



CAECD Board of Managers | Agenda

10:30 a.m., or upon adjournment of the Executive Committee
Wednesday, February 14, 2024
CAPCOG Lantana Room
6800 Burleson Road, Bldg. 310, Ste. 155
Austin, Texas 78744

Mayor Lew White, City of Lockhart, **Chair**
Commissioner Debbie Ingalsbe, Hays County, **1st Vice Chair**
Mayor Pro Tem Matthew Baker, City of Round Rock, **2nd Vice Chair**
Judge Brett Bray, Blanco County, **Secretary**
Judge Ron Cunningham, Llano County, **Parliamentarian**
Judge James Oakley, Burnet County, **Immediate Past Chair**
Council Member Mackenzie Kelly, City of Austin
Commissioner Clara Beckett, Bastrop County
Mayor Lyle Nelson, City of Bastrop
Council Member Kevin Hight, City of Bee Cave
Commissioner Joe Don Dockery, Burnet County
Judge Hoppy Haden, Caldwell County

Judge Dan Mueller, Fayette County
Council Member Ron Garland, City of Georgetown
Mayor Pro Tem Steve Hougen, City of Granite Shoals
Mayor Pro Tem Esmeralda Mattke Longoria, City of Leander
Commissioner Steven Knobloch, Lee County
Mayor Pro Tem Doug Weiss, City of Pflugerville
Mayor Jane Hughson, City of San Marcos
Council Member Janice Bruno, City of Smithville
Mayor Brandt Rydell, City of Taylor
Judge Andy Brown, Travis County
Commissioner Ann Howard, Travis County
Commissioner Russ Boles, Williamson County
Commissioner Cynthia Long, Williamson County
Senator Pete Flores
Representative Stan Gerdes
Representative Vikki Goodwin

- 1. Call to Order and Opening Remarks by the Chair**
- 2. Consider Approving Minutes for the January 10, 2024 CAECD Board of Managers Meeting**
- 3. Consider Approving Renewal of Data Hub Contract with GeoComm**
Charles Simon, Director of Regional Planning & Services
- 4. Consider Amending the CAECD PSAP Policies**
Betty Voights, Executive Director
Richard Morales, Emergency Communications Director
- 5. Consider Approving Committee Appointments**
Betty Voights, Executive Director
- 6. Staff Reports**
Betty Voights, Executive Director
- 7. 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, January 10, 2024
6800 Burlleson Road
Building 310, Suite 165
Austin, Texas 78744

Present (21)

Mayor Lew White, City of Lockhart, **Chair**
Mayor Pro Tem Matthew Baker, City of Round Rock,
2nd Vice Chair
Judge Brett Bray, Blanco County, **Secretary**
Judge Ron Cunningham, Llano County, **Parliamentarian**
Judge James Oakley, Burnet County, **Immediate Past
Chair**
Commissioner Clara Beckett, Bastrop County
Mayor Lyle Nelson, City of Bastrop
Council Member Kevin Hight, City of Bee Cave
Commissioner Joe Don Dockery, Burnet County
Judge Hoppy Haden, Caldwell County

Judge Dan Mueller, Fayette County
Council Member Ron Garland, City of Georgetown
Mayor Pro Tem Steve Hougen, City of Granite Shoals
Mayor Pro Tem Esme Mattke Longoria, City of Leander
Commissioner Steven Knobloch, Lee County
Mayor Jane Hughson, City of San Marcos
Council Member Janice Bruno, City of Smithville
Mayor Brandt Rydell, City of Taylor
Commissioner Ann Howard, Travis County
Commissioner Cynthia Long, Williamson County
Representative Vikki Goodwin

Absent (5)

Commissioner Debbie Ingalsbe, Hays County, **1st Vice
Chair**
Council Member Mackenzie Kelly, City of Austin

Mayor Pro Tem Doug Weiss, City of Pflugerville
Judge Andy Brown, Travis County
Commissioner Russ Boles, Williamson County

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

Mayor White called the meeting to order at 10:46 a.m.

