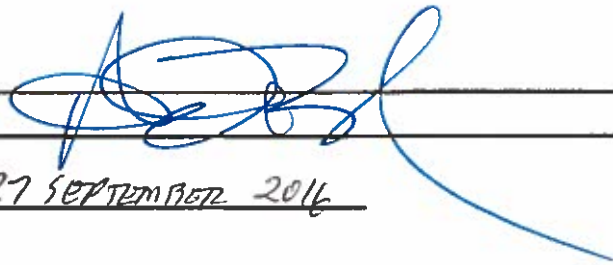
**Item 10 – Setting of the 9-1-1 Emergency Service Fee for FY 2016**

Mark Hoover 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 (8% 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 11 - Adjourn**

Board Chairman Dr. Alan Stafford adjourned the meeting at 3:59 p.m.

Approved: _____ Chairman Date: <u>27 SEPTEMBER 2016</u>	
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# Attachment 1

**CITY OF ABILENE, TEXAS**  
**8-1-1 Emergency Communication District**  
**Balance Sheet**  
**September 30, 2014 and 2013**

	<u>2014</u>	<u>2013</u>
<b>ASSETS</b>		
Cash and cash investments	\$ 1,510,574	\$ 2,183,010
Investments	1,582,738	1,452,217
Accounts receivable	<u>53,492</u>	<u>53,492</u>
<b>Total Assets</b>	<u>\$ 3,156,804</u>	<u>\$ 3,688,719</u>
<b>LIABILITIES AND FUND BALANCES</b>		
<b>Liabilities</b>		
Accounts payable	\$ <u>79,765</u>	\$ <u>50,114</u>
<b>Total Liabilities</b>	<u>79,765</u>	<u>50,114</u>
<b>Fund balances</b>		
Unassigned, undesignated	<u>3,077,039</u>	<u>3,638,605</u>
<b>Total Fund Balances</b>	<u>3,077,039</u>	<u>3,638,605</u>
<b>Total Liabilities and Fund Balances</b>	<u>\$ 3,156,804</u>	<u>\$ 3,688,719</u>

**CITY OF ABILENE, TEXAS**  
**9-1-1 Emergency Communication District**  
**Statement of Revenues, Expenditures and Changes in Fund Balances**  
**Years Ended September 30, 2014 and 2013**

	<u>2014</u>	<u>2013</u>
<b>REVENUES:</b>		
Wireless service fees	\$ 690,206	\$ 662,457
Wireline service fees	1,200,025	947,910
Interest	7,265	7,184
<b>Total revenues</b>	<u>1,897,496</u>	<u>1,617,551</u>
<b>EXPENDITURES:</b>		
Current:		
Office supplies	3	28
Educational supplies	1,399	4,007
Non-capital minor tools & equipment	2,819	-
Postage	221	252
Communication equipment maintenance	58,618	57,791
Street sign maintenance	1,887	1,284
Fiber maintenance	1,602	-
Phone service	176,984	196,336
Wireless monthly service	22,798	-
Equipment use charge	4,051	4,280
Technology	1,490	7,929
Professional fees	6,618	7,976
Printing	100	274
Dispatchers	234,188	221,327
Employee development	657	1,350
Dues	129	245
Administrative services	580,500	531,610
Indirect costs	11,730	11,730
Capital Outlay:		
Communication center equipment	1,375,268	16,821
<b>Total expenditures</b>	<u>2,459,062</u>	<u>1,065,220</u>
<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	(561,566)	552,331
<b>FUND BALANCES - BEGINNING OF YEAR</b>	<u>3,638,605</u>	<u>3,086,274</u>
<b>FUND BALANCES - END OF YEAR</b>	<u>\$ 3,077,039</u>	<u>\$ 3,638,605</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, 2014**

