



## CAECD Board of Managers | Agenda

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10:30 a.m., or upon adjournment of the Executive Committee  
Wednesday, September 14, 2022  
Hilton Austin Airport  
9515 Hotel Drive  
Austin, Texas 78719

Mayor Brandt Rydell, City of Taylor, **Chair**  
Judge James Oakley, Burnet County, **First Vice Chair**  
Mayor Lew White, City of Lockhart, **Second Vice Chair**  
**Secretary**  
Commissioner Debbie Ingalsbe, Hays County,  
**Parliamentarian**  
Mayor Jane Hughson, City of San Marcos,  
**Immediate Past Chair**  
Judge Paul Pape, Bastrop County,  
Council Member Mackenzie Kelly, City of Austin  
Mayor Connie Schroeder, City of Bastrop  
Council Member Kevin Hight, 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  
Council Member Ron Garland, City of Georgetown

Council Member Esmeralda Mattke Longoria, City of Leander  
Commissioner Steven Knobloch, Lee County  
Judge Ron Cunningham, Llano County  
Mayor Pro Tem Doug Weiss, City of Pflugerville  
Council Member Matthew Baker, City of Round Rock  
Council Member Janice Bruno, City of Smithville  
Commissioner Ann Howard, Travis County  
Commissioner Brigid Shea, Travis County  
Commissioner Russ Boles, Williamson County  
Commissioner Cynthia Long, Williamson County  
Representative John Cyprier  
Representative Celia Israel  
Representative Terry Wilson  
Representative Erin Zwiener

1. **Call to Order and opening remarks by the Chair**
2. **Consider Approving the Minutes for the July 13, 2022 CAECD Board of Managers Meeting**
3. **Consider Approving Allocation of Additional 9-1-1 Call Taking Workstation – Georgetown Emergency Communications Center**  

**Renee Bell, Assistant Director – Operations, Emergency Communications**
4. **Consider Approving Appointments to Advisory Committee**  

**Deborah Brea, Executive Assistant**
5. **Staff Reports**  

**Betty Voights, Executive Director**
6. **Adjourn**

A closed executive session may be held on any of the above agenda items when legally justified pursuant to Subchapter D of the Texas Open Meetings Act (Texas Government Code Chapter 551).



## CAECD Board of Managers | Summary Minutes

10:30 a.m. or upon adjournment of the Executive Committee, Wednesday, July 13, 2022  
6800 Burleson Road  
Building 310, Suite 165  
Austin, Texas 78744

### Present (20)

Mayor Brandt Rydell, City of Taylor, **Chair**  
Judge James Oakley, Burnet County, **1st Vice Chair**  
Mayor Lew White, City of Lockhart, **2nd Vice Chair**  
Commissioner Debbie Ingalsbe, Hays County, **Secretary**  
Mayor Jane Hughson, City of San Marcos,  
**Parliamentarian**  
Judge Paul Pape, Bastrop County, **Immediate Past Chair**  
Council Member Mackenzie Kelly, City of Austin  
Judge Brett Bray, Blanco County  
Judge Hoppy Haden, Caldwell County  
Judge Joe Weber, Fayette County

Council Member Ron Garland, City of Georgetown  
Council Member Esme Mattke Longoria, City of Leander  
Commissioner Steven Knobloch, Lee County  
Judge Ron Cunningham, Llano County  
Mayor Pro Tem Doug Weiss, City of Pflugerville  
Council Member Matthew Baker, City of Round Rock  
Council Member Janice Bruno, City of Smithville  
Commissioner Ann Howard, Travis County  
Commissioner Russ Boles, Williamson County  
Commissioner Cynthia Long, Williamson County

### Absent (8)

Mayor Connie Schroeder, City of Bastrop  
Council Member Kevin Hight, City of Bee Cave  
Commissioner Joe Don Dockery, Burnet County  
Commissioner Brigid Shea, Travis County

Representative John Cyrier  
Representative Celia Israel  
Representative Terry Wilson  
Representative Erin Zwiener

#### 1. **Call to Order and opening remarks by the Chair**

Mayor Rydell called the meeting to order at 10:21 a.m.

