



CAECD Board of Managers | Agenda

10:30 a.m., or upon adjournment of the Executive Committee
Wednesday, September 8, 2021
Austin Marriott South
4415 South IH-35
Austin, Texas 78744

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
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
Commissioner Debbie Ingalsbe, Hays County

Ms. Sandy Cox, City of Lakeway
Mayor 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
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 by the Chair**
2. **Consider Approval of Minutes for the July 14, 2021 CAECD Board of Managers Meeting**
3. **Consider Renewal of Agreement with AT&T for a Fiber Based Backup Network**
Richard Morales Jr., Director of Emergency Communications
4. **Receive an Update on Regional ESINet, GIS, and NG 9-1-1 Deployment**
Richard Morales Jr., Director of Emergency Communications
5. **Consider Approving Appointments to CAECD Strategic 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

10:30 a.m., or upon adjournment of the Executive Committee
Wednesday, July 14, 2021
CAPCOG Lantana Room
6800 Burleson Rd., Bldg. 310, Suite 155
Austin, Texas 78744

Present (22)

Judge Paul Pape, Bastrop County, **Chair**
Judge James Oakley, Burnet County, **2nd 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**
Mayor Pro Tem 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 Joe Weber, Fayette County
Mayor Pro Tem Kevin Pitts, City of Georgetown

Commissioner Debbie Ingalsbe, Hays County
Ms. Sandy Cox, City of Lakeway
Mayor 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
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

Absent (7)

Mayor Brandt Rydell, City of Taylor, **1st Vice Chair**
Council Member Mackenzie Kelly, City of Austin
Judge Brett Bray, Blanco County
Representative John Cyrier

Representative Celia Israel
Representative Terry Wilson
Representative Erin Zwiener

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

Judge Pape confirmed a quorum and called the meeting to order at 11:12 a.m.

2. **Consider Approval of Minutes for the April 14 and May 12, 2021 CAECD Board of Managers Meeting**

A motion was made by Judge Oakley to approve the April 14 and May 12, 2021 CAECD Board of Managers meeting minutes. Mayor White seconded the motion. The motion passed unanimously.

3. **Consider Accepting the Financial Report for the Period October 1, 2020 to May 31, 2021**

Lisa Bowman, Director of Finance

Ms. Bowman reviewed the mid-year financial report with the board. She stated there is about \$10 million in revenues and about \$7.5 million in expenditures for the period; and that the financial report was adjusted to agree with CAPCOG's audit.

A motion was made by Commissioner Dockery to accept the Financial Report for the period October 1, 2020 to May 31, 2021. Judge Cunningham seconded the motion.

Council Member Heath asked if there was a list of projects that were going to be carried over. Ms. Bowman replied those items will be discussed in a later agenda item.

The motion passed unanimously.

4. **Consider Adopting a Resolution Setting the 9-1-1 Service Fee for FY2022**

Richard Morales Jr., Director of Emergency Communications

Mr. Morales explained to the board that the 9-1-1 Service Fee is the only fee for 9-1-1 services controlled by the district. It is charged to landline phones and is set at 50 cents per month. The 9-1-1 Wireless Fee and 9-1-1 Prepaid Wireless Fee are set by the state. Mr. Morales said each year the board needs to set the 9-1-1 Service Fee, and every third year it must hold a public hearing — that will occur in 2022. Since the fee’s revenue is decreasing annually because of the declining number of landlines, it is recommended the district retain the fee’s current rate of 50 cents per month.

Commissioner Shea asked if the district could determine a rate of decline for downward trending number of landlines. Mr. Morales explained the district tracks the number of landlines in the region and there are about 9 percent fewer landlines annually.

A motion was made by Mayor Pro Tem Nelson to adopt a resolution setting the 9-1-1 service fee at 50 cents per month for FY2022. Ms. Cox seconded the motion. The motion passed unanimously.

Judge Weber reminded the board that the fee is the only means the board can use to control the district’s budget.