	Budget	Actual	Variance Positive (Negative)
<b>REVENUES:</b>			
Wireless service fees	\$ 680,000	\$ 680,206	\$ 10,206
Wireline service fees	950,000	1,200,025	250,025
Interest	7,000	7,285	285
<b>Total revenues</b>	<b>1,637,000</b>	<b>1,887,496</b>	<b>250,496</b>
<b>EXPENDITURES:</b>			
Current:			
Office supplies	500	3	497
Educational supplies	2,000	1,399	601
Non-capital minor tools & equipment	3,000	2,819	181
Postage	300	221	79
Communication equipment maintenance	58,000	56,618	1,382
Street sign maintenance	1,900	1,887	13
Fiber maintenance	-	1,602	(1,602)
Phone service	180,000	176,984	3,016
Wireless monthly service	28,000	22,798	5,202
Equipment use charge	5,198	4,051	1,145
Technology	1,512	1,480	22
Professional fees	8,658	6,618	2,040
Printing	10,000	100	9,900
Dispatchers	231,750	234,188	(2,438)
Employee development	2,000	657	1,343
Dues	350	129	221
Administrative services	560,500	560,500	-
Indirect costs	11,730	11,730	-
Contingency	5,000	-	5,000
Capital Outlay:			
Communication center equipment	1,575,000	1,375,268	199,732
<b>Total expenditures</b>	<b>2,685,396</b>	<b>2,459,062</b>	<b>226,334</b>
<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	<b>(1,048,396)</b>	<b>(561,566)</b>	<b>486,830</b>
<b>FUND BALANCES - BEGINNING OF YEAR</b>	<b>3,638,605</b>	<b>3,638,605</b>	<b>-</b>
<b>FUND BALANCES - END OF YEAR</b>	<b>\$ 2,590,209</b>	<b>\$ 3,077,039</b>	<b>\$ 486,830</b>

# Attachment 2



2  
**PLS**

**Police Legal Sciences**

PO Box 52  
Washington, LA 52353

**Invoice No. 6738**

DATE: 9/17/2015

Abilene/Taylor Co 9-1-1 District  
Attn: Wayne Brandt  
555 Walnut St  
Abilene TX 79601

PLS ID # TX2204

JOB:

<u>DESCRIPTION</u>	<u># OF SUBSCR</u>	<u>RATE</u>	<u>AMOUNT DUE</u>
Renew Dispatch Pro, 12-lesson yearly subscription (Oct 2015 - Sep 2016)	54	100.00	5,400.00

36 Abilene TX PD  
14 Taylor Co TX Sheriff  
4 Merkel TX PD

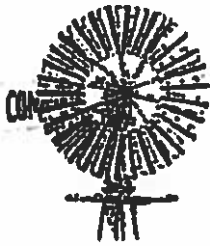
**Total Amount Due: \$5,400.00**

TERMS: Net 15

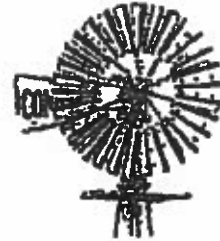
Please make checks payable to  
"Police Legal Sciences".  
For questions about your bill or to make a  
payment by credit card, please call 319-481-8885.

*Thank you for your business.*

# Attachment 3



## ***City of Merkel***



*August 13, 2015*

**Mike Saxton  
911 Program Coordinator  
Abilene-Taylor County 911**

**Re: Funding Request**

**Dear Mr. Saxton,**

Growth in rural Northwestern Taylor County and along I-20 places the City of Merkel in a strategic position to provide necessary emergency services to a growing number of people in the area in a timely manner. The City employs four TCOLE licensed telecommunicators providing emergency dispatch services from 7:30 am to 4:30 pm Monday through Friday. The City is requesting \$12,500.00 for FY 2015-16 to assist with the costs of dispatching 911 calls at Merkel City Hall. The funds will help ensure that the City of Merkel remains a viable and effective part of public safety in Northwestern Taylor County.

**Your assistance and consideration of this request is greatly appreciated.**

**Sincerely,**

**Steve Campbell  
City Manager  
City of Merkel**

# Attachment 4

Ablene/Taylor County 9-1-1 District			
Line Item Description	FY 2015 Original Budget	FY 2015 Revised	FY 2016 Proposed
Beginning Balance	\$3,077,039	\$3,077,039	\$3,917,507
<b>Revenues</b>			
Wireless Service Fee Revenue	690,000	700,000	710,000
9-1-1 Surcharge	975,000	1,415,000	1,600,000
Interest Income	7,000	8,000	8,000
<b>Total Revenues</b>	<b>\$1,672,000</b>	<b>\$2,123,000</b>	<b>\$2,318,000</b>
<b>Total Resources</b>	<b>\$4,749,039</b>	<b>\$5,200,039</b>	<b>\$6,235,507</b>
<b>Expenditures</b>			
Office Supplies	500	500	500
Educational Supplies	0	0	0
Non-Capital Equipment	0	200	250
Postage	300	300	300
Comm/RDR Maintenance	95,100	95,100	95,100
Traffic Sign Maintenance	1,900	1,900	1,900
Phone Service	295,000	300,000	300,000
Professional/Contractual	7,535	7,535	7,498
Other Services/Materials	250,530	252,000	259,560
Printing	10,000	0	10,000
Employee Development	2,000	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	11,730	11,730
Equipment Use Charges	5,196	5,196	5,196
Technology Fund Transfer	1,600	1,610	1,610
General Services/Charges	573,111	573,111	590,304
Communications Equipment	0	0	0
<b>Wireless</b>			
Monthly Recurring Costs (MRC)	27,000	25,000	25,000
<b>Total Expenditures</b>	<b>\$1,288,852</b>	<b>\$1,282,532</b>	<b>\$1,317,298</b>
<b>Ending Balance</b>	<b>\$3,460,187</b>	<b>3,917,507</b>	<b>\$4,918,209</b>

# DESCRIPTION OF BUDGET EXPENSE ACCOUNTS

**Office Supplies:** Supplies necessary for general office work such as binders, pens/pencils, paper, etc. Also includes printer charges from network printers.