#### 2. **Consider Approving the Minutes for the June 8, 2022, CAECD Board of Managers Meeting**

Mayor Rydell asked for approval of the June 8, 2022, minutes. A motion was made by Commissioner Ingalsbe to approve the minutes. Judge Pape seconded the motion. The motion passed unanimously.

#### 3. **Consider Accepting the Financial Report for the Period October 1, 2021, to May 31, 2022**

##### **Silvia Alvarado, Director of Finance**

Ms Alvarado said the report is for the 8 months between Oct. 1, 2021, to May 31, 2022, and the balance sheet shows a fund equity balance of \$31.2 million which represents resources that continue operations, meet existing obligations, and maintain reserves to cover cost for emergency operations and equipment replacement. Ms. Alvarado said the total revenues for the period were \$10.4 million and the expenditures were \$8.2 million.

A motion was made by Judge Oakley to accept the financial report. Council Member Mattke Longoria seconded the motion. The motion passed unanimously.

#### 4. **Consider Approving the Replacement of HVAC RTU-4 and RTU-1**

##### **Renee Bell, Assistant Director – Operations, Emergency Communications**

Ms. Bell said CAPCOG had scheduled and budgeted to replace one of four HVAC units that support the

emergency communications operations but the HVAC RTU-4 and RTU-1 are the same age — installed in 2006 — and the oldest ones operating, so they should be replaced together. She said the previously budgeted unit will cost \$40,930 to replace while the other unit would cost \$25,441 to replace.

A motion was made by Mayor Hughson for approving the replacement of HVAC RTU-4 and RTU-1. Judge Weber seconded the motion. The motion passed unanimously.

**5. Consider Approving UPS Upgrade**

**Renee Bell, Assistant Director – Operations, Emergency Communications**

Ms. Bell said it is time to upgrade the UPS systems at host Emergency Call Centers (or public safety answering points) as the units are at end of life. She noted CAPCOG was originally quoted \$1.2 for installing the new systems; however, after evaluating CAPCOG's equipment, the cost was lowered to \$883,466 to meet the sites' current needs. She explained to start the upgrade project this fiscal year, CAPCOG recommends spending \$294,000 and spending \$506,000 during the next fiscal year to finish the upgrades. Ms. Bell said there also is an additional cost of about \$5,000 to monitor the systems at all the centers.

A motion was made by Mayor Hughson to approve the UPS upgrade. Commissioner Ingalsbe seconded the motion. Judge Pape questioned how many units need to be replaced and how often do they need to be replaced. Ms. Bell said there are 24 units which were installed in about 2010.

Mayor Rydell called for vote on the item. Mayor Hughson's motion passed unanimously.

**6. Consider Approving Conversion of AT&T Virtual Private Network (AVPN) Circuits to AT&T AVPN Fiber**

**Renee Bell, Assistant Director – Operations, Emergency Communications**

Ms. Bell said that switching to AT&T Virtual Private Network Fiber from the non-fiber option would save the region about \$290,000 per year while also increasing the resiliency of the region's 9-1-1 network.

A motion was made by Commissioner Long to approve the conversion. Commissioner Ingalsbe seconded the motion. The motion passed unanimously.

**7. Consider Approving Contract with Mission Critical Partners (MCP) for Project Management of Procurement of New NG911 Call Handling Equipment (CHE)**

**Renee Bell, Assistant Director – Operations, Emergency Communications**

Ms. Bell said this would be the first step in identifying the requirements for a new Next Generation 9-1-1 call handling system. She said CAPCOG has met with the contractor and reviewed its expectations and requirements. Ms. Voights said a subcommittee of 9-1-1 technical experts was created by the Strategic Advisory Committee from entities throughout the region to work with the contractor and help identify the specifications needed and to review possible equipment solutions. She noted the subcommittee will get input from the cities and counties not represented and will have a non-binding vote on the call handling system. Ms. Voights said CAPCOG wants everyone involved in the region for this selection process.