2. **Consider Approving Minutes for the November 8, 2023, CAECD Board of Managers Meeting**

Mayor White asked the board to consider the November 8, 2023, CAECD Board of Managers meeting minutes. Mayor Hughson made a motion to approve the minutes. Council Member Bruno seconded the motion. It passed unanimously.

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

Silvia Alvarado, Director of Finance

Ms. Alvarado asked the Board to consider adopting a resolution to be submitted to Frost Bank as part of the process for updating the signature authority with CAECD's designated depository bank, as the CAECD Board of Managers officers have changed.

Mayor White asked for a vote on the item. Mayor Hughson made a motion to approve the signature authority for new officers. Council Member Garland seconded the motion. It passed unanimously.

4. **Consider Accepting the Annual Financial Report for the Period of October 1, 2022 to September 30, 2023**

Silvia Alvarado, Director of Finance

Ms. Alvarado asked the Board to consider accepting the CAECD annual financial report for the period of October 1, 2022, to September 30, 2023. Included in the report was the Balance Sheet indicating Total Assets, Liabilities, and Fund Equity as of September 30, 2023. Also included in the report was the Total Revenues in the amount of \$17,710,032, and Total Expenditures in the amount of \$16,818,831 as of September 30, 2023, with a Net Revenue of \$891,202.

Mayor White asked for a vote on the item. Mayor Hughson made a motion to approve the CAECD annual financial report. Commissioner Howard seconded the motion. It passed unanimously.

5. Appoint the 9-1-1 Strategic Advisory Committee for 2024-2025 Cycle

Betty Voights, Executive Director

Ms. Voights asked the Board to consider appointing members to the 9-1-1 Strategic Advisory Committee for a two-year term beginning in January 2024 through December of 2025.

Ms. Voights said that Lee County has requested that Mandy Fairchild, from Lee County's Emergency Management Team, replace Gregory LeBlanc.

Commissioner Long said that Williamson County nominated Janessa Stephens, Public Safety Technology Director, to replace Richard Semple.

Mayor White asked for a vote on the item. Judge Oakley made a motion to approve the appointments. Commissioner Howard seconded the motion. It passed unanimously.

6. Appoint the 9-1-1 Strategic Advisory Committee Board Liaison for 2024

Betty Voights, Executive Director

Ms. Voights asked the Board to consider appointing the 9-1-1 Strategic Advisory Committee Board Liaison for 2024. This is a follow-up item to the Executive Committee's appointment of the other advisory committees and their liaisons.

Mayor White asked for a vote on the item. Judge Oakley made a motion to approve the appointments. Commissioner Howard seconded the motion. It passed unanimously.

7. Staff Reports

Betty Voights, Executive Director

At the last CAECD Board of Managers meeting on November 8, 2023, Ms. Voights said that Proposition 8, which proposed spending state funds on broadband infrastructure and 9-1-1 infrastructure, passed during the November elections and CAPCOG was awaiting how those funds would be distributed to the 9-1-1 districts and the other COGs.

Since then, CAPCOG was made aware that funding will go through the state agency, the Commission on State Emergency Communications (CSEC), instead of being distributed from the Comptroller's Office. The districts had understood that, unlike SB 8 funding that was distributed with a grant agreement, this funding would be distributed from the Comptroller's account by the same method as wireless funds.

Ms. Voights briefed them on the need to update the PSAP Policies which had not been updated since 2017. She reminded them that after a loss of significant funding in 2013 and prior to becoming a district, CAPCOG adopted the original policy and chose to close 8 PSAPs. Three contracted with CAPCOG to pay us to keep theirs open; at this point Lago Vista is the only one left paying us, and it is the only city with a secondary PSAP. She noted that many cities, including some larger than Lago Vista like Buda, don't have a PSAP and receive dispatching services they need from another local government. She added CTECC, UT and Texas State are the only secondary PSAPs – CAPCOG is required to provide these for universities and CTECC is a co-located situation. She said the Strategic Advisory Committee will be asked to work on this; staff will recommend only cities with at least 25,000 population and at least 25 calls on average, per day, to be considered as a new PSAP.

