



CAECD Board of Managers | Summary Minutes

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

Wednesday, April 14, 2021

Access via Zoom or Conference Call

<https://zoom.us/j/97000961700?pwd=bWVQOG53azg1UGpocjFIZWppSnRoZz09>

Dial In: +1 346 248 7799

Meeting ID: 970 0096 1700

Passcode: 644915

Present (21)

Judge Paul Pape, Bastrop County, **Chair**
Mayor Brandt Rydell, City of Taylor, **First Vice Chair**
Judge James Oakley, Burnet County, **Second Vice Chair**
Mayor Lew White, City of Lockhart, **Secretary**
Judge Ron Cunningham, Llano County, **Parliamentarian**
Mayor Jane Hughson, City of San Marcos, **Immediate Past Chair**
Council Member Mackenzie Kelly, City of Austin
Mayor Pro Tem Lyle Nelson, City of Bastrop
Judge Brett Bray, Blanco County
Commissioner Joe Don Dockery, Burnet County
Judge Hoppy Haden, Caldwell County
Judge Joe Weber, Fayette County
Commissioner Debbie Ingalsbe, Hays County

Mayor Sandy Cox, City of Lakeway
Council Member Christine Sederquist, City of Leander
Commissioner Steven Knobloch, Lee County
Council Member Mike Heath, City of Pflugerville
Council Member Matthew Baker, City of Round Rock
Commissioner Ann Howard, Travis County
Commissioner Brigid Shea, Travis County
Commissioner Cynthia Long, Williamson County

Absent (3)

Commissioner Russ Boles, Williamson County
Mayor Pro Tem Kevin Pitts, City of Georgetown
Council Member Andrea Willott, City of Bee Cave

1. **Call to Order by the Chair**

Judge Paul Pape called the meeting to order at 10:00 a.m. and confirmed the quorum

2. **Consider Approval of Minutes for the February 10, 2021 Board of Manager Meeting**

A motion was made by Commissioner Ingalsbe to approve the February 10, 2021 meeting minutes. Mayor Hughson seconded the motion. The motion passed unanimously.

3. **Consider Accepting the Annual Financial Report for the Period October 1, 2020 to February 28, 2021** **Lisa Bowman, Director of Finance**

Ms. Bowman noted a correction was needed to remove "annual" from the title of this agenda item. She then reported on the financial report for the period October 1, 2020 to February 28, 2021. Total revenues for the period were approximately \$6,180,000.00 and total expenditures were approximately \$3,830,000.00. Ms. Bowman indicated we would expect to be at about 58 percent of the budget remaining and that revenues are coming in right on mark. For expenditures, there are some projects that are still in process, especially in the capital asset area, so it looks like we are a bit underspent; operations were slightly under budget.

A motion was made by Mayor Cox to approve the financial report for the period October 1, 2020 to February 28, 2021. Mayor Pro Tem Nelson seconded the motion. The motion passed unanimously.

4. Review Radio Interoperability Communications Gaps for Budgeting Consideration

Betty Voights, Executive Director

Ms. Voights deferred to Commissioner Dockery to discuss radio interoperability communications gaps for budgeting consideration. Commissioner Dockery stated he requested a preliminary list of some of the projects being discussed in the CAPCOG Regional Interoperability Communication Committee (CRICC) and estimates on needed projects throughout the region. He indicated there were no formal estimates at this time.

He went on to state he felt a review from a basic needs aspect was needed, and he advocated to include a line item in the CAPCOG budget each year for rural interoperability communications to help fund these projects. He continued that he did not think this needed to be 100 percent grant program, but that there needs to be participation from local entities.

Ms. Voights stated the officers met prior to the executive committee noting we are continuing to budget our reserve goals for operating and equipment – those reserve amounts are part of the fund balance. She went on to say that CAPCOG is still committed to the reserve goals and added that in 2017 the board felt so strongly about keeping the reserves that the board amended the bylaws to require a supermajority to spend anything out of them. She noted that the 9-1-1 mission-critical projects will continue to come first but at some point the dispatch consoles, which are clearly necessary to realized NextGen 911 benefits, would be needed and she discussed why radio interoperability projects would need to be tied to NextGen 911 if funded from an increase in fees due to the new legislation proposed

Commissioner Long commented she wanted to be sure when communicating about the list that it was a fully robust list. She then went on to state their towers and georedundant primes & other things were paid for by Williamson County and that they did not go to CAPCOG for that. She expressed she felt it was important that we understand the full picture of what each county and each entity has brought to the table and has never had either the district or homeland security or any other funding paid for. She expressed she thought it was especially important that we understand where everybody's investments are coming from. She commented, that could be a task that Mr. Morales and his staff take on, to list all the equipment we have, whether it is our equipment or not, and how that plays into the whole system.

