ALAMEDA COUNTY

East Bay Regional Communications System Authority

CONTRA COSTA COUNTY

Participating agencies include Alameda and Contra Costa Counties and the following cities and special districts: Alameda, Albany, Antioch, Brentwood, Clayton, Concord, Danville, Dublin, El Cerrito, Emeryville, Fremont, Hayward, Hercules, Lafayette, Livermore, Martinez, Moraga, Newark, Oakley, Pinole, Pittsburg, Pleasant Hill, Pleasanton, Richmond, San Leandro, San Pablo, San Ramon, Union City, Walnut Creek, East Bay Regional Park District, Kensington Police Community Services District, Rodeo-Hercules Fire Protection District and San Ramon Valley Fire Protection District

AGENDA ITEM 10.2

(For discussion purposes only.
Not subject to approval at this meeting.)

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DRAFT MINUTES

OPERATIONS COMMITTEE MEETING

REGULAR MEETING – February 6, 2009

1. **CALL TO ORDER/ROLL CALL**:
A regular meeting of the East Bay Regional Communications System Authority Operations Committee was held on February 6, 2009, in Room 1013 at the Alameda County Office of Homeland Security and Emergency Services, 4985 Broder Boulevard, Dublin, California. The meeting was called to order at 9:30 a.m.

PRESENT: *Committee members Casten (Alt for Cm. Rupf), Cody, Kirkland, McQuiston and Roderick*

ABSENT: *Committee member Ahern and Richter*

Staff Present:
Executive Director Bill McCammon and Secretary Fawn Holman

Appointment of Chair Pro-Tem
Executive Director McCammon advised that, in the absence Chair Ahern, a Chair Pro Tem needed to be appointed.

On motion of Cm. Roderick, seconded by Cm. Kirkland and by unanimous vote, the Committee appointed Cm. Roderick as Chair Pro Tem for the duration of this meeting.

2. Comments from the Public

No comments were made by any member of the public at this time.

3. Approval of Meeting Minutes

On motion of Cm. Cody, seconded by Cm. Kirkland and by unanimous vote, the Committee approved the minutes of the December 5, 2008, Regular Operations Committee meeting.

4. Receive Presentation from Motorola regarding System Coverage, System Design and Site Locations, and Approve the System Design as Presented

Executive Director McCammon advised that Motorola would present the final site location and coverage maps, which were the result of work with the two-county working group and agency interviews, for final Operations Committee approval and recommendation for Board approval.

Don Ward and Zak Habayeb, Motorola System Engineers, presented an overview of proposed system coverage and site location maps in Alameda and Contra Costa Counties. The maps, as shown, are computer predictions of coverage. Once the sites were built, testing would be done to make certain coverage was acceptable, per the Motorola contract.

The Committee and Staff discussed the proposed maps and agreed that any white areas, which represented areas that would have less than 95% coverage, would reflect the percentage of actual anticipated coverage in both Alameda and Contra Costa Counties. A large, color-coded map with all coverage should be created for ease of viewing, with an overlay of portable and mobile coverage. It would also be beneficial for the entire Board to hear and to discuss various solutions in potential coverage gaps other than building another repeater site.

By consensus, the Committee did not approve the system design as presented, as there were too many unanswered questions. The five zones needed to be colored coded so it would be visually compelling. Staff should work with Motorola to refine the presentation so it will answer the questions before it goes to the Board.

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Alt. Cm. Whittington suggested that the site that would cover Crocket be put on the plan now, but could be removed later, if needed.

Item Added to the Agenda

Executive Director McCammon requested that an item be added to the agenda to discuss and consider authorizing the reimbursement of travel expenses to Kody Kerwin, Contra Costa County Fire District, to attend the International Wireless Communications Exposition in Las Vegas, NV on March 18-20, 2009 on behalf of the EBRCSA. In order to add an item to the agenda, the Committee needed to make two findings: 1) immediate need; and 2) the item came to Staff's attention after the posting of the agenda. The motion needed a 4/5 affirmative vote in order to add it to the agenda.