A motion was made by Judge Oakley to approve the contract with Mission Critical Partners for project management and procurement of new Next Generation 9-1-1 call handling equipment. Mayor Hughson seconded the motion. The motion passed unanimously.

**8. Consider Approving 9-1-1 GIS Contracts**

**Andrew Hoekzema, Director of Regional Planning & Services**

Mr. Hoekzema said this item is an annual contract agreement with nine counties, excluding Travis County, and the city of Austin for GIS work related to updating 9-1-1 mapping data. He said as CAPCOG implements Next Generation 9-1-1, the data also will be used for routing calls. He explained that contracts have a formula to help keep up with growth which causes more GIS work for maintaining the 9-1-1 database.

A motion was made by Mayor Hughson to approve the 9-1-1 GIS contracts. Commissioner Ingalsbe seconded the motion. The motion passed unanimously.

**9. Consider Approving the FY2023 CAECD Budget**

**Anwar Sophy, Deputy Executive Director**

Ms. Voights said the 2023 fiscal year's proposed budget did not have many changes as far as funding. The year will have expenditures exceeding revenues by about \$3 million because of the procurement of a new 9-1-1 call handling system to accommodate Next Generation 9-1-1 capabilities. While CAPCOG submitted for \$8.5 million in state grant funds to help pay for the project, and believes it will be rewarded the funds, it was budgeted in case the grant funds were not awarded to the COG. Ms. Voights noted if CAPOCG doesn't get the grant, the cost can be spread over 5 years through its AT&T master agreement. Ms. Voights also briefly touched on major sections of the budget including program management, network, PSAP operations, equipment maintenance and operational cost for the 9-1-1 network, the cost for operating Warn Central Texas — the regional notification system — and WebEOC. She spent more time on the last section of the budget outlining the coming year's capital projects noting some of the projects mentioned earlier were budgeted there along with an ongoing Motorola project. She emphasized that many of these projects are tied to funding budgeted in the current fiscal year, so at the October board meeting, the budget is always amended to move those into the new fiscal year. She noted the total proposed expenses are \$18 million and revenues are \$15 million. The other \$3 million, if needed, will come from the unassigned funds line-item which is why CAPCOG always need a balance in that fund.

Judge Oakley asked if there was anything CAPCOG needs to do to get a little more aggressive on investment earnings with this fund balance. Ms. Voights said CAPCOG will review its investment policy to see what its allowable. Mayor Pro Tem Weiss asked if the savings from Item No. 6 were in the budget. Ms. Voights said unexpended funding rolls into the next fiscal year and would be included in the unassigned funds for use as needed.

A motion was made by Mayor Pro Tem Weiss to approve the 2023 CAECD budget. Judge Cunningham seconded the motion. The motion passed unanimously.

**10. Consider Approving Appointments to Advisory Committee**

**Deborah Brea, Executive Assistant**

Ms. Brea said there were no requested appointments at this time.

**11. Staff Reports**

**Betty Voights, Executive Director**

Ms. Voights stated CAPCOG reached out to the board members for recommendations on places to hold the September General Assembly meeting. She noted Council Member Kelly offered the new Austin Energy Building for the meeting, which has a large meeting space, but the Austin Airport Hilton also has

space available, so Voights asked the board which they preferred. Some members said the Hilton was a fine location while others wanted to see the new Austin Energy building.

Ms. Voights said based on Commissioner Howard’s discussion about regional growth planning, she had scheduled a presentation about water for the August meeting. She also noted that Commissioner Howard would be having a discussion over lunch about local growth planning efforts after the CAECD Board of Managers meeting adjourned. Ms. Voights said the Homeland Security Director will meet with the four county judges working on the Hurricane Harvey Method of Distribution for GLO Mitigation projects.