Judge Oakley commented in support of Commissioner Dockery's point stating the gist of this is not to identify a dollar amount, but to identify a line item in the budget build that we can attribute some money to for rural needs. He went on to state that perhaps we need to come up with a decision of which counties are considered rural but that this was a way to ensure rural counties get some of the money for their essential needs for dispatch panels, etc.

Judge Pape asked if there was any other discussion on this agenda item. He then asked Ms. Voights if she had any other questions or remarks of the board and what direction she and staff was moving toward as they draft the budget. Ms. Voights responded that the Strategic Advisory Committee, the CAECD's technical committee, would be reviewing and recommending projects for the budget. She referenced the preliminary assessment by the CRICC in the agenda packet and commented that the list was boiled down because any extra funding received in the near future that would allow us to do radio operability was likely going to come from any extra revenue if the HB2911 passes. She added that the FCC is also in the process of defining 9-1-1 in response to funding diversion accusations and she didn't know how restrictive that

would be.

Judge Cunningham commented that rural counties should have the same basic capabilities as the larger counties, which he indicated was currently not the case. He continued that he was not looking for CAPCOG to pay for everything related to communication in Llano County but that he would like to be brought up to the same standards of the other counties.

Ms. Voights discussed the update of the Regional Interoperability Communications Plan (RICP) and the work of the CRICC as the process for updating what the region needs and where the gaps are; it is not a completed process.

Commissioner Dockery asked that the board instruct staff to find a funding level and put it into the budget in some form, so that the board can examine and review it at the time the boards preparing to adopt the budget.

Judge Pape confirmed with Ms. Voights that the funding level needed to be dedicated or allocated to the rural interests of our region. Ms. Voights responded that she was assuming that the 9-1-1 mission-critical projects still come first; after that is when it can be determined if there is available funding

Judge Pape stated the Legislature is going to be voting on whether we can have an option of raising our fee and that if we could quantify what the unmet needs are in these areas, that could help us justify adjusting our fee as we get the opportunity to do so.

No action was required on this item.

**5. Consider Support for HB 2911 Authorizing Local Options for Wireless 911 Fee Increase
Betty Voights, Executive Director**

Ms. Voights indicated this was a follow up item that the board asked to come back for discussion because it represents a policy decision. She stated since that last meeting, the bill was discussed in the House Committee and is pending, which she indicated was not unusual for the first reading. She went on to state there were questions about whether, once a district increases its fee to fund the infrastructure for NexGen, 9-1-1, would it then lower its fee after the two years. She explained that the funding will also be needed for recurring costs once the new infrastructure is in place.

A motion was made by Commissioner Dockery to approve support for HB 2911 authorizing local options for wireless 9-1-1 fee increase. Commissioner Shea seconded the motion. The motion passed with one opposing vote by Commissioner Long.

**6. Consider Approving Contract for Priority Dispatch Corporation Services and Support
Richard Morales Jr., Director of Emergency Communications**

Mr. Morales explained that this item was an annual contract for review for a five-year time frame and that it allows 9-1-1 call takers to provide pre-arrival protocols before the first responders arrive. He went on to explain there are specific protocols that the telecommuters go through when they receive a call, and that this was a particularly good tool and includes an education section where personnel can get certified. He then requested the board approve the five-year contract and receive services.

A motion was made by Judge Oakley to approve the contract for priority dispatch corporation services and support. Mayor Hughson seconded the motion. Ms. Voights explained that this had previously been a large budget item every other year so this contract would allow the costs to be spread over five years. Judge Pape then called for a vote; the motion passed unanimously.

7. Staff Reports

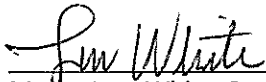
Betty Voights, Executive Director

Ms. Voights deferred to Mr. Morales to provide a brief update on emergency communication stats. Judge Pape stated that Ms. Voights informed him that CAPCOG staff would be returning to working in the office June 1. He went on to state he would like to suggest that the board consider returning to in person meetings with a virtual option. There was some discussion surrounding telecommuting. Ms. Voights explained that CAPCOG had expanded its telework policy from one to two days per week for eligible employees. She also noted that Governor Abbott had waived open meetings requirements during the pandemic but was not likely to keep that in place.

Mr. Morales reported 20 PSAPS visits this past quarter – a lot had to do with our cut overs NexGen 9-1-1 issue. Regarding call volume – 472,300 calls, 2,096 text messages, and a 97.8 percent answer time, which is above the 90 percent NENA requires. We had thirteen courses for the telecommunicators. We also had virtual academy courses, 122 of those courses were taken with a total of 189 training hours.

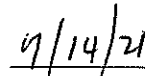
8. Adjourn

The meeting was adjourned at 11:55 a.m.



Mayor Lew White, Secretary

Capital Area Emergency Communications District Board of Managers
Capital Area Council of Governments



Date