5. Consider Approving Amendments to 9-1-1 GIS Contracts

Andrew Hoekzema, Director of Regional Planning & Services

Mr. Hoekzema reviewed mapping accuracy numbers across the 10-county region important for transitioning to NextGen 9-1-1 with the board while discussing contract changes with county GIS programs that should improve the accuracy and expedite the region’s NextGen 9-1-1 implementation. Those contract changes included extending the contract terms by three months to December 2021, that CAPCOG will maintain the authoritative versions of the public safety mapping boundary files, that CAPCOG will stage the transition of PSAPs to NextGen 9-1-1, that contract terms will change for counties that have PSAPs transition before the contract end date, and that CAPCOG will directly assist counties in meeting the mapping accuracy required to transition to NextGen 9-1-1. Ms. Voights added that the Strategic Advisory Committee had appointed a work group to assess the feasibility of all counties transitioning to NextGen 9-1-1 concurrently and determined many will not meet the required 98 percent accuracy by August 1.

A motion was made by Commissioner Shea motioned to approve the contract amendments. Mayor Sederquist seconded the motion.

Council Member Heath requested a breakdown of the number of errors by county and explained that percentages of errors between large and small counties may mean very different amounts of work because of the actual number of errors. Judge Pape commented that he would like CAPCOG to work with all counties to get everyone to NextGen 9-1-1 as quickly as possible. Commissioner Shea asked to talk to Mr. Hoekzema after the meeting about the Travis County errors.

The motion passed unanimously.

6. Consider Approving a Contract with AT&T to Obtain MIS Services and Support

Richard Morales Jr., Director of Emergency Communications

Mr. Morales said the district has been using the AT&T’s Emergency Call Tracking System (ECaTs) for years and recently discovered that AT&T has not been billing the district for the service. The system allows for

PSAPs and the district to track statistical data about calls such as answer times, call times, hang-ups and more. Mr. Morales said the district should pay for the service, so it doesn't lose the vital operational data.

Judge Pape asked if the money is budgeted to pay for the service. Mr. Morales said yes, funds for services have been budgeted annually despite the lack of billing.

A motion was made by Judge Cunningham to approve the contract with AT&T for the MIS Services and Support to include ECaTs. Council Member Heath seconded the motion. The motion passed unanimously.

7. Consider Approving the FY 2022 CAECD Budget

Sheila Jennings, Director of Administration

Ms. Jennings reviewed the proposed budget for the district with the board which estimated about \$15.5 million in revenues and \$15.6 million expenditures. She said the difference in the two would be reconciled with funds from the unassigned fund balance, that everything budgeted meets the district's regional plan, and most items are reoccurring costs. She discussed revenue trends and explained expenditures by funding category and highlighted costs that changed significantly. The fund categories included Program Management, Network, GIS Database Management, Equipment Maintenance, PSAP Operations, Training and Education, and Other Emergency Communications Systems and Equipment and Replacement. She also discussed how some projects are carrying over from the previous year. Ms. Jennings mentioned that the budget would also allocate \$500,000 for equipment reserves, which would be used to immediately replace equipment during a disaster.

A motion was made by Mayor Hughson to approve the budget. Mayor Sederquist seconded the motion.

Commissioner Dockery asked about the failure of House Bill 2911 and whether the federal COVID-19 money to be set aside for emergency communications entities would affect this budget. Ms. Voights explained little is known about how those funds will be allocated, but it is likely to be decided by the Commission on Emergency Communications and will include both COGS and districts. CAPCOG can and will amend the budget when more is known.

Commissioner Dockery asked if a set-aside of \$5 million for equipment reserves was necessary. Ms. Voights said the figure represents the value of the equipment and would be needed to replace it immediately in case of a disaster, so 9-1-1 services can be operational as soon as possible and while CAPCOG waits for insurance money to reimburse such purchases. Commissioner Dockery asked about the Unassigned Balance and the possibility some of those funds could be used for projects related to emergency communications such as the purchase of radio consoles. Ms. Voights explained that the board's strategic plan lays out the core functions for which the district uses 9-1-1 funds and needs to be used to guide such request for funding projects. She added that the Voice and Data Core Function would cover radio dispatch consoles.

The motion passed unanimously.

