

# PSAP Co-Location Project



Project Management Preparation

# 3 Phase Process for Co-Location

- ☞ Phase 1 – Project Management
- ☞ Phase 2 – Implementation
- ☞ Phase 3 - Operations
- ☞ Oversees Phase 1
  - Mission Critical Partners (MCP)
    - Works with representatives of Hays County through process
  - Co-Location Communication Representatives (CCR)
    - Erica Carpenter – PSAPs, Law Enforcement Agencies
    - EMC Kharley Smith – Fire and EMS Agencies
    - Commissioner Will Conley – Commissioners’ Court, Elected Officials, Municipalities

# Phase 1 – Project Management

## Process

- CCR works with Mission Critical Partners to set up committees, communicate expectations and needs of the participants, ensures project is on track, and scope of work is complete
- CCR ensures all committees are on task, decisions are being made, and collective information is shared among participants
- CCR prepares presentations and messages for various audiences, including elected officials, to communicate progress
- CCR identifies potential land sites for MCP
- CCR ensures any contracts or Inter-local Agreements get created through all phases

# Decision Making – Executive Committee

## Executive Committee (EC)

- Makes Final Decisions based upon recommendations of Task Force during Project Management phase
- Consists of City, County, TX State U and ESD representatives
  - 2 representatives each – Elected Official and Budget
- Communication Schedule is set up with the EC to provide updates and to vote on decisions
  - Bi-Weekly email updates
  - Quarterly meetings
- Each receives one equal vote, regardless of size of represented municipality, governance or organization
- EC represents shared involvement and partnership between all participants

# Decision Making – Executive Committee

- ∞ Executive Committee (EC)
  - Hays County – 2 Representatives
    - County Commissioner
    - Chief of Staff
  - City of San Marcos – 2 Representatives
    - Elected Official
    - City Manager
  - City of Kyle – 2 Representatives
    - Elected Official
    - City Manager
  - City of Buda – 2 Representatives
    - Elected Official
    - City Manager
  - Texas State University – 2 Representatives
    - Vice President of Student Affairs
    - Cabinet Member
  - Emergency Service Districts – 2 Representatives
    - Commissioner

# Decision Making – Executive Committee

## ☞ Task Force (TF)

- Makes Decisions based upon recommendations of Subcommittees during Project Management phase
- Reports progress and requests for final decisions to EC
- Consists of administrators from PSAPs, Law Enforcement, Fire, EMS, Emergency Management and I.T.
- Communication Schedule is set up with the TF to provide updates and to vote on decisions
  - Bi-Weekly email updates
  - Quarterly meetings
- Each member receives one equal vote, regardless of size of represented municipality, governance or organization
- TF represents shared involvement and partnership between all participants

# Decision Making - Task Force

## Task Force

- Representative Agencies and Departments (1 vote per agency)
  - Hays County Sheriff's Office – PSAP and L.E. Representative (2)
  - San Marcos Police Department – PSAP and L.E. Representative (2)
  - Kyle Police Department – PSAP and L.E. Representative (2)
  - University Police Department – PSAP and L.E. Representative (2)
  - Buda Police Department – L.E. Representative (1)
  - Fire Departments – Representatives for all Fire Departments (2)
  - EMS Departments – Representative for all EMS Departments (1)
  - Hays County Emergency Management (1)
  - San Marcos Emergency Management (1)
  - TX State University Emergency Management (1)
  - I.T. Director – Non-voting Representative (1)

# Decision Making - Sub-Committees

- ✎ Participants will be assigned to sub-committees and must be able to commit time outside of regularly scheduled work and meetings
  - Members will need to work with their agency regarding their allowed participation
  - Members can be from any agency that possess skills and abilities pertaining to sub-committee
  - CCR will oversee sub-committees to ensure information gets communicated to the TF for decision making



# Sub-Committees

## ∞ SUB-COMMITTEES:

### ∞ Fire and EMS Call Taking and Dispatching

- Structure (i.e. equipment, 9-1-1 workstations, staffing)
- Operations (i.e. governance, daily operations)

### ∞ Facility

- Emergency Communications
- EOC
- Common Spaces

### ∞ CAD

- RMS
- Testing/Training CAD Lab
- AVL

### ∞ Radio

### ∞ 9-1-1

### ∞ Technology and I.T.

- Emergency Communications Support
- Internal I.T. support (i.e. phone, internet, security systems)
- Audio/Visual support (i.e. camera systems, presentations)

### ∞ Training and Quality Assurance

# Sub-Committees

- ∞ Sub-Committee Representation - Subject Matter Experts (SME)
- ∞ Can have more than 1 representative per SME group
  - Fire and EMS Call Taking and Dispatching
    - EMC Kharley Smith – Chair
    - Fire Agency / EMS Agency
    - PSAP
    - CAPCOG
  - Facility
    - Erica Carpenter – Chair
    - EMC – EOC and Common Spaces
    - PSAP – Communications Floor and Common Spaces
    - I.T.
    - CAPCOG / LCRA

# Sub-Committees

## ∞ Sub-Committee Representation Cont.

### ○ CAD

- Chair – TX State UPD PSAP
- PSAP
- Fire Agency / EMS Agency
- Law Enforcement Agency
- I.T.

### ○ Radio

- EMC Ken Bell – Chair
- PSAP
- Fire Agency / EMS Agency
- LCRA
- I.T.

# Sub-Committees

## ∞ Sub-Committee Representation Cont.

- 9-1-1
  - Chair – Kyle PSAP
  - PSAP
  - CAPCOG
  - I.T.
- Technology and I.T.
  - Chair – City of San Marcos I.T.
  - County and City I.T.
  - EMC
  - PSAP
- Training and Quality Assurance
  - Chair – Hays County PSAP
  - PSAP
  - Fire Agency / EMS Agency
  - CAPCOG
  - I.T.

