



## CAECD Board of Managers | Summary Minutes

10:30 a.m. or upon adjournment of the Executive Committee, Wednesday, March 13, 2024  
6800 Bureson Road  
Building 310, Suite 165  
Austin, Texas 78744

### Present (20)

Mayor Lew White, City of Lockhart, **Chair**  
Mayor Pro Tem Matthew Baker, City of Round Rock,  
**2<sup>nd</sup> 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  
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 Pro Tem Doug Weiss, City of Pflugerville  
Mayor Jane Hughson, City of San Marcos  
Council Member Janice Bruno, City of Smithville  
Commissioner Ann Howard, Travis County  
Commissioner Cynthia Long, Williamson County  
Representative Vikki Goodwin

### Absent (6)

Commissioner Debbie Ingalsbe, Hays County, **1<sup>st</sup> Vice  
Chair**  
Council Member Mackenzie Kelly, City of Austin  
Judge Dan Mueller, Fayette County

Mayor Brandt Rydell, City of Taylor  
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 10:34 a.m.

#### 2. **Consider Approving Minutes for the January 10, 2024 CAECD Board of Managers Meeting**

Mayor White asked the Board to consider approving the February 14, 2024 CAECD Board of Managers meeting minutes. Commissioner Long made a motion to approve the minutes. Mayor Pro Tem Hougen seconded the motion. It passed unanimously.

#### 3. **Consider Amending the CAECD PSAP Policies**

**Betty Voights, Executive Director**

**Richard Morales, Emergency Communications Director**

Ms. Voights noted this item had been tabled at the February 14, 2024 meeting so the Strategic Advisory Committee (SAC) could meet again to address a few concerns that had come up after its first meeting on February 1, 2024. The SAC met on February 28, 2024, and made three additional amendments that were recommended:

- Regarding **Changes in Status of PSAPs**, section C, clarification was added that once criteria are met for a new PSAP, the CAECD must have available funding in the fiscal year that the PSAP is funded for start-up.
- Regarding **Additional Call Taking Positions**, some SAC members had concerns about criteria and requested that section C be moved up so it applies generally, rather than as one of the criteria, specifically, that in addition to meeting certain factors it would be recognized that other relevant factors should be considered.
- Regarding **Additional Call Taking Positions**, the SAC also amended section B by adding that, in addition to showing 3 percent growth for the past two years, the upcoming year would also be considered.

Mayor Pro Tem Weiss asked about the section that requires a colocated PSAP to return to its original location within five years and must pay those costs. The Board discussed how to handle this if a relocation was requested after five years and whether it should be allowed. Discussion occurred about whether a PSAP would be allowed to relocate if the community it served had substantial growth to justify it, but this would need to be a board decision. It was noted that the CAECD pays for new PSAPs and it also covers a move to a colocated center but doesn't want to incur another cost to move it again.

Commissioner Long commented that once a local government colocates its PSAP, the CAECD has already paid twice for installing the equipment, connectivity, etc. Ms. Voights said she felt there could be extenuating circumstances, but they would always need to come to the Board for a decision.

The Board also discussed ownership of equipment; Ms. Voights said the CAECD has always owned all 911 equipment as does other COGs and districts.

Mayor Pro Tem Steve Hougen asked about the status of Lago Vista since it had been discussed at the February meeting. Ms. Voights explained that Lago Vista had been grandfathered in many years ago when CAPCOG lost a significant amount of 911 funding and decided to close 8 PSAPs, but since they already had equipment in place, they were given the option of paying for operations, and Lago Vista was one that had. Unrelated to that, the distinction is that the PSAP policies no longer allow secondary PSAPs unless they are in a colocated site or support a university – the SAC did not discuss changing this in either of their meetings. She added that their job is to make policies based on technical and operational issues, not to look at specific cases.

Mayor White asked for a vote to approve the amended CAECD PSAP policies. Commissioner Long made a motion to approve. Council Member Garland seconded the motion.

Mayor White asked for a vote to approve the amended section that Mayor Pro Tem Weiss raised regarding the original motion that requires a colocated PSAP to return to its original location within five years and must pay those costs. Mayor Pro Tem Weiss made the motion to approve. Mayor Hughson seconded the motion. It passed unanimously.