Executive Director McCammon advised that the item was posted on the February 6, 2009, Finance Committee Agenda and it came to the Executive Director's attention after posting of the Operations Committee meeting agenda that the Operations Committee was the only committee that currently had the authority to approve expenditures. In addition, the conference early bird registration, which would save the EBRCSA several hundred dollars, ended before the next Operations Committee meeting. Cost savings would also be realized by purchasing airline tickets early.

On motion of Cm. Kirkland, seconded by Cm. Roderick and by unanimous vote, the Committee approved the addition to the agenda.

4.a Consider Authorizing the Reimbursement of Travel Expenses to Kody Kerwin, Contra Costa County Fire District, to Attend the International Wireless Communications Exposition (IWCE) in Las Vegas, NV on March 18-20, 2009 on Behalf of the EBRCSA

Executive Director McCammon presented the staff report and advised that Kody Kerwin, Communications Officer for the Contra Costa County Fire Department, is one of the primary technicians on which the EBRCSA relies to provide guidance on the selection and use of subscriber units. The IWCE conference in Las Vegas Nevada, March 18 – 20, is one of the leading venues for vendors to display mobile and portable radios for public safety use. It is important that the EBRCSA have someone research the different types of radios on the market in order to provide the member agencies options for subscriber units. The Bylaws allow the Operations Committee to authorize expenditures up to $25,000 without going to the full Board of Directors.

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The Committee and Staff discussed that the SUASI, when funding the EBRCSA, included $4,000 in monies for travel and training. It was anticipated that this conference would cost approximately $1,000, which would not come out of subscriber fees. It was reiterated that Mr. Kerwin was attending this conference on behalf of the EBRCSA and the SUASI.

On motion of Cm. Roderick, seconded by Cm. Cody and by unanimous vote, the Committee authorized the reimbursement of travel expenses to Kody Kerwin to attend the IWCE conference.

5. Review and Discuss a Combination of Infrastructure Maintenance Options Including Use of Existing County Radio Technicians and Motorola Services and Provide Direction, if Necessary

Executive Director McCammon distributed a list of Motorola infrastructure maintenance options that were presented to the working group. Some concern has been voiced by Alameda County Radio Technicians that the EBRCSA would go fully to Motorola for service and not have the County radio techs do any of the work. The plan has always been to use the County radio technicians to maintain the repeater sites and do the work that they were able to do, with support from the Motorola in predetermined areas.

Executive Director McCammon asked for direction from the Committee to work with the Counties to develop a maintenance plan that included utilizing the existing radio technicians from both counties.

The Committee and Staff discussed that the JPA included a caveat to use existing resources within the two counties. A maintenance plan could be developed with enough specificity, even though the system design was not complete, because all of items on the list needed to be done, and the maintenance plan would define who would complete the tasks.

On motion of Cm. Kirkland, seconded by Cm. Cody and by unanimous vote, the Committee directed the Executive Director to develop a maintenance plan that included a combination of utilizing existing radio technicians from both counties and Motorola services.

6. Receive Report and Discuss Progress of CTA Communication's Revised Scope of Work for Phases II-V and Provide Direction, if Necessary

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Executive Director McCammon advised there was a clerical error on the agenda and noted the revised scope pertained to Phases II-IV only. When CTA initially responded to the RFP issued by the EBRCSA, they had no detailed understanding of the state of completion of the EBRCSA, and provided a scope of work for Phases II, III and IV that was not totally appropriate given the progress the Authority had made to date. At its January 16, 2009 meeting, the Board directed the Executive Director to work with the original RFP evaluation committee and CTA staff to redefine the scope of Phases II, III, and IV of the existing contract and bring a revised scope back to the Operations and Finance Committees for consideration. Executive Director McCammon distributed a copy of CTA's draft revised scope and advised that the new pricing, in Section 2, was $562,000, which was down from the original price of $635,000.