Mayor White asked about Luling's plans and Ms. Voights noted that Luling will be co-locating with

Lockhart and Caldwell County, so a different situation. Judge Bray asked if Lago Vista needed to have this because it has a much remote area; Ms. Voights said that NextGen 911 mapping is now 98% accurate so it shouldn't be a problem, plus Travis County already dispatches their fire and EMS.

8. Adjourn

Mayor White adjourned the meeting at 11:10 a.m.

County Judge Brett Bray
Board of Managers
Capital Area Emergency Communications District

Date

CAPITAL AREA EMERGENCY COMMUNICATIONS DISTRICT BOARD OF MANAGERS MEETING

MEETING DATE: February 14, 2024

AGENDA ITEM: 3. Consider Approving Renewal of Data Hub Contract with GeoComm

GENERAL DESCRIPTION OF ITEM:

The Regional Planning and Services (RPS) Division is seeking approval to issue a purchase order (PO) to GeoComm for a one-year renewal of access to its Data Hub system. Our local governments use Data Hub to detect and analyze errors in the 9-1-1 GIS database that could cause inaccurate call routing within the jurisdictional boundaries.

Data Hub has been essential to the program’s ability to position the region for a transition to Next-Gen 9-1-1 and Geospatial routing. The service has been beneficial to local governments, allowing them the ability to review and make changes to the GIS data as structures and addressing is verified for both call-routing and map displays.

The existing approved agreement executed in January 2023, included both non-recurring costs and annual subscription costs of \$78,141.08 for access to weekly public safety map uploads through 1/31/2023. We have confirmation from GeoComm that the service will continue until the new agreement is executed.

THIS ITEM REPRESENTS A:

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

PRIMARY CONTACT/STAFF MEMBER: **Charles Simon, Director of Regional Planning & Services**

BUDGETARY IMPACT:

Total estimated cost: \$87,973.84

Source of Funds: CAECD revenue

- | | | |
|-------------------------------------------------|-----------------------------------------|----------------------------------------|
| Is item already included in fiscal year budget? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Does item represent a new expenditure? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Does item represent a pass-through purchase? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| If so, for what city/county/etc.? | n/a | |

PROCUREMENT: Via the H-GAC Buy Contract #EC07-23 with a written quote from GeoComm

ACTION REQUESTED:

Approve Issuance of a Purchase Order to GeoComm for \$87,973.84 for Weekly Data Hub Access for 1 Year

BACK-UP DOCUMENTS ATTACHED: 2024 GeoComm Quote

BACK-UP DOCUMENTS NOT ATTACHED: N/A

GIS Data Hub Contract Renewal #020021, 2024

Year Four services provided from February 1, 2024, to January 31, 2025.

