



CAECD Board of Managers | Agenda

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

Wednesday, November 9, 2022

CAPCOG Lantana Room

6800 Burleson Road, Bld. 310, Ste. 155

Austin, Texas 78744

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 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 October 12, 2022 CAECD Board of Managers Meeting**
3. **Consider Amending FY 2023 Budget to allocate funds for Operational Reserves & Capital Equipment Replacements**
Richard Morales, Jr., Director of 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, Oct. 12, 2022
6800 Bureson Road
Building 310, Suite 165
Austin, Texas 78744

Present (19)

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**
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 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 Russ Boles, Williamson County

Absent (9)

Council Member Mackenzie Kelly, City of Austin
Judge Hoppy Haden, Caldwell County
Commissioner Ann Howard, Travis County
Commissioner Brigid Shea, Travis 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

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

2. Consider Approving the Minutes for the September 14, 2022, CAECD Board of Managers Meeting

Mayor Rydell asked for approval of the minutes. A motion was made by Commissioner Ingalsbe to approve the Sept. 14, 2022, CAECD Board of Managers Meeting Minutes. Judge Cunningham seconded the motion. The motion passed unanimously.

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

Silvia Alvarado, Director of Finance

Ms. Alvarado said the finance report is for the 11-month period from Oct. 1, 2021, to Aug. 31, 2022, and shows revenues of \$14,284,197 and expenditures of \$11,236,996. She explained there is a fund balance of about \$32 million, which consist of resources to be used for operations, meeting existing contractual and project obligations, maintaining an operational reserve and an emergency equipment replacement set aside. She noted the TexPool line item went from about .02 percent to about 3 percent.

A motion was made by Judge Pape to accept the financial report for the period Oct. 1, 2021, to Aug. 31, 2022. Judge Oakley seconded the motion. The motion passed unanimously.

4. Consider Amending FY 2023 Budget to Incorporate Unused FY 2022 Funds for Project Expenditures in FY 2023

Richard Morales, Jr., Director of Emergency Communications

Mr. Morales explained CAPCOG is carrying over unspent funds from Fiscal Year (FY) 2022 to FY 2023 for projects underway, and most of the carryover is for the Burnet and Caldwell County Motorola Project, which is mostly complete.

Commissioner Dockery asked about the status of federal funds CAPCOG would be receiving for 9-1-1 infrastructure improvements. Mr. Morales said CAPCOG plans to use those grant funds to purchase a new call-handling system, and it is a reimbursement grant. CAPCOG needs to have the funding available to pay for equipment to be reimbursed. Ms. Voights also mentioned on the state level, the Commission on State Emergency Communications may seek legislative authority during the next legislative session to set 9-1-1 wireless fees, and that she will discuss the issue with the board's legislative working group.

A motion was made by Judge Oakley to amend the FY 2023 budget to incorporate unused FY 2022 funds for project expenditures in FY 2023. Mayor White seconded the motion. The motion passed unanimously.

5. Consider Approving Appointments to Advisory Committee

Deborah Brea, Executive Assistant

Ms. Brea said there were no recommended appointments.

6. Staff Reports

Betty Voights, Executive Director

Mr. Morales gave a report about emergency communications activities which included 47 less network and infrastructure incidents, more than 100 training classes having been taught to more than 400 emergency telecommunicators, and more than 24,000 people receiving public education materials. He said region's call volume is about 1.8 million with 9-1-1 text messages slightly increasing. Mr. Morales also said the region, which follows the National Emergency Number Association's recommendation of answering 90 percent of calls within 15 seconds, has started to see a downward trend of meeting the recommendation in the last quarter. He said the largest contributing factor is staffing shortages which are occurring across the region and nation.

Council Member Bruno asked what qualifications emergency telecommunicators need for the job. Mr. Morales said emergency telecommunicators need to take an 80-hour course and obtain a TCOLE license within their first year of work. CAPCOG provides the course in-person and gives access to an online version of the course. Council Member Bruno also questioned who is doing the recruiting. Mr. Morales said recruiting is done locally, but CAPCOG and state and national organizations assist by promoting positions online. Commissioner Boles recommended CAPCOG and other agencies start informing people who are seeking public safety careers and have yet to qualify for them about the availability of emergency call centers jobs. He noted the position needs people who have a desire and passion to serve. Commissioner Boles also mentioned recruiting and educating possible employees at the high school level. Council Member Bruno said it may be possible to work with Workforce Solutions of the Rural Capital Area and use Good Jobs Challenge funding to help with recruitment. Mayor Hughson asked if emergency communication centers were offering parttime positions. Mr. Morales said some were offering parttime opportunities.

7. Adjourn

Mayor Rydell adjourned the meeting at 10:46 a.m.

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

Date

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

MEETING DATE: November 09, 2022

AGENDA ITEM: #3 Consider Amending FY 2023 Budget to allocate funds for Operational Reserves & Capital Equipment Replacements.

GENERAL DESCRIPTION OF ITEM:

The purpose of this item is to approve an amendment of the FY 2023 Budget totaling **\$595,000**. This provides for the ongoing transfer of \$500,000 annually to complete the Operational Reserve goal of \$13 million established in 2014. This was not included in the July approval of the CAECD budget since we had not received approval for the \$8.8 million grant for the CHE equipment replacement project and were uncertain what our revenue position was at the time. The amended amount will be reflected as a total \$12,000,000 for Operational Reserves.

The additional funds of \$95,000 will be allocated to Capital Equipment & Replacements for the Regional Uninterrupted Power Systems (UPS) replacement project. This project incorporates \$294,000 of FY 2022 carry-over funds and \$500,000 of FY 2023 budgeted funds. The amended amount will be reflected as a total \$895,000 for the project. This change in allocation was due to a scope change incorporating additional services and system equipment integration identified after the FY 2023 Budget was approved.

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: N/A- reallocation of Unassigned Funds into FY 2023 Budget

Source of funds: 9-1-1 Fees

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

ACTION REQUESTED:

Approve the reallocation of Unassigned Fund Balance and Amendment to FY 2023 Budget of \$595,000.

BACK-UP DOCUMENTS ATTACHED:

Proposed Budget Amendments Summary

BACK-UP DOCUMENTS NOT ATTACHED): None

ATT 1

Proposed FY 2023 Budget Amendment			
	FY 2023 Amended 10/12/2022	Additional Funding Requested for FY23	FY 2023 Proposed 11/9/2022
Capital Equipment & Replacement			
UPS Replacement	\$800,000.00	\$95,000.00	\$895,000.00
Operational Reserves			
Fund Balance Transfer to Operational Reserves		\$500,000.00	\$500,000.00
Total FY23 Budget Additions:	\$800,000.00	\$595,000.00	\$1,395,000.00

Operational Fund Balance	
Current Fund Balance (10/12/2022)	\$11,500,000.00
Proposed Addition (11/09/2022)	\$500,000.00
Operational Fund Total:	\$12,000,000.00