CAECD Board of Managers | Summary Minutes

10:30 am or upon adjournment of the Executive Committee meeting,
Wednesday, April 12, 2017
CAPCOG Pecan Room
6800 Burleson Road
Building 310, Suite 165
Austin, TX 78744

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Present (22)

Judge Bert Cobb, *Hays County,* **Chair**
Council Member Corbin Van Arsdale, *City of Cedar Park,* **1st Vice Chair**
Commissioner Gerald Daugherty, *Travis County,* **2nd Vice Chair**
Council Member Andrea Navarrette, *City of Leander,* **Secretary**
Commissioner Cynthia Long, *Williamson County,* **Immediate Past Chair & Parliamentarian**
Council Member Ellen Troxclair, *City of Austin*
Judge Paul Pape, *Bastrop County*
Mayor Caroline Murphy, *City of Bee Cave*
Council Member Eileen Altmiller, *City of Buda*
Judge James Oakley, *Burnet County*
Commissioner Joe Don Dockery, *Burnet County*
Judge Ken Schawe, *Caldwell County*
Judge Ed Janecka, *Fayette County*
Commissioner Will Conley, *Hays County*
Commissioner Maurice Pitts, *Lee County*
Judge Mary Cunningham, *Llano County*
Council Member Frank Leffingwell, *City of Round Rock*
Mayor Pro Tem Jane Hughson, *City of San Marcos*
Council Member William Gordon, *City of Smithville*
Mayor Pro Tem Brandt Rydell, *City of Taylor*
Commissioner Brigid Shea, *Travis County*
Judge Dan A. Gattis, Sr., *Williamson County*

Absent (6)

Judge Brett Bray, *Blanco County*
Mayor Lew White, *City of Lockhart*
Mayor Victor Gonzales, *City of Pflugerville*
State Representative John Cyrier
State Representative Jason Isaac
State Representative Paul Workman

1. **Call to Order and Confirmation of Quorum by the Chair**

   Chair Cobb called the meeting to order at 10:45 a.m.

2. **Consideration of Minutes for the January 11, 2017 Board of Managers Meeting**

   Chair Cobb asked for a motion to approve the January 11, 2017 minutes as written. Council Member Altmiller moved to approve the minutes as written and Mayor Pro Tem Hughson seconded. The motion passed unanimously.

3. **Accept the Financial Report for the Period October 1, 2016 to February 28, 2017**
   Lisa Byrd, CAPCOG Director of Finance

   Ms. Byrd said total revenues as of February 28, 2017 were $6,275,771 and total expenditures were $8,933,581. We are currently running on schedule with 55-58% of the budget left for the remaining seven months. We have exceeded investment income with a total of $33,983 budgeted at $31,000. Ms. Byrd said there is approximately $18.6 million in assets with TexPool including cash from prior years. The Board of Managers approved the budget using some of the assets for expenditures related to the buildout for the backup center and other construction related costs. Judge Janecka moved to accept the Financial

Report for the Period October 1, 2016 to February 28, 2017 and Judge Schawe seconded. The motion passed unanimously.

4. **Approve Amendment to Agreement with AT&T for Fiber Based Backup Network**
Gregg Obuch, Director of Emergency Communications

Mr. Obuch said that last April 2016 the Board approved an agreement with AT&T for the dedicated backup network to serve 23 of the 27 Public Safety Answering Points (PSAPs) within our region. At that time, PSAPs in Blanco, Fayette and Lee Counties along with the City of Marble Falls could not be served via dedicated fiber. AT&T is now capable of extending their fiber based broadband service to the Fayette and Lee County PSAPs. This request is to approve an amendment to our contract with AT&T. The one time cost to add the locations to the network is $540,716 for Fayette County and $988,766 for Lee County; the term is for 60 months. At the time the budget was approved, a placeholder was included for FY2017 and FY2018 for the addition of service to the four locations originally not served. The amendment will not require any change to the budget.

Commissioner Shea inquired about recent 9-1-1 outages in our region. Mr. Obuch explained that there was an AT&T wireless problem that occurred nationwide that did impact parts of our region; this was an issue with AT&T as the carrier and not a problem with our 9-1-1 system. Discussion followed regarding other 9-1-1 system problems that occurred in the City of Dallas which turned out to be both an equipment and lack of staffing problem and Scott Parker, Chair of the 9-1-1 Strategic Advisory Committee, reported that with the AT&T wireless incident, some customers in this area could not dial 9-1-1. Judge Janecka moved to approve the Amendment to Agreement with AT&T for Fiber Based Backup Network and Commissioner Pitts seconded. The motion passed unanimously.

5. **Approve Draft Strategic Plan**
Peter Behnke, Assistant Director of Emergency Communications
Scott Parker, Chair, 9-1-1 Strategic Advisory Committee

Mr. Behnke introduced attendees Sherry Griffith Powell and Paul Mallett with Mission Critical Partners, the contracting agency who helped facilitate a final planning session and prepare the plan document. The handout today is the March 29, 2017 final Capital Area Emergency Communications District Strategic Plan. Mr. Behnke discussed the three aspects outlined in the plan: the historical which defines who we are and what we have accomplished; the current state which includes our mission, vision, guiding principles and core functions; and the future aspect which includes development of a planning system. The final facilitated planning session identified guiding principles which will be used to make decisions about future operations and budgets for the CAECD. The goal is to build the project workbooks and have them ready for the budgeting process for FY 2019.

Mr. Behnke explained the District has identified projects that are currently in development as well as those that are planned for the next two to five years with each group having its own core function matrix. Ms. Voights said the purpose of the core functions matrix tool is to provide a means to determine funding for future proposed work and make recommendations to the Board of Managers. Each of the four levels of the core functions matrix are assigned a priority level; mandatory, best practice, enhances regional service, and optional but represent a strategic decision. Using the matrix, the CAECD Strategic Advisory Committee (SAC) will be able to base funding decisions on the higher priority projects. Chair Cobb emphasized that essentially the strategic plan provides a methodology and timeline for rating and prioritizing funding for both current and future projects. Judge Oakley moved to approve the Draft Strategic Plan and Judge Schawe seconded. The motion passed unanimously.

6. **Approve Western Region Radio Repeater Replacement Budget**

Gregg Obuch, Director of Emergency Communications

Mr. Obuch said that the SAC's ad hoc technical workgroup had been established to review how to sustain and build on the functionality of the current radio interoperability system; they also reviewed 13 projects identified by the Long-Term Interoperability Committee (LTI) of the Homeland Security Task Force (HSTF). Of the 13 projects the Western Region radio repeater replacement in Blanco, Burnet and Llano Counties was identified as the most critical to sustaining regional interoperability. At the time this was submitted to the HSTF the initial estimate was $1.9 million. During the review by the ad hoc technical committee and further negotiations, the cost was reduced to $1,820,000. The last step was to determine how the expenditure would fit into the overall budget. Mr. Obuch said that the City of Austin has targeted FY 2018 as the timeframe to install the repeater replacement equipment in the western region to coincide with a system upgrade of the Greater Austin Travis County Regional Radio System (GATRRS) which serves 8 counties. At the close of FY 2016, total revenue was $14,249,373. In March 2017 the projected budget increased about $455,000 ahead of what was expected. Total projected uncommitted funds for FY 2018 are just over $2.8 million. Mr. Obuch verified there would be funding in FY2018 available for this project. Judge Janecka initiated discussion concerning the cost of the radio replacements and what the process should be for funding new projects. Commissioner Dockery noted that long-term interoperability is all part of building a regional system. Ms. Voights reiterated that the intent of the Strategic Plan as outlined in the previous agenda item was to establish a process for identifying regional projects to be funded in the future. Judge Oakley moved to approve the Western Region Radio Repeater Replacement Budget and Judge Cunningham seconded. The motion passed unanimously.

7. **Approve Fayette County 700 MHz Overlay Phase 1 Request**

Betty Voights, CAPCOG Executive Director

Judge Janecka introduced Janet Carrigan, Fayette County Homeland Security and Emergency Management Coordinator, to present this agenda item. Ms. Carrigan provided some background on the Fayette County request. In 2010, Fayette County requested funding for the overlay project from the FY 2011 Homeland Security Grant Program through the LTI, but a decrease in funding and the prioritization of other requests in the region did not allow it. Ms. Carrigan noted that Fayette County along with Hays County operate their radio systems on the LCRA's system; interoperability with the 8 other counties operating on Greater Austin Travis Regional Radio System (GATRRS) is not ideal, so the 700 MHz Overlay would greatly enhance interoperability. The estimated cost of the project is $717,674 based on information dated June, 2010; it has since decreased by $1,000. Ms. Carrigan said that in looking over the CAECD Core Function Matrix in the Strategic Plan, the 700 Overlay meets a priority of Level 1 required to meet the mission and voice/data interoperability. The 700 Overlay is infrastructure linking the region and state in the event of any disaster/emergency.