HGACBuy Product Line	Qty	HGACBuy Item and Pricing Description	MSRP	Discount	H-GAC Price	Extended HGAC Buy Total
Annual Pricing						
B – Software	7	Additional QC: Population of 0-50,000: Annually Recurring Price Annually Recurring Price for QC Services	\$1,288.30	10%	\$1,159.47	\$8,116.29
B – Software	1	Additional QC: Population of 50,001-100,000: Annually Recurring Price Annually Recurring Price for QC Services	\$2,576.61	10%	\$2,318.95	\$2,318.95
B – Software	1	Additional QC: Population of 500,001-750,000: Annually Recurring Price Annually Recurring Price for QC Services	\$9,018.13	10%	\$8,116.32	\$8,116.32
B – Software	1	Additional QC: Population of 1,000,000-2,000,000: Annually Recurring Price Annually Recurring Price for QC Services	\$15,073.17	10%	\$13,565.85	\$13,565.85
B – Software	7	Merging: Population of 0-50,000: Annually Recurring Price Annually Recurring Price for Merging Services	\$2,240.53	10%	\$2,016.48	\$14,115.36
B – Software	1	Merging: Population of 50,001-100,000: Annually Recurring Price Annually Recurring Price for Merging Services	\$4,481.06	10%	\$4,032.95	\$4,032.95
B – Software	1	Merging: Population of 500,001-750,000: Annually Recurring Price Annually Recurring Price for Merging Services	\$15,683.71	10%	\$14,115.34	\$14,115.34
B – Software	1	Merging: Population of 1,000,000-2,000,000: Annually Recurring Price Annually Recurring Price for Merging Services	\$26,214.20	10%	\$23,592.78	\$23,592.78
Total						\$87,973.84
Notes: Pricing is based on HGACBuy Contract EC07-23. Year Four of Six-Year Contract Pricing: Year 1 – monthly submissions; Year 2 – switched to weekly submissions (annual price adjusted); Year 3 – continue with weekly submissions; Year 4 – continue with weekly submissions						

CAPITAL AREA EMERGENCY COMMUNICATIONS DISTRICT BOARD OF MANAGERS MEETING

MEETING DATE: February 14, 2024

AGENDA ITEM: 4. Consider Amending the CAECD PSAP Policies

GENERAL DESCRIPTION OF ITEM: The PSAP Policies were initially adopted in 2014 after a significant loss of 9-1-1 funding prompted rules for operational levels that would be supported by the CAECD going forward, and minor amendments were made in 2017. With the significant changes in technology and increases in costs for the 9-1-1 equipment as well as maintenance, systems management duties by CAPCOG staff, and the advances in call handling efficiencies, we determined these Policies needed to be reviewed and updated. Also, we continue to have interest in some PSAPs being deactivated, closed and re-located and at least one reactivation at the original site, so the Policies needed to provide more guidance for these situations. Staff consulted policies used by the NCTCOG and HGAC (DFW and Houston COGs) emergency communications districts as well as the policies of the Commission on State Emergency Communications with consideration to adding and closing PSAPs, process for consolidations, adding call taking positions, and other procedural examples. The CAECD Strategic Advisory Committee will meet February 1st to review and make recommendations, so this attached document represents the preliminary draft.

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: **Betty Voights, Executive Director**
Richard Morales, Emergency Communications Director

BUDGETARY IMPACT OF AGENDA ITEM:

Total estimated cost: N/A

Source of funds: CAECD Unassigned Fund balance

Is item already included in fiscal year budget? Yes No

Does item represent a new expenditure? Yes No

Does item represent a pass-through purchase? Yes No

If so, for what city/county/etc.? _____

PROCUREMENT: N/A

ACTIONS REQUESTED: Approve updated CAECD policies governing Public Safety Answering Points.

BACK-UP DOCUMENTS ATTACHED:

Draft of Proposed Updates and Changes to PSAP Policies

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

Revised Draft of Proposed Updates and Changes following CAECD Strategic Advisory Committee meeting on. Feb.1

Capital Area Emergency Communications District

Guidelines for Adding or Closing a Public Safety Answering Point or Adding a 9-1-1 Call Taking Position

Approved by the Board of Managers on October 11, 2017

1. PURPOSE

The addition of a Public Safety Answering Point (PSAP) or 9-1-1 Call Taking Position impacts the operational budget of the Capital Area Emergency Communications District (CAECD). These guidelines provide criteria and identify required information to be included in a request to add or change the status of a PSAP or 9-1-1 call taking position. ~~Items to be considered for closing or providing reduced funding for a PSAP are also included.~~