8. Staff Reports

Betty Voights, Executive Director

Judge Pape asked if there were any staff reports. Voights responded no.

9. Adjourn

Judge Pape adjourned the meeting at 12:17 p.m.

Mayor Lew White, Secretary
Capital Area Emergency Communications District Board of Managers
Capital Area Council of Governments

Date

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

MEETING DATE: September 8, 2021

AGENDA ITEM: #3 Consider Renewal of Agreement with AT&T for a Fiber Based Backup Network

GENERAL DESCRIPTION OF ITEM:

The implementation and ongoing connectivity of the AT&T Switched Ethernet (ASE) fiber backup network was approved by the CAECD Board of Managers in 2016. At that time, a contract for 5 years was signed. The contract is set to expire on October 21, 2021.

The purpose of this backup network is to serve as a secondary contingency network if the primary AVPN network fails or experiences an outage. Through AT&T 18 of the 22 PSAP locations are provided alternate network routing capabilities. The remaining four PSAP locations are serviced by a Frontier backup network.

The monthly cost has decreased since implementation due to PSAP consolidations. Upon renewal the monthly cost will be \$18,234.00 for the 18 PSAP locations as shown on the attached pricing sheet with a cost breakdown. The contract term will be for 60 months (5 years) and will expire in October 2026.

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, Director Emergency Communications

BUDGETARY IMPACT OF AGENDA ITEM:

Total estimated cost: Annual - \$218,808; Total for 5 years - \$1,094,040

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: AT&T master agreement/contract

ACTION REQUESTED:

Approve agreement with AT&T for Switched Ethernet (ASE) fiber broadband services

BACK-UP DOCUMENTS ATTACHED:

1. Memorandum from Emergency Communications Director
2. AT&T cost sheet for monthly operating charges

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

None



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BASTROP BLANCO BURNET CALDWELL FAYETTE HAYS LEE LLANO TRAVIS WILLIAMSON

MEMORANDUM

August 18, 2021

TO: Capital Area Emergency Communications District - Board of Managers

FROM: Richard Morales, Director Emergency Communications

RE: Contract Renewal for AT&T Switched Ethernet (ASE) Backup Fiber Network

The consideration for a contingency network began with the CAECD Strategic Advisory Committee back in 2014. In 2016, after an in-depth study, the SAC recommended to the Board of Managers to approve a fiber-based backup network for the CAPCOG region. 18 out of 22 PSAP locations are in AT&T territory while the remaining 4 locations are in Frontier territory. The AT&T Switched Ethernet (ASE) fiber network began implementation in 2016 and lasted until 2018. The contract term was for 60 months (5 years) and is set for renewal on October 21, 2021.

Through this service the PSAPs in the CAPCOG region are not reliant solely on the primary AVPN network. In the event of a network disruption such as an outage or fiber cut, they will fail over seamlessly to the contingency/secondary network. This service has proven to be resilient and has allowed the flexibility to continue with the implantation of NG911 applications throughout the region

As shown on the attached AT&T pricing sheet the monthly cost for service is \$18,234.00, which has decreased since installation due to PSAP consolidations in the region. This will total \$218,808 annually, and \$1,094,040 for the total 5-year contract term that will go through October 2026. This cost includes all 18 PSAP locations in the AT&T territory. The remaining 4 PSAP locations are covered by a Frontier contract that will be renewed next year.

It is recommended we continue with the ASE service and renew the contract for the additional five years.



Capital Area Emergency Communications District (CAECD)

