



**Capital Area  
Council of  
Governments**

P. O. Box 17848  
Austin, Texas 78760-7848

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

512.916.6000  
FAX 512.916.6001

[www.capcog.org](http://www.capcog.org)

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**Williamson**

**Counties**

October 30, 2009

The Honorable Dan Gattis, Sr.  
Williamson County  
710 S. Main, Ste. 101  
Georgetown, Texas 78626

*Helena*

Re: Emergency Notification System

Dear Judge Gattis:

Attached please find the letter agreement for continuing your jurisdiction's participation in the CAPCOG Regional Emergency Notification System (ENS) for the period October 1, 2009 through September 30, 2010. This is the second extension of the agreement that was signed in 2007. After signing the agreement, the Williamson County will be invoiced for your portion of annual operating expenses associated with the Emergency Notification System. You will be invoiced for the same amount as paid in previous years. This fee is assessed against each user of the system proportionately to cover the costs of the telephone lines that are used to make the emergency calls.

This system uses a "reverse dialing" telephone method to notify communities or public safety forces of critical emergency information in situations where property or human life is in danger. Local administration of the system is based in jurisdictions with Public Safety Answering Points (PSAPs) and therefore is available for use across the CAPCOG region. Twenty-four jurisdictions plus LCRA have signed on to ENS.

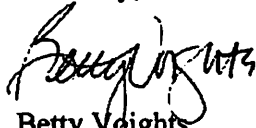
Since its inception in 2004, CAPCOG has continued to work with your personnel to enhance the capabilities and reliability of the system. In the past year, we have reached several major milestones, including:

- Completely replacing and upgrading the ENS computer hardware and software;
- Implementing the ability to make bi-lingual notifications (English and Spanish);
- Implementing the ability to notify citizens who rely on Telecommunications Devices for the Deaf (TDD) for telephone conversations;
- Adding a mechanism by which individuals can register their cellular telephones on the system, enabling them to receive emergency notifications via these devices;
- Enhancing the accuracy (99.05%) of the geographic database that drives the system to ensure that all your citizens are able to receive ENS messages; and
- Maintaining a fully functional backup system that ensures that the system is always available for use when an emergency threatens your citizens.

In addition, we have continued our training program for new users, including our Train-the-Trainer program that is designed to allow your personnel to provide training locally, ensuring that this training is performed in the most time-sensitive and economical manner.

There are two originals of the Letter Agreement included. Please sign and return both copies by mail to CAPCOG at 6800 Burleson Road, Building 310, Suite 165, Austin, TX 78744 ATTN: Homeland Security Division. Your Letter Agreement will be signed by CAPCOG and one original will be returned to you for your files. If you have any questions, please contact Ed Schaefer, Director of Homeland Security, at 512-916-6026 or [eschaefer@capcog.org](mailto:eschaefer@capcog.org). Thank you for your support of this important regional program.

Sincerely,

A handwritten signature in black ink, appearing to read "Betty Voights", written over a horizontal line.

Betty Voights  
Executive Director

Cc: [Sheriff Jim Wilson]  
[John Sneed]

Enclosures



October 30, 2009

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The Honorable Dan Gattis, Sr.  
Williamson County  
710 S. Main, Ste. 101  
Georgetown, Texas 78626

Re: Emergency Notification System

Dear Judge Gattis:

This letter agreement authorizes the Williamson County to use the Emergency Notification System provided by the Capital Area Council of Governments under the terms and conditions set out below, for the period of October 1, 2009 to September 30, 2010. This agreement may be extended for up to two additional years unless terminated.

The Williamson County agrees to use the Emergency Notification System solely in accordance with CAPCOG's *ENS Policies & Procedures Manual*.

Effective October 1, 2009 the Williamson County will be billed \$2141 annually to cover the operating expenses associated with use of the Emergency Notification System. Payment to CAPCOG is expected within ninety (90) days of receipt of an invoice. Additionally, CAPCOG will continue to provide free training for designated personnel on use of the Emergency Notification System.

If the Williamson County receives a request under the Texas Public Information Act for disclosure of any of the ENS 9-1-1 database information, the Williamson County agrees not to disclose the information prior to notification of CAPCOG's Emergency Communications Department in writing within two business days of the receipt of the request so that CAPCOG may advise the Williamson County regarding the request.

This agreement authorizes the Williamson County use of the Emergency Notification System from October 1, 2009 to September 30, 2010, and may be extended for up to two additional years unless terminated. CAPCOG may terminate this agreement at any time. However, if the Williamson County violates CAPCOG's *ENS Policies & Procedures* and does not correct the violation within five business days after CAPCOG gives the Williamson County notice of the violation this constitutes grounds for agreement termination. CAPCOG terminates this agreement by notifying the Williamson County in writing of its intent to terminate, and the agreement terminates 15 calendar days after the date on the notice. Upon termination, the Williamson County agrees to destroy its Emergency Notification System 9-1-1 database information and to

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certify the destruction in writing to CAPCOG's Emergency Communications Department within two business days following termination of this agreement.

This letter agreement does not govern the creation or use of a file or folder of emergency numbers by the Williamson County *not* derived from the Emergency Notification System 9-1-1 information database.

Each individual signing this agreement on behalf of a party warrants that he or she is legally authorized to do so and that the party is legally authorized to perform the obligations undertaken.

Capital Area Council of  
Governments

Williamson County

\_\_\_\_\_  
Betty Voights  
Executive Director

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*[Signature]*  
A-5-1010

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