

**Capital Area Planning Council
Geographic Information Systems Planning Council
Summary Minutes**

**CAPCO Conference Room
Thursday, January 29th, 2004**

Executive Committee Sponsor: Judge John Doerfler, Williamson County

MEMBERS PRESENT:

Emily Stluka, Williamson County, Chair
Steve Floyd, Hays County
Dean LaBonte, City of Austin
Walt Bailey, City of Marble Falls
Darla Law, Caldwell County
Clarence McDaniel, Llano CAD
Kathy Strickland, Blanco County
Christian Collier, Round Rock
Charlie Meyer, Lee County
Joan Hickey, Hays County
Dawn Moore, Fayette County
John Wilson, Travis County
Richard Kelly, CAPCO Liaison

MEMBERS ABSENT:

Elaine Wray, Travis County
Julie Sommerfeld, Bastrop County
Michael Poer, City of Austin
Chris Bryce, City of Georgetown

GUESTS PRESENT:

Paula Ferigno, WilCo Health Dept.
Juliet Brown, CAPCO
David Shore, City of Cedar Park
Ken Bell, San Marcos Fire Department
Katherine Weiss, Hays County
Mike Karaday, City of Georgetown
James Gamez, City of Marble Falls

I. Call To Order and Introduction of New Members:

The meeting began at 9:30am with Emily Stluka's Call to Order.

Motion to adopt minutes from November 20th, 2003 GIS PC meeting was made by Dean LaBonte and seconded by Darla Law. Adoption unanimously approved pending amending the record by removing Elaine Wray's name from the Members Present list.

II. 2004 GISPC Officer Elections:

Emily Stluka began the discussion by reflecting on the past year as GISPC Chair and the duties and responsibilities as laid out in the council's bylaws. She then proceeded with opening up the floor for new officer nominations. Dawn Moore nominated Steve Floyd to be the next GISPC Chair. Chris Bryce, via e-mail, nominated Dawn Moore. Kathy Strickland motioned that nomination for chair cease and Dean LaBonte seconded. The council had a split vote of six hands for Mr. Floyd and six hands for Mrs. Moore. After a discussion regarding acceptance of Chris Bryce's vote of proxy, the council approached the chair to make the deciding vote. Mrs. Stluka cast her vote for Dawn Moore as next GISPC Chair. Next, Mrs. Stluka opened the floor for nominations for GISPC Vice-chair. Mr. LaBonte nominated Mr. Floyd for the position of Vice-chair. Since there were no other nominations Clarence McDaniel seconded Mr. Floyd's nomination and it was so moved by the council.

III. Regional Emergency Data Disk Demonstration:

At the November 20th, 2003 GISPC meeting the Council directed the CAPCO GIS Department to prepare a Emergency Data CD prototype containing base data layers the Council, as well as the Homeland Security Task Force, felt were critical for emergency response. As a follow up at this meeting, Richard Kelly was asked to make a presentation to the GISPC on the application and content of this first, or “Alpha”, version of the data disk.

Mr. Kelly began by describing the different category types and the data layer included on the disk. Mr. Kelly explained that the Emergency Data Disk (EDD), as presented, contained all of the data layers in Category I (basic and readily available). The EDD also contains a GIS viewer and metadata for all files. Mr. Kelly proceeded with demonstrating the operation of the viewer software. The layers in Categories II (helpful and readily available) and III (helpful but not readily available) were then discussed and reviewed. Mr. Kelly asked the council for input regarding data collection and sources. An open discussion began regarding Tier 2 hazardous materials, private school and prison identification, use of 9-1-1 address points, and additional data layers not already outlined. Judge Doerfler recommended the county emergency managers as a source for Tier 2 information. Mr. Floyd suggested that private schools and privately operated prisons be identified and suggested the Association of Private and Parochial Schools be contacted for private school locations. Mr. Floyd also suggested supplying the data in a geographic coordinate system. Juliet Brown, CAPCO Bio-Terrorism Coordinator, asked if daycare centers and animal shelters be added to the list. Regarding use of 9-1-1 address points, it was suggested that the GISPC take action to recommend approaching the Texas Attorney General’s Office for clarification on their use in the EDD.

Mr. Kelly recapped by explaining that the current data disk was, essentially, a proof of concept project. The next release of the disk would be considered the “Beta”, or test version and contain the software upgrades as well as new data layers. The question of providing the data on line was presented to Mr. Kelly. After responding that discussions were already under way with the CAPCO IT department to provide secure on-line access as directed by the GISPC and the Homeland Security Task Force, Mr. Kelly asked the GIS Planning Council to assist in determining the Emergency Data Disk’s role and function. Joan Hickey motioned that CAPCO GIS proceed with the data collection of Category II layers after consultation with Homeland Security and send copies to the GISPC members for review and remarks. Mr. LaBonte seconded the motion which was then unanimously adopted.

The GIS PC requested that CAPCO GIS proceed with data collection and continue communication with the CAPCO Homeland Security Task Force to develop an Emergency Data Disk “Beta” version.

IV. Update on H.B. 1117:

Richard Kelly began the discussion explaining HB1117 and referring the Council to the handout “TARC Technology Committee H.B. 1117 Workgroup Meeting Notes 1-13-04”

which discussed what COGs should or should not do, current COG capabilities, available support, what COGs should do at a minimum, as well as, option recommendations regarding the bill.

IV. Round-Table and Other Business:

There was no new business

V. Date For Next Meeting:

The next GIS Planning Committee meeting is scheduled for April 15th, 2004 from 9:30am to 11:30 am.

VI. Adjournment:

Kathy Strickland motioned the meeting be adjourned with a second by Joan Hickey. All members approved the motion.