Executive Director McCammon informed the Committee that the SUASI was in the process of developing an RFP for all the infrastructure in the Bay RICS system. In the interim, while the RFP process is moving forward to select a vendor, the SUASI has received a guarantee from Motorola for the Bay Area guaranteeing the Riverside pricing for subscriber units and infrastructure. The Riverside process was a competitive process between Tyco and Motorola, which resulted in excellent pricing, the EBRCSA can purchase off of the Riverside contract while the SUASI completes the RFP process.

Because the SUASI had been able to get Motorola to guarantee the Riverside pricing, and is completing an RFP process for the enter Bay RICS system, the Executive Director recommended that the Committee direct him and the RFP evaluation group to meet with CTA to break out the price for the Motorola contract negotiations, as it may not be needed.

The Executive Director advised that the most important part of the CTA contract was Phase II, the analysis of the design, the schedule and the cost of the proposed system. It was recommended that he and the RFP evaluation group be directed to work with CTA to split out the Motorola contract negotiations (Phase IV) and get pricing for Phases II and III. Staff would then prepare a report for Board consideration at its February meeting to approve the contract for Phases II and III. Phase IV would stay on the back burner and be used in case the SUASI's negotiations with Motorola fell through.

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On motion of Cm. Cody, seconded by Cm. Casten and by unanimous vote, the Committee directed the Executive Director and RFP evaluation team to solidify the prices for Phases II, and III and prepare a staff report for Board consideration for approval of the Phases II and III of the contract.

7. Review and Discuss Draft Inventory of Required Infrastructure including Infrastructure Status, and Provide Feedback to Executive Director

Executive Director distributed the draft inventory advised that Cm. Rupf had initially requested that an asset inventory be developed. The inventory represents an overview of the current and future assets including ownership and funding sources for the infrastructure required for the EBRCSA to operate.

The Committee briefly discussed the draft inventory and requested that each update include a revision date. A column entitled "Spectrum" should be added that indicated who was licensed for the frequencies at each site. There should also be a column showing what grant funds were being used for site improvements.

8. Discuss the Development of a Business Plan for the EBRCSA, and Provide Direction to the Executive Director

Executive Director McCammon advised that Bm. Rupf had initially expressed the need for a Business Plan for the EBRCSA and, as such, Staff was seeking direction from the Committee to proceed.

The Committee discussed that developing a business plan was a lengthy, detailed process and there currently were no existing agency resources that had the experience or could devote the time to develop a business plan.

On motion of Cm. Kirkland, seconded by Cm. Cody and by unanimous vote, the Committee agreed to recommend to the Board that an RFP be developed to search for a qualified firm to create an EBRCSA Business Plan.

9. Receive Verbal Update of Grants Status (PSIC, COPS, SUASI)

Executive Director McCammon advised that the COPS grants for both counties were in process. Regarding the PSIC funds, initial reports show that Oakland would receive $1 million and $3.9 million would come to the two counties to split equally to spend on infrastructure.

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10. Receive Verbal Update on Status of the Various EBRCSA Projects

Executive Director McCammon reported on Alameda County updates and advised that a price on a tower extension for the East Dublin BART station was in process; an RFP for an environmental consultant for Patterson Pass was in process; a partnership with BART for the Warm Springs site was in process; and the FAA approved the structural analysis of their tower and the legal process of putting antennas on the tower was in process.

Ed Woo, Deputy Director of Information Technology for Contra Costa County reported on Contra Costa County updates and advised that microwave installment had commenced in central Contra Costa County sites; Pearl Ridge had been held up due to leasing rights issues; Nichol Knob was waiting for Motorola hardware and microwave equipment; and Turquoise was waiting for a private company to leave the existing shelter.

11. Discuss and Set Meeting Schedule through July 2009

Executive Director McCammon advised that Chair Ahern had a scheduