



CAECD Board of Managers Meeting | Summary Minutes

10:30 a.m. or upon adjournment of the Executive Committee

Wednesday, January 13, 2021

Access via Zoom:

<https://zoom.us/j/92706715563?pwd=TXRvQnVXRHZ4L3hCU2Y5TnJ1T0p0QT09>

Dial in: +1 346 248 7799

Member ID: 927 0671 5563

Access Code: 971196

Present (22)

Judge Paul Pape, Bastrop County, **Chair**

Mayor Brandt Rydell, City of Taylor, **First Vice Chair**

Judge James Oakley, Burnet County, **Second Vice Chair**

Mayor Low White, City of Lockhart, **Secretary**

Judge Ron Cunningham, Llano County, **Parliamentarian**

Mayor Jane Hughson, City of San Marcos, **Immediate Past President**

Mayor Pro Tem Lyle Nelson, City of Bastrop

Council Member Andrea Willott, City of Bee Cave

Judge Brett Bray, Blanco County

Commissioner Joe Don Dockery, Burnet County

Judge Hoppy Haden, Caldwell County

Judge Joe Weber, Fayette County

Mayor Pro Tem Kevin Pitts, City of Georgetown

Commissioner Debbie Ingalsbe, Hays County

Council Member Christine Sederquist, City of Leander

Council Member Mike Heath, City of Pflugerville

Council Member Matthew Baker, City of Round Rock

Council Member William Gordon, City of Smithville

Commissioner Ann Howard, Travis County

Commissioner Brigid Shea, Travis County

Commissioner Russ Boles, Williamson County

Commissioner Cynthia Long, Williamson County

Absent (1)

Mayor Sandy Cox, City of Lakeway

1. Call to Order and Confirmation of Quorum by the Chair

Judge Pape called the meeting to order at 11:07 a.m. and confirmed the quorum.

2. Consider Approval of Minutes for the October 14, 2020 Board of Managers Meeting

A motion was made by Commissioner Ingalsbe to approve the October 10, 2020 meeting minutes.

Commissioner Long seconded the motion. The motion passed unanimously.

3. Consider Accepting the Annual Financial Report for the Period October 1, 2019 to September 30, 2020

Lisa Bowman, Director of Finance

Ms. Bowman stated that this was an unaudited report for the fiscal year for CAECD, for the twelve months for the period October 2019 to September 30, 2020. Total revenue for the year was approximately \$14.5 million. Total expenditures for the year was approximately \$13.2 million. Ms. Bowman stated at the last meeting the board approved to move \$3.6 million from the FY 2020 budget to finish out projects that had gotten started and did not get completed. Ms. Bowman pointed out that this was part of the reason why the expenditures were so much less than the budgeted amount. She went on to say revenues came in very close, within 4.1 percent of the budgeted amount. Expenditures were 35 percent under budget noting \$3.6 million of that was moved into the current year budget.

Judge Pape asked when the Executive Committee could expect to receive an audited financial report. Ms. Bowman stated the CAPCOG annual audit will begin in February and that an auditor will be present at the February officers meeting to answer questions.

4. Consider Adopting a Resolution Providing Signature Authority to Individuals for the Capital Area Emergency Communications District

Lisa Bowman, Director of Finance

Ms. Bowman presented this item for approval noting the item was identical to the Executive Committee resolution approved at the earlier Executive Committee meeting with the exception that this item was for the Capital Area Emergency Communications District.

A motion was made by Commission Shea to adopt a Resolution providing signature authority to individuals for the Capital Area Emergency Communications District. Mayor Pro Tem Nelson seconded the motion. The motion passed unanimously.

5. Receive a Presentation on ESINET & NG 911 Deployment Progress

Richard Morales, Director of Emergency Communications

Ms. Voights stated that a part of the reason for this agenda item was so the board would know that NexGen 911 is on schedule to deploy at some point next year. She went on to say it would be necessary to revisit the discussion on the accuracy of the GIS mapping and that the board can expect to hear more on this at the April meeting.

Mr. Morales presented a PowerPoint presentation on the Emergency Services IP Network (ESINET) and NexGen 911 deployment process. He explained that ESINET is the secure network on which NexGen 911 software and database functions operate on; CAPCOG began constructing the infrastructure in August 2019 necessary for the ESINET and is the backbone on which NextGen 911 is built.

Mr. Morales provided a status update on the implementations thus far and the overall progress of the regional project. He discussed GIS convergence effects on the routing of calls, project timeline for future migrations on the network and estimated dates of completion.

Ms. Voights pointed out some counties are still not doing accurate mapping and additional efforts are needed with those counties to get them deployed. She went on to say this presentation was a foundation for a more in-depth discussion in April about deploying county by county.

Judge Pape stated a copy of this presentation would be provided upon request. Mr. Morales provided his phone number in the chat for follow up questions.

No action was required for this agenda item.

6. Consider Revisions to the 9-1-1 Policies and Procedures Manual

Richard Morales, Director of Emergency Communications

Judge Pape asked Mr. Morales to review the significant changes and recommendation, highlighting those by reference to page numbers. A redline version of this document was provided to the board in the agenda packet.

Mr. Morales indicated significant changes:

- Amend title of document from 9-1-1 Policies and Procedures Manual to PSAP Procedures Manual
- Removal of section detailing 9-1-1 Database & GIS Coordination protocols
- Converted appropriate exhibit forms into fillable PDFs

- Added one exhibit (Use of 9-1-1 Address Database for Public Safety) into the body of the document

Judge Pape pointed out that any time the board is changing a policies he wants to give the board ample opportunity to discuss to ensure the board has a full understanding of why changes are being made and why those change are needed. He then asked if there were any questions.

Commissioner Long recommend a change to page 7; section B. Training; Item number 1 from [notify CAECD of newly hired 9-1-1...] to [notify CAECD staff of newly hired 9-1-1...].

A motion was made by Commissioner Long to approve the revisions to the 9-1-1 Policies and Procedures Manual with noted changes. Council Member Baker seconded the motion. The motion passed unanimously.

**7. Consider Appointing 9-1-1 Strategic Advisory Committee Board Liaison
Betty Voights, Executive Director**

Judge Pape stated Commissioner Long had been the 9-1-1 Strategic Advisory Committee board liaison for a while and asked Commissioner Long if she was willing to continue to serve in this capacity. Commissioner Long agreed to continue to serve as the 9-1-1 Strategic Advisory Committee liaison.

A motion was made by Council Member Heath to appoint Commissioner Long as the 9-1-1 Strategic Advisory Committee Board Liaison. Council Member Sederquist seconded the motion. The motion passed unanimously.

8. Staff Reports

Ms. Voights stated the possiblity of legislation that would increase the 911 wireless fee is still in play; currently, the bill does not have a sponsor. She went on to say she would be working predominantly with officers on briefings for legislative items month to month and would include the Executive Committee as well.

9. Adjourn

The meeting was adjourned at 11:40 a.m.



 Mayor Lew White, Secretary
 Executive Committee
 Capital Area Council of Governments

3-8-21

 Date

Persons wishing to provide comment on an agenda item during the CAECD Board of Managers Meeting may do so by emailing Mason Conales at mconales@capcov.org no later than 5 p.m., Tuesday January 12, 2021. Please include the participants first and last name, organization, county representing and the agenda item for which comment is being provided. Comments will have a time limit of three minutes each. Persons who join the CAECD Board of Managers Meeting will be provided a call-in number to participate remotely.