**12. Adjourn**

Mayor Rydell adjourned the meeting at 10:52 a.m.

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Commissioner Debbie Ingalsbe, Secretary  
Board of Managers  
Capital Area Emergency Communications District

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Date

**CAPITAL AREA EMERGENCY COMMUNICATIONS DISTRICT  
BOARD OF MANAGERS MEETING**

**MEETING DATE:** September 14, 2022

**AGENDA ITEM:** #3 Consider Approving Allocation of Additional 9-1-1 Call Taking Workstation – Georgetown Emergency Communications Center

**GENERAL DESCRIPTION OF ITEM:**

The Georgetown Police Department is requesting two additional 9-1-1 Call Taking Workstations for their Emergency Communications Center to enhance public safety within the City of Georgetown and supported areas; however, they are currently eligible for one console based on criteria in the PSAP Policy. Since we are in the process of identifying and purchasing new 911 call handling equipment for all 31 PSAPS, we are planning to provide one from the Backup Center currently used for training. The CAECD Strategic Advisory Committee has reviewed this request and recommended providing the console at this time.

Georgetown PD understands they will need to fund additional workstations from the equipment order we place for the new consoles which will occur in 2024 if they still don't meet the PSAP criteria; however, the call statistics and other factors including population growth likely may make them eligible for CAPCOG to fund.

It is recommended at this time that one call taking console from the training inventory be converted to live production and installed at the Georgetown ECC. This interim solution will fulfill the current request and is agreed upon by the Georgetown ECC until a new call taking solution is selected and contract pricing for those consoles will be known.

**THIS ITEM REPRESENTS A:**

- New issue, project, or purchase
- Routine, regularly scheduled item
- Follow-up to previously discussed item
- Special item requested by board member
- Other

**PRIMARY CONTACT/STAFF MEMBER:**

**Renee Bell, Assistant Director – Operations, Emergency Communications**

**BUDGETARY IMPACT OF AGENDA ITEM:**

Total estimated cost: \$0.00

Source of funds: N/A

**PROCUREMENT:** N/A

**ACTION REQUESTED:**

Consider approving conversion of an existing call taking console in the BUC to fulfill Georgetown PD's request for an additional console at this time.

**BACK-UP DOCUMENTS ATTACHED:**

1. Memo from City of Georgetown Leadership

**BACK-UP DOCUMENTS NOT ATTACHED** (to be sent prior to meeting or will be a handout at the meeting):

None

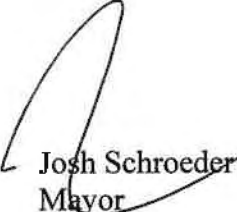


## MEMORANDUM

**DATE:** August 16, 2022  
**FROM:** Mayor Josh Schroeder  
**SUBJECT:** 9-1-1 Call handling consoles

The City of Georgetown has requested two additional 9-1-1 call handling consoles. It is our understanding that based on the guidelines established for adding additional 9-1-1 call handling consoles, we meet the criteria for one additional console. We also understand that there is currently a moratorium in place that restricts the purchase of additional Solacom consoles until new NG911 Call Handling Equipment (CHE) has been procured and implemented. As a result, we respectfully ask for one additional console to be supplied by the Capital Area Emergency Communication District from the current 9-1-1 CHE assets in the Regional Backup Center or the Training Center.

The City of Georgetown also requests CAPCOG to include in the procurement of the new NG911 call handling equipment one additional console for which the City of Georgetown agrees and confirms to pay the cost for purchase and installation for our 911 Dispatch Center. This is in addition to the request above for the additional 9-1-1 call handling console to be provided by the district. We understand and agree that while the City of Georgetown will pay the cost to purchase, configure and install this additional workstation at the time that the new NG911 CHE is procured and implemented, we are also aware and agree that the additional workstation will be owned and maintained (including the cost of maintenance) by the Capital Area Emergency Communications District.

  
Josh Schroeder  
Mayor