2. GENERAL POLICIES

- A. The CAECD shall have ownership over all PSAP 9-1-1 call handling equipment (CHE), related equipment and network connectivity.
 - B. The CAECD Board of Managers has final approval authority for all consolidations, co-locations, new PSAPs and new, additional or removal of CHEs.
 - C. The CAECD Board of Managers approves and oversees all aspects of the 9-1-1 budget; any approval for a new PSAP or change in status of existing PSAPs must be done with consideration to current and future budgetary issues and availability of funding.
 - D. All CHE that will be connected onto the closed network must be purchased by the CAECD.
 - E. The NENA Master Glossary of 9-1-1 terminology shall be used to define 9-1-1 terms used in this document. (<http://www.nena.org/?page=Glossary>).
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- ~~A. Two or more agencies may enter into an Interlocal contract for the operation of a Primary PSAP to serve those agencies; otherwise there shall be at least one Primary PSAP in each county.~~
 - ~~B. Agencies entering into an Interlocal contract for operation of a Primary PSAP may terminate that contract within five years and reactivate the original PSAP. Reactivation of a PSAP will be considered a new PSAP and the agency will be responsible for all cost associated with the reactivation.~~
 - ~~C. The CAECD Board of Managers has final approval authority for all new PSAPs and 9-1-1 call taking positions.~~
 - ~~D. If funding is not available within the CAECD budget for the additional PSAP or call taking position, the requesting jurisdiction must agree to provide funding to CAECD to acquire the equipment and for 5 years maintenance.~~
 - ~~E. The jurisdiction may provide funding to continue operation of a PSAP selected for closing or reduced funding.~~
 - ~~F. CAECD shall have ownership over all PSAP equipment, regardless of funding source.~~
 - ~~G. The chief elected official of the requesting jurisdiction shall sign and submit the request for a new PSAP or additional call taking position to CAECD.~~

~~H. The NENA Master Glossary of 9-1-1 Terminology (available at <http://www.nena.org/?page=Glossary>) shall be used to define 9-1-1 terms used in this document.~~

2.1. CHANGES IN STATUS OF PSAPS

- A. Local government agencies planning to consolidate or co-locate primary PSAPs must seek approval from the CAECD Board of Managers. If an agency approved to close its primary PSAP facility wishes to move PSAP operations again, including back to the original site, it must meet the criteria for a new PSAP in accordance with the criteria herein. A request for a second relocation of the facility must be made within five years of its first relocation.
- B. A local government that requests a second relocation of a primary PSAP will be contractually required to cover all costs associated with that facility change.
- C. If the CAECD Board of Managers, based on criteria herein, approves a new PSAP or additional CHE stations but does not have funding available, the requesting agency may agree to provide funding to the CAECD for purchase and activation for a specified period of time determined to be necessary for purchase of all equipment and ongoing operational expenses. All equipment will be owned by the CAECD.
- D. A request for a new PSAP or additional call-taking positions must be approved by the governing body of the local government agency and signed by the chief elected official.

3.2. ADDITIONAL PSAP

- A. Primary PSAP
 - All of the following factors are required for the addition of a Primary PSAP:
 - (1) Population of requesting jurisdiction is:
 - (a) Greater than 250,000; or
 - (b) At least 25% of the total population of the County.
 - (2) For the previous 18 months, the jurisdiction can document a minimum average of 25 ~~10~~ calls per day, which may include the combined total of the number of 9-1-1 and 10-digit emergency telephone number calls for the agency (or agencies, if the site will serve as a Backup PSAP) requesting the PSAP.
 - (3) Resolution from local governing body of existing PSAP agreeing to release the proposed area for the new PSAP and resolution from the local governing body of proposed PSAP agreeing to provide the duties and responsibilities of 9-1-1 service for the area specified.
 - (4) Written acknowledgement from the jurisdiction of the capability to provide:
 - (a) Minimum PSAP requirements as outlined in CSEC Rule 251.1; and
 - (b) Adequate facilities and personnel to house and operate a PSAP for receiving 9-1-1 calls.
- B. Secondary PSAP
 - (1) A secondary PSAP may be approved for an institution of accredited higher education such as a state or private college or university.