**4. Consider Approving Caldwell County PSAP Colocation to Include Lockhart and Luling PSAPs**

**Betty Voights, Executive Director**

**Richard Morales, Emergency Communications Director**

Ms. Voights asked the Board to consider approving the relocation and related costs for the Caldwell County, Lockhart, and Luling PSAPs to collocate at the Caldwell County Justice Center. The funding for the relocation is available in the current budget.

Mayor White asked for a vote to approve the relocation and related costs for the Caldwell County, Lockhart, and Luling PSAPs to collocate at the Caldwell County Justice Center. Mayor Hughson made the motion to approve. Commissioner Howard seconded the motion. It passed unanimously.

**5. Consider Additional Funding for Llano County Tower Extension**

**Richard Morales, Emergency Communications Director**

Mr. Morales asked the Board to consider approving the funds to complete the Llano County communications project and amend the ILA for reimbursement, to reflect a reimbursement amount of \$1,296,611.00. This project funded the replacement of aging and end of life radio dispatch console equipment, emergency call recording equipment and microwave and radio antenna replacements.

Mayor White asked for a vote to approve the funds to complete the Llano County communications project and amend the ILA for reimbursement. Judge Oakley made the motion to approve. Mayor Hughson

seconded the motion. It passed unanimously.

**6. Consider Reallocating Funds from CoA/Caldwell/Burnet Co Communications Project for Completion of Burnet County Project and Extending Interlocal Agreement with City of Austin**

**Richard Morales, Emergency Communications Director**

Mr. Morales asked the Board to consider approving the re-allocation of \$173,036.00 of current project funds to complete the City of Austin/Caldwell/Burnet counties Motorola communications projects and amending the ILA with City of Austin to reflect reimbursement not to exceed the amount of \$173,036.00. The original scope for the Burnet County communications project which was part of the 2019 Motorola project was funded and completed, however, additional scope was identified to replace back-room radio and recording equipment components for 9-1-1 call and radio dispatch calls.

The cost of the equipment and integration is \$173,036.00 and within the available balance of project funds of \$211,690.00. City of Austin staff have agreed to utilize their Motorola capable contract and extend their ILA capability to obtain the equipment for BCSO.

Mayor White asked for a vote to approve the re-allocation of \$173,036.00 of current project funds to complete the City of Austin/Caldwell/Burnet counties communications projects and amending the ILA with City of Austin for reimbursement. Commissioner Dockery made the motion to approve. Commissioner Long seconded the motion. It passed unanimously.

**7. Consider Approving the Purchase of SIP Licenses and Satellite Connection Boxes**

**Richard Morales, Emergency Communications Director**

**Renee Bell, Assistant Director, Operations**

Mr. Morales asked the Board to consider approving the purchase of the Session Initiation Protocol (SIP) licenses and corresponding satellite connection boxes. These licenses and corresponding satellite connection boxes will allow current integration, transition, and migration from current operating telecommunications systems, Call Handling Equipment (CHE), to our new Intrado, Viper 9-1-1 console position CHE, enterprise wide.

The SIP licensing is priced at \$66,486.25 and the satellite boxes at \$79,204.38 for a total of \$149,690.63, with both items being procured under the AT&T Unified Master Agreement.

Mayor White asked for a vote to approve the purchase of the Session Initiation Protocol (SIP) licenses and corresponding satellite connection boxes. Judge Oakley made the motion to approve. Mayor Hughson seconded the motion. It passed unanimously.

**8. Consider Approving Committee Appointments**

**Betty Voights, Executive Director**

Ms. Voights did not have any committee appointments to share with the Board.

**9. Staff Reports**

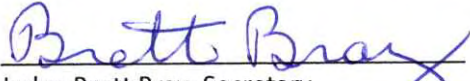
**Betty Voights, Executive Director**

Ms. Voights did not have any staff reports to share with the Board.

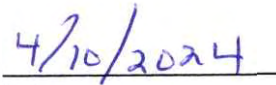
Mayor White reminded the Board that a search committee is in the process of recruiting candidates for the CAPCOG Executive Director position, and that interviews are expected to take place the week of May 20, 2024. Commissioner Long asked if she could be a part of the search committee, and Mayor White said yes.

10. **Adjourn**

Mayor White adjourned the meeting at 11:16 a.m.

  
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Judge Brett Bray, Secretary

Board of Managers  
Capital Area Emergency Communications District

  
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Date