Ms. Carrigan introduced Mike Gibbons, the Telecom Operations Manager for the LCRA, who directed the Board of Manager to view an on-screen map showing the existing coverage of the P25 700 MHz system. Mr. Gibbons highlighted details of the map overlays indicating hand held coverage and mobile coverage with the two sites added for Fayette County. Judge Oakley moved to approve Fayette County 700 MHz Overlay Phase 1 Request. Commissioner Long suggested taking time to look at the overall picture since this particular project is not a sustainment project, and have the discussion with the SAC. It was noted that CAECD approved funding for the Inter-RF Subsystem Interface (ISSI) gateway between GATRRS and the LCRA radio system as the first step to address interoperability between the two systems and Ms. Carrigan said it is only one part of the system. In the event of a disaster and the GATRRS system should fail, the LCRA system is redundant. These two systems work in tandem. Judge Oakley withdrew his motion. Discussion followed regarding closer examination of the long-term cost of the project. Judge Janecka withdrew his request for this agenda item approval. Commissioner Long reaffirmed a new motion to refer the request to the SAC for further evaluation and bring it back to the BOM in the future. Commissioner Shea seconded. The motion passed unanimously.

8. Approve City of Marble Falls Networked Dispatch Console Replacement

Gregg Obuch, Director of Emergency Communications

Mr. Obuch said the request is one of the 13 projects identified in 2015 by the LTI of the HSTF that made its way to the ad hoc technical workgroup of the SAC. The City of Marble Falls is in the process of building a new police facility and moving their dispatch center. This is an opportunity for them to add to their dispatch capabilities and provide added backup for their area. At the March 22 SAC meeting, Marble Falls Police Chief Whitacre presented updated information to the committee; the project was identified as a critical item to sustain regional interoperability. The SAC unanimously recommended inclusion of $170,000 to support this project in the FY2017 budget. The City of Marble Falls is also contributing $250,000 to the project. Judge Pape questioned the validity of the request based on the denial of the previous agenda item. In support of the proposed project, Commissioner Dockery said the proposal had gone through the SAC review process and was recommended based on its technical merit. Judge Oakley moved to approve the City of Marble Falls Networked Dispatch Console Replacement and Commissioner Daugherty seconded. The motion passed unanimously; Judge Pape and Judge Janecka voted nay.

9. Approve PSAP Performance and 9-1-1 Call Reports

Randy Rogers, Emergency Communications Network Services Manager
Peter Behnke, Assistant Director of Emergency Communications

Mr. Rogers reviewed 9-1-1 Database Status statistics. Overall the district is doing well as a whole with a match rate of 99.83% for landline telephones. This quarter there was an increase in landlines from 736,000 to 739,000. Mr. Rogers addressed significant 9-1-1 activities for the period Jan. 1 to Mar. 31, 2017. CAPCOG staff visited 26 PSAPs and 5 database offices in the region during this timeframe. Mr. Rogers reported five total network related outages; three were network related; one police department electrical service related outage; and one due to a police department's building contractor cutting cable. There were a total of 58 other service events throughout the quarter mainly due to weather related issues. Mr. Behnke reported that all the PSAPs are falling within the established goals and guidelines for PSAP answer time data. He also reported that the numbers of calls received by the PSAPs was normal for the time-frame.

10. Staff Reports

Betty Voights, CAPCOG Executive Director

Ms. Voights noted that in 2015 the CAECD SAC appointed an ad hoc technical workgroup to address radio interoperability. The request to the ad hoc committee was to look at radio interoperability for the ten counties and tell us what we needed to do to sustain what we have and build on it but the process has moved slowly. The workgroup identified the ISSI Gateway as the first step toward interoperability acknowledging there may be a second phase, and they identified the need for the three repeater projects in the Western counties. She is hopeful with the strategic plan now approved and a methodology for identifying necessary projects that can be followed going forward.

11. **Adjourn**

Chair Cobb adjourned the meeting at 12:10 p.m.

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Council Member Andrea Navarrette, Secretary Date
CAECD Board of Managers
Capital Area Council of Governments