- (2) Secondary PSAPs may be approved for a co-location based on service area, call volume and other local government agencies being served that do not have a PSAP.

~~All of the following factors are required for the addition of a Secondary PSAP:~~

- ~~(1) For the previous 18 months, the jurisdiction/agency can document an average of 10 calls per day, which may include the combined total of the number of 9-1-1 and 10-digit emergency telephone calls transferred to the jurisdiction/agency for service.~~
- ~~(2) List of the jurisdictions supported.~~

4.3. ADDITIONAL CALL TAKING POSITION

A call taking position may be added if all of the following factors are met:

- A. An average of 25 calls per day per position over the past 18 months. The calls may include the combined total of the number of 9-1-1 and 10-digit emergency telephone number calls for the agency.
- B. Jurisdiction has a population growth rate of at least 3% over the past two years.
- C. Identification of other factors which may be relevant to the need for an additional workstation.
- D. Jurisdiction must certify the capability to provide staffing for the additional workstation.

5.4. CLOSING A PSAP

- A. A PSAP will be identified for closing when the average daily total call volume of 9-1-1 and 10-digit emergency calls falls below 25 ~~10~~ calls per day over an 18 month period. PSAPs operating at an educational institution or PSAPs that are the only PSAP within a county are exempt.
- B. The following factors will be considered when budget reductions necessitate closing or providing reduced funding to PSAPs that meet the minimum daily call volume:
 - (1) Average daily total call volume of 9-1-1 and 10-digit emergency calls based on the past 18 months.
 - (2) Proximity to another PSAP.
 - (3) Number of 9-1-1 and 10-digit emergency calls transferred to other PSAPs for dispatch.
- C. Notification during the annual budget process:
 - (1) Each January a report will be provided to the CAECD Board of Managers identifying PSAPs that are subject to closure or reduced funding. The average call volume will be calculated for the 18 month period ending in December of the previous year.
 - (2) Each April a recommendation will be prepared for the Board of Managers as to which PSAPs may be closed or partially funded for the Fiscal Year beginning October 1 of that year.
- D. Once a PSAP is closed, the jurisdiction must meet all requirements for adding a PSAP in order to reactivate the PSAP.
- E. A PSAP that receives more than 10 calls per day, but had funding reduced due to budget reductions, will be reviewed for full funding as part of the annual budget process.

CAECD Guidelines for Adding or Closing a Public Safety Answering Point or Adding a 9-1-1 Call Taking Position

- F. A PSAP that was in operation on November 1, 2011, was identified for closing due to state budget reductions, and provided local funding to continue operations, may have CAECD funding restored when they meet the requirements of Paragraph 3.A. (2).

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

MEETING DATE: February 14, 2024

AGENDA ITEM: 5. Consider Approving Appointments to the CAECD Strategic Advisory Committee

GENERAL DESCRIPTION OF ITEM:

This is the monthly item for filling positions on our CAECD Strategic Advisory Committee; please let us know if our staff can assist in identifying interested persons to serve. It is presumed that both city and county representatives will collaborate when making appointments.

THIS ITEM REPRESENTS A:

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

PRIMARY CONTACT/STAFF MEMBER: **Jennifer Salazar, Senior Administrative Coordinator**

BUDGETARY IMPACT:

Total estimated cost: N/A

Source of Funds: N/A

- | | | |
|-------------------------------------------------|------------------------------|-----------------------------|
| Is item already included in fiscal year budget? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Does item represent a new expenditure? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Does item represent a pass-through purchase? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| If so, for what city/county/etc.? _____ | | |

PROCUREMENT: N/A

ACTION REQUESTED:

Approve any advisory committee recommendations.

BACK-UP DOCUMENTS ATTACHED:

N/A

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

1. CAECD Strategic Advisory Committee attendance roster