6800 Burleson Road, Building 310, Suite 165
Austin, Texas 78744-2306

Solution ID: 1-FQ1JPU7

**AT&T Switched Ethernet (ASE) Network
Renewal**

Agency	Address	Port	CIR	Quantity	Port Monthly Rate	Real Time CoS-CIR Monthly Rate	Advanced Access Failover Monthly Rate	Monthly Total
CAPCOG	6800 Burleson Rd, Bldg 310, Ste 165 Austin 78744	1 Gbps	150 MB	1	\$510.00	\$966.00	\$1,272.00	\$2,748.00
City of Austin	5100 Old Manor Rd, Austin 78723	1 Gbps	150 MB	1	\$510.00	\$966.00	\$1,272.00	\$2,748.00
San Marcos PD	2300 S. IH35, San Marcos 78666	1 Gbps	150 MB	1	\$510.00	\$966.00	n/a	\$1,476.00
Williamson County Emergency Communications	911 Tracy Chambers Ln. Georgetown 78626	1 Gbps	150 MB	1	\$510.00	\$966.00	n/a	\$1,476.00
Bastrop Co. SO	1501 Business Park DR, Bastrop, TX 78602	100 Mbps	5 MB	1	\$345.00	\$354.00	n/a	\$699.00
Burnet Co. SO	1601 E. Polk St, Burnet 78611	100 Mbps	5 MB	1	\$345.00	\$354.00	n/a	\$699.00
Caldwell Co. SO	1204 Reed Dr, Lockhart 78644	100 Mbps	5 MB	1	\$345.00	\$354.00	n/a	\$699.00
Cedar Park PD	911 Quest Pkwy. Cedar Park 78613	100 Mbps	5 MB	1	\$345.00	\$354.00	n/a	\$699.00
Georgetown PD	3500 DB Wood Rd Georgetown 78628	100 Mbps	5 MB	1	\$345.00	\$354.00	n/a	\$699.00
Lago Vista PD	5901 Municipal Complex Way, Lago Vista 78645	100 Mbps	5 MB	1	\$345.00	\$354.00	n/a	\$699.00
Lakeway PD	1941 Lohmans Crossing Rd, Lakeway, TX 78734	100 Mbps	5 MB	1	\$345.00	\$354.00	n/a	\$699.00
Leander PD	705 Leander Dr. Leander 78641	100 Mbps	5 MB	1	\$345.00	\$354.00	n/a	\$699.00
Llano CO. SO	2001 N. State Hwy 16, Llano 78643	100 Mbps	5 MB	1	\$345.00	\$354.00	n/a	\$699.00
Lockhart PD	214 Bufkin Ln, Lockhart 78644	100 Mbps	5 MB	1	\$345.00	\$354.00	n/a	\$699.00
Luling PD	1800 E. Pierce St. Luling 78648	100 Mbps	5 MB	1	\$345.00	\$354.00	n/a	\$699.00
Pflugerville PD	1611 E. Pfennig Ln, Pflugerville 78660	100 Mbps	5 MB	1	\$345.00	\$354.00	n/a	\$699.00
Round Rock PD	2701 N. Mays Round Rock 78665	100 Mbps	5 MB	1	\$345.00	\$354.00	n/a	\$699.00
Taylor PD	500 S. Main St. Taylor 76574	100 Mbps	5 MB	1	\$345.00	\$354.00	n/a	\$699.00

Total **\$18,234.00**

Notes:

- Prices above DO NOT INCLUDE — Any applicable surcharges and fees or applicable Local, State, and/or Federal taxes.
- Contract Term - 60 Months.
- Early Termination Fee - 50% of the remaining monthly recurring charge.
- The following locations removed from quote: Elgin PD (202 Depot Ave), Texas State University PD (615 N LBJ Drive) and University of Texas PD (2201 Robert Dedman Drive).

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

MEETING DATE: September 8, 2021

AGENDA ITEM: #4 Receive an Update on Regional ESINet, GIS, and NG 9-1-1 Deployment

GENERAL DESCRIPTION OF ITEM:

This item provides a status update on the implementation of NG 9-1-1 throughout the region. The progress of the ESINet migration along with the parallel Geospatial call routing preparation. A highlight of the technical dependencies on a convergence of systems for a full NG 9-1-1 migration with its suite of applications. The requirement for NENA i3 compliancy standards-based applications throughout the 9-1-1 network and accessible components. A project timeline will be reviewed for the process of future components and applications migrations on the network and estimated dates of completion.

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, Director Emergency Communications

BUDGETARY IMPACT OF AGENDA ITEM: N/A

Total estimated cost:

Source of Funds:

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:

None-Informational Only

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):

None