# Sub-Committees

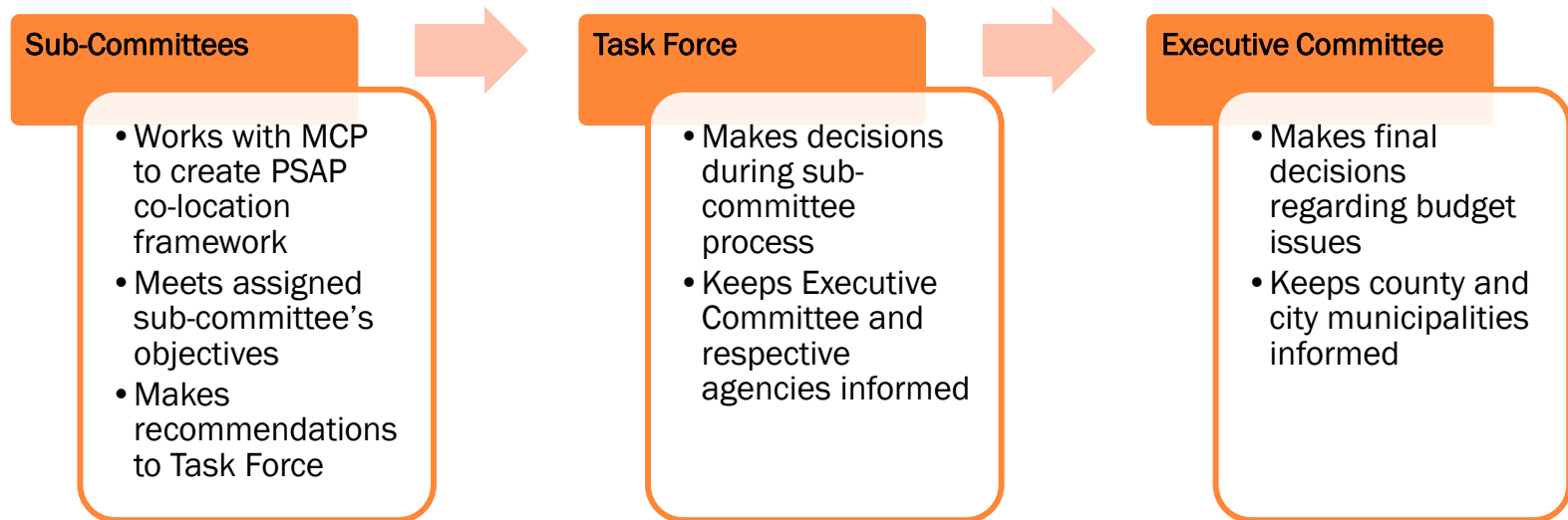
- ✎ A communication schedule will be set up for the sub-committees
  - To report progress to CCR
  - To report progress to TF
  - To request decisions be made by the TF
  - Weekly emails
  - Monthly meetings

# General Assembly

- ☞ Agency, County and City representatives
  - Police Chiefs, supervisors, officers
  - Fire and EMS Chiefs, supervisors, officers
  - PSAP Supervisors, operators
  - I.T.
  - County and City officials
  - MCP
- ☞ Communication will be from committee representatives
- ☞ Meetings scheduled periodically

# Decision Making Process

- For large decisions, such as CAD, presentations may be made to respective organizations such as the Commissioners' Court



# Next Step in Phase 1

- ∞ Select Executive Committee members
- ∞ Select Task Force members
- ∞ Select Sub-committee members
  - Sub-committee interested members can fill out an application and turn it into the CCR for selection process
- ∞ MCP meets with and obtains updated information from PSAPs
  - Hays County SO
  - San Marcos PD
  - Kyle PD
  - Texas State UPD
  - Buda PD
  - Fire and EMS
- ∞ Potential land sites provided to Task Force for approval to give to MCP for the Feasibility Study
- ∞ CAD RFP begins with MCP
  - MCP outlines our needs
  - Brings in CAD Vendors that fit ALL of our needs (Due Diligence)
  - Creates RFP Specifications
- ∞ General Assembly votes on the process outlined in this presentation



# Proposed Schedule Committee Meetings

- ∞ General Assembly
  - May 24<sup>nd</sup> 10:00am – San Marcos Fire Station #5 (*with MCP*)
- ∞ Executive Committee
  - ~~June 12<sup>th</sup> 10:00am – Location TBA~~
  - August 7<sup>th</sup> 10:00am – Location TBA
  - October 9<sup>th</sup> 10:00am – Location TBA
  - Bi-Weekly email updates from CCR
- ∞ Task Force
  - Same schedule as Executive Committee
- ∞ Sub-Committees
  - ~~May 29<sup>th</sup> 10:00am – Location TBA (*with MCP*)~~
  - First Week in June
  - Second Week in July
  - First Week in August
  - Second Week in September
  - First Week in October
  - Weekly email updates from each Sub-Committee Chair to CCR
- ∞ CCR
  - Conference calls with MCP at 9:00am
  - CCR meets each Monday at 8:30-9:30am proceeding the weekly conference call
    - May 24<sup>th</sup> - Meeting at 9:00am instead of conference call
    - June 7<sup>th</sup>
    - June 21<sup>st</sup>
    - July 5<sup>th</sup>
    - July 19<sup>th</sup>
    - August 2<sup>nd</sup>
    - August 16<sup>th</sup>
    - August 30<sup>th</sup>