FY15 REVISED	\$500	FY16	\$500
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**Educational Supplies:** Books, publications, and other supplies used for educational purposes. Also includes educational promotional items.

FY15 REVISED	\$0	FY16	\$0
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**Non-Capital Equipment:** Office equipment, including computers.

FY15 REVISED	\$200	FY16	\$250
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FY15 increase due to the purchase of an adapter base for the computer desk in the new vehicle used for GPS field work.

**Postage:** Cost for stamps and mailing.

FY15 REVISED	\$300	FY16	\$300
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**Communications Maintenance:** Cost for annual maintenance of call logging equipment and CritiCall.

FY15 REVISED	\$95,100	FY16	\$95,100
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**Traffic Sign Maintenance:** Maintenance of county road signs.

FY15 REVISED	\$1,900	FY16	\$1,900
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**Telephone Service:** Cost of providing telephone service. This includes monthly lease and maintenance of PSAP equipment, Master Street Address Guide maintenance, and cost recovery payments to incumbent wireline carriers.

FY15 REVISED	\$300,000	FY16	\$300,000
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FY15 Increase due to the revised Monthly Recurring Costs (MRC) for the Gig-a-Man fiber installation.

**Professional/Contractual:** Fees paid for professional services such as public affairs and regulatory representation, Texas 9-1-1 Alliance, etc.

FY15 REVISED	\$7,535	FY16	\$7,498
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FY16 decrease due to Alliance FY15 actual expenditures less than projected and true-up accomplished during FY16.

**General Fund Services/Charge:** Funds transferred to the City of Abilene for reimbursement of City of Abilene employee positions such as telecommunications positions, GIS Manager (cost share), and program coordinator.

<b>FY15 REVISED</b>	<b>\$573,111</b>	<b>FY16</b>	<b>\$580,304</b>
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**Communication Equipment:** Equipment used for receiving 9-1-1 calls at primary service answering point (PSAP), CPE (Customer Premises Equipment) also called "core" equipment.

<b>FY15 REVISED</b>	<b>\$0</b>	<b>FY16</b>	<b>\$0</b>
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**WIRELESS**

**Monthly recurring Costs (MRC):** Monthly recurring costs associated with wireless cost recovery/reimbursement per contract/settlement agreement with wireless service providers.

<b>FY15 REVISED</b>	<b>\$25,000</b>	<b>FY16</b>	<b>\$25,000</b>
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**FY15 decrease due to renegotiated lower MRC rates.**

**Other Services/Materials (Special Services):** Reimbursement of Taylor County and Merkel Telecommunicator positions.

FY15 REVISED	\$252,000	FY16	\$259,560
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**Printing:** Cost of printing reports, documents, binding, stationary, envelopes, etc. Also includes printing costs for responder maps.

FY15 REVISED	\$0	FY16	\$10,000
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FY15 decrease due to no printing costs incurred during the year.

**Employee Development (Travel/Employee Development):** Cost of attendance at training courses, seminars, conferences, 9-1-1 meetings in Dallas.

FY15 REVISED	\$1,000	FY16	\$1,000
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FY15 decrease due to reduced travel costs.

**Expense Allowance:** Costs associated with non-educational promotional activities. This includes expenses associated with annual Telecommunicator Appreciation Week activities.

FY15 REVISED	\$2000	FY16	\$2000
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**Dues/Subscriptions:** Cost of memberships in professional organizations and subscriptions to professional publications.

FY15 REVISED	\$350	FY16	\$350
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**Contingency:** Funds for unexpected or undetermined costs (unobligated balance).

FY15 REVISED	\$5,000	FY16	\$5,000
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**Indirect Cost Allocation:** Funds transferred to the City of Abilene for reimbursement of administrative fee

FY15 REVISED	\$11,730	FY16	\$11,730
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**Equipment Use Charges:** Gas and maintenance charges associated with assigned vehicle and replacement fund charge.

FY15 REVISED	\$5,196	FY16	\$5,196
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**Technology Fund Transfer:** Charges for computer software, licenses, etc

FY15 REVISED	\$1,610	FY16	\$1,610
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