



## CAECD Board of Managers | Agenda

10:30 a.m., or upon adjournment of the Executive Committee  
Wednesday, February 9, 2022  
CAPCOG Lantana Room  
6800 Burleson Road, Bld. 310, Ste. 155  
Austin, Texas 78744

Mayor Brandt Rydell, City of Taylor, **Chair**  
James Oakley, Burnet County, **First Vice Chair**  
Judge Mayor Lew White, City of Lockhart,  
**Second 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  
Mayor Pro Tem Lyle Nelson, City of Bastrop  
Council Member Kevin Hight, City of Bee Cave  
Judge Brett Bray, Blanco County  
Mayor Lee Urbanovsky, City of Buda  
Commissioner Joe Don Dockery, Burnet County  
Judge Hoppy Haden, Caldwell County  
Judge Joe Weber, Fayette County  
Mayor Pro Tem Kevin Pitts, 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 Cyrier  
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 January 12, 2022 CAECD Board of Managers Meeting**
3. **Consider Communications Projects Utilizing Unassigned Funds for FY2022**  
**Richard Morales Jr., Director of Emergency Communications**
4. **Consider Approving Allocation of Additional 9-1-1 Call Taking Workstations – Marble Falls Emergency Communications Center**  
**Richard Morales Jr., Director of Emergency Communications**
5. **Consider Approving Appointments to Advisory Committee**  
**Deborah Brea, Executive Assistant**
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

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10:00 a.m., Wednesday, January 12, 2022  
CAPCOG Lantana Room  
6800 Bureson Road Bld. 310, Ste. 165  
Austin, Texas 78744

### Present (22)

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  
Mayor Pro Tem Lyle Nelson, 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  
Mayor Pro Tem Kevin Pitts, 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 Cynthia Long, Williamson County

### Absent (7)

Mayor Lee Ubranovsky, City of Buda  
Commissioner Brigid Shea, Travis County  
Commissioner Russ Boles, Williamson 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 11:25 a.m.

#### 2. **Consider Approving the Minutes for the October 13, 2021 CAECD Board of Managers Meeting**

Mayor Rydell asked for approval of the Oct. 13, 2021 CAECD Board of Manager Meeting Minutes. A motion was made by Mayor White to approve the minutes. Mayor Hughson seconded the motion. The motion passed unanimously.

#### 3. **Consider Accepting Annual Financial Report for the Period October 1, 2020 to September 30, 2021**

##### **Lisa Byrd Bowman, Director of Finance**

Ms. Bowman explained the FY 2021 annual unaudited financial report to the board. She said the total revenues for the year were \$15,007,703.98 and expenditures were \$15,237,616.84. She also mentioned the district moved about \$1.4 million from FY 2021 and to FY 2022 and noted projects where the district realized some savings.

A motion was made by Mayor Hughson to accept the annual financial report. Council Member Mattke Longoria seconded the motion. The motion passed unanimously.

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

##### **Lisa Byrd Bowman, Director of Finance**

Ms. Bowman said this item was similar to one taken in the Executive Committee Meeting and provides a resolution allowing two new Executive Committee and three staff members to have signature authority

for the CAECD's designated depository bank. The positions included the Executive Committee chair and secretary as well as CAPCOG's executive director, director of administration and, director of finance.

A motion was made by Commissioner Dockery to adopt the resolution providing signature authority to those serving in the mentioned positions. Judge Cunningham seconded the motion. The motion passed unanimously.

**5. Consider Approving Renewal of Agreement for Depository for CAECD Funds**

**Sheila Jennings, Director of Administration**

**Lisa Byrd Bowman, Director of Finance**

Ms. Jennings noted this item was the same as an Executive Committee item. She said the district and CAPCOG conducted a bid process for depository services in 2019 and awarded an agreement to Frost Bank. The agreement had an option to renew for an additional two years, and CAPCOG staff is recommending doing so as Frost Bank met all requirements and performed satisfactory.

Commissioner Dockery made a motion to renew the agreement. Council Member Bruno seconded the motion. It passed unanimously.

**6. Consider Appointing the 9-1-1 Strategic Advisory Committee and Designate Board Liaison**

**Sheila Jennings, Director of Administration**

Ms. Jennings said every two years the 9-1-1 Strategic Advisory Committee members must be appointed or reappointed to their positions. She noted the committee helps with long range emergency communications planning to include the decisions on the district's software, hardware, and infrastructure, so its work is very technical in nature. They also review and update Public Safety Answering Points' — or Emergency Call Centers' — policies. She described the makeup of the committee as people who have experience or training in emergency communications with three representatives from Austin, one representative from every county but Williamson County, which also has three representatives. Ms. Jennings also said the committee is required by state statute.

Council Member Kelly requested to appoint Brian Bregenzer and Josh Anderson to City of Austin positions, and Commissioner Howard, on Commissioner Shea's behalf, requested to fill a Travis County vacancy with Adam Johnson. Judge Pape asked Commissioner Long if she wanted to continue as board liaison to which she said yes. The board also discussed a possible second liaison; however, Ms. Voights reminded the board, they are welcome to attend any advisory committee meeting they wish.

A motion was made by Judge Pape to re-appoint the current members, including Commissioner Long, and the newly appointed members to the 9-1-1 Strategic Advisory Committee. Mayor Hughson seconded the motion. The motion passed unanimously.

**7. Consider Approving Renewal of Data Hub Contract with GeoComm with Upgraded Service**

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

Mr. Hoekzema said this contract is renewed annually; however, this year CAPCOG was looking to upgrade the service provided by GeoComm to update weekly instead of monthly. He stated the cost for the upgraded service has been budgeted for several years, but demand for weekly updates wasn't reached until this year. The service analyzes errors in the 9-1-1 GIS database that could cause problems with call routing, displaying information to emergency telecommunicators and dispatching.

Commissioner Long made a motion to approve the contract renewal for the Data Hub with GeoComm with the upgraded services. Commissioner Howard seconded the motion. It passed unanimously.

**8. Staff Reports**

**Betty Voights, Executive Director**

Ms. Voights told the board that the district’s SoloComm equipment needs to be replaced with new equipment because the SoloComm equipment isn’t ready to accept the geospatial mapping data that is required for Next Generation 9-1-1. She said CAPCOG will probably budget for the equipment purchase to occur next fiscal year and will consider hiring a consultant to assist in identifying options for new equipment. New equipment region wide could cost about \$8 to \$9 million.

Ms. Voights mentioned Senate Bill 8, which allocates American Rescue Act funds for emergency communications infrastructure, and that CAPCOG is preparing an application to apply for funding. She also said that CAPCOG solicited projects for dispatch consoles this year which must be related to 9-1-1, and while five projects came in only two qualified for funding — Blanco and Llano County.

Commissioner Dockery asked about the status of Blanco and Llano dispatch projects that requested funding from the district. Ms. Voights said they were scheduled to be reviewed by the Strategic Advisory Committee in January and should be brought before the board in February during a special meeting. The board then discussed the fund balance which includes the emergency reserve funds questioning why this can’t be spent. Ms. Voights and Commissioner Long discussed the need to have those funds in place if an unforeseen situation impacted operations or insurance claims took too long after a disaster and you need equipment replaced quickly. Mayor Rydell said the discussion was out of the purview of staff reports item and noted that a discussion about how the district refers to and allocates its reserves and fund balance could possibly be placed on the February agenda.

**9. Adjourn**

Mayor Rydell adjourned the meeting at 11:52 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:** February 9, 2022

**AGENDA ITEM:** #3 Consider Communications Projects Utilizing Unassigned Funds for FY2022

**GENERAL DESCRIPTION OF ITEM:**

In accordance with the Capital Area Emergency Communications Strategic Plan, five (5) project submissions were received this year by the Strategic Advisory Committee (SAC) for possible recommendation of funding in FY 2022. These projects were reviewed on January 26, 2022, by the SAC against the Strategic Plan Core Functions, nexus to Next Generations 9-1-1 functionality, listed on the CAPCOG Regional Interoperability Communications Committee (CRICC) Communications Gap List, recommendation by the leading elected official of the proposed agency and allowable use of 9-1-1 collected fees. The SAC recommended the following projects for your approval of funding:

1. Radio Dispatch Consoles and Network Interconnectivity - Llano County Emergency Communications Center, Cost: \$1,346,432.00
2. Radio Dispatch Consoles and Network Interconnectivity – Blanco County Emergency Communications Center, Reimbursement Cost: \$342,051.00

Llano County radio dispatch equipment is beyond End of Life (EOL) and unable to be repaired as equipment parts are no longer available. The total cost for the Llano County project is \$1,667,533.00, the agency is contributing \$321,101.00 with \$1,346,432.00 requested as CAECD funded. Blanco County radio dispatch equipment was also at EOL: however, was able to partially procure new equipment utilizing Statewide Emergency Radio Infrastructure (SERI) grant funds. Blanco County was also able to procure the remaining equipment cost of \$451,291.00 on a lease to own contract. The SAC recommends the reimbursement of \$342,051.00 of allowable expenses for Blanco County.

**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:**

**Richard Morales, Jr., Director of Emergency Communications**

**BUDGETARY IMPACT OF AGENDA ITEM:**

Total estimated cost: \$1,688,483.00

Source of funds: 9-1-1 Fees

- |   |   |  |
|---|---|--|
| Is item already included in fiscal year budget? | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| Does item represent a new expenditure?          | <input checked="" type="checkbox"/> Yes | <input 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.? \_\_\_\_\_

**PROCUREMENT:** The equipment and service items will be direct funded with the agencies.

**ACTION REQUESTED:**

Consider approval and funding the applicable projects from CAECD Unassigned FY 2022 Funds.

**BACK-UP DOCUMENTS ATTACHED:**

1. Project description and cost summary

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

1. Recommendation SAC Memo (Available after Jan 26)

**FY 2022 Communication Project Submission List**

Agency	Project Title	Overall Cost	Agency Contribution	CAECD Funding Requested	CAECD Funding Recommended	Project Detail:
Llano ECC	Radio Dispatch Consoles & Network Interconnectivity	\$ 1,667,533.00	\$ 420,633.00	\$ 1,246,900.00	\$ 1,346,432.00	Installation of three (3) radio dispatch consoles and Networked Interconnectivity with Microwave to GATRRS. CRICC listed gap. 9-1-1 Fees allowable are \$1,246,900.00 for equipment and services along with \$99,532.00 for 39% of NICE Recording maintenance of 9-1-1 calls.
Blanco ECC	Radio Dispatch Consoles & Network Interconnectivity	\$ 451,291.00	\$ -	\$ 451,291.00	\$ 342,051.00	Installation of two (2) radio dispatch consoles and Networked Interconnectivity with microwave to GATRRS Core. CRICC listed gap. Reimbursement requested on lease to purchase agreement. 9-1-1 Fees allowable for equipment and services of \$342,051.00. The additional \$109,240.00 is for warranty and maintenance unallowable 9-1-1 funding.

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

**MEETING DATE:** February 09, 2022

**AGENDA ITEM:** #4 Consider Approving Allocation of Additional 9-1-1 Call Taking Workstations – Marble Falls Emergency Communications Center

**GENERAL DESCRIPTION OF ITEM:**

Marble Falls 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 Marble Falls and supported areas. Population has increased 15+% that has resulted in increased call volume of 9-1-1 calls. The current complement of two positions has been each handling an average of 37 calls a day over the last 18-months. Based on the increased population growth and the increased call volume, the CAECD *Guidelines for Adding or Closing a Public Safety Answering Point or Adding a 9-1-1 Call Taking Position* justifies position increases. Additionally, the Erlang C staffing model reflects a 3.45 staff member requirement to sustain the NENA Answering time of 90% within 10 seconds. This staffing model does not consider time for dispatching and receiving calls over the radio in conjunction with 9-1-1 call taking. Marble Falls certifies its staffing requirements to operate four positions during busy hours. The City management supports the Emergency Communication Center request for additional call taking positions.

The total cost for the additional workstations is \$44,735.05. However, with the current hold on the purchase of additional new workstations, there is no cost utilizing current inventory. It is recommended that one call taking console from the training inventory be converted to live production and installed at the Marble Falls ECC. This interim solution will fulfill the current immediate need until a full four position compliment solution is available when CAECD selects a new call taking solution.

**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:**

**Richard Morales Jr., Director of Emergency Communications**

**BUDGETARY IMPACT OF AGENDA ITEM:**

Total estimated cost: \$0.00

Source of funds: N/A

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:** No procurement required at this time.

**ACTION REQUESTED:**

Approve allocation of two additional 9-1-1 call taking positions, with one position fulfilled with current inventory and the second upon new CPE selection.



**BACK-UP DOCUMENTS ATTACHED:**

1. Letter from Marble Falls City Manager
2. Letter from Marble Falls Police Chief
3. Marble Falls Development Map

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

None



November 18, 2021

CAPCOG  
Board of Managers  
6800 Burleson Road  
Building 310, Suite 165  
Austin, TX 78744

Re: Request for Additional 9-1-1 Consoles

Dear Board,

On behalf of the Mayor and City Council, please allow this letter to serve in full support of the Marble Falls Police Department's request for additional 9-1-1 consoles. It remains a priority for the council and city administration to provide the highest quality of public safety services to our citizens and the surrounding communities of the Highland Lakes region. We sincerely appreciate the opportunity to partner with CAPCOG in this endeavor.

Marble Falls, along with the cities our PSAP serves, are experiencing the same unprecedented growth we are seeing across all of Texas. We have broken ground on two planned developments in the last eighteen months that are slated to bring hundreds of homes and multi-family units to Marble Falls in the immediate future; the expansion of US Hwy 281 south from Marble Falls has primed the area for further residential and commercial development; and our Development Services Department is processing more permits than ever before. We are currently expanding infrastructure on all fronts in preparation.

As we begin experiencing increased call volume in our growing service area, we are confident the addition of 9-1-1 positions within our PSAP will ensure us the ability to provide the necessary emergency response to our serviced agencies.

If you have any questions or requests for additional information, please do not hesitate to contact me at the information provided below.

Respectfully,

Mike Hodge  
City Manager



## POLICE DEPARTMENT

July 13, 2021

Dear Members of the 9-1-1 District,

Marble Falls Police Department respectfully requests the addition of two 9-1-1 positions be added to our existing positions currently in-service within our PSAP. To date we have four console positions; two full stations with radio, CAD, 9-1-1 and Administrative Phone access, and two stations with radio and CAD. Our center was built for the capability of eight fully functional console stations. (See attachment A)

Our department has experienced an increase in volume, and an increase in serviced agencies. As the host agency for the City of Marble Falls, Police and Fire, we also provide services to the following; City of Horseshoe Bay, Police and Fire, City of Granite Shoals, Police and Fire, City of Cottonwood Shores, Police and Volunteer Fire, Marble Falls Area EMS, and Marble Falls Volunteer Fire. Collectively, these service areas have seen a 10% growth increase in population. Our Law agencies have increased patrol and our EMS agency has added a station and apparatus.

Under current operations, we have a member on one of the stations without the service of Solacom unable to directly receive or make telephone calls, through the system nor assist with 9-1-1 call volume. We certify that our center can staff these stations; in planning for continued growth, and the rapid growth of the City of Marble Falls, we plan for the addition of a Call-taker Position in October 2021. We will be promoting a position to a supervisor in October 2021. (See attachment B)

Having these positions fully functional will greatly enhance our service delivery capabilities and make the present positions in the PSAP 100% operational. We strive to be a service driven agency, using protocols and participating in National Q, dedicating ourselves to regionalization, interoperability, professionalism and quality service.

Thank you,

  
Glenn Hanson  
Chief of Police

  
Stacy Marberry  
Communications Manager

**HOLLY NAUMANN TOWNHOMES**  
 14.9 ac.  
 UNITS: 48

**TIMBER RIDGE**  
 30.4 ac.  
 UNITS: 86

**MANZANO RIDGE**  
 6.6 ac.  
 UNITS: 66

**OAK GROVE APARTMENTS**  
 4.9 ac.  
 UNITS: 60

**PARCHAUS**  
 17.6 ac.  
 UNITS: 192

**PANTHER HOLLOW PH 2**  
 7.1 ac.  
 UNITS: 132





**THUNDER ROCK**  
 1,073.6 ac.  
 UNITS: 1936

**ROPER RANCH**  
 664.7 ac.  
 UNITS: 1491



**GREGG RANCH**  
 242.8 ac.  
 UNITS: 1000

**LEGACY CROSSING**  
 550.8 ac.  
 UNITS: UNKNOWN

**DEVELOPMENT STAGE**

-  DESIGN
-  CONSTRUCTION
-  WARRANTY
-  CITY LIMITS

**New Developments Map**  
 Marble Falls, TX


  
 NORTH
   

  
 0 1,900 3,800 Feet

GIS Services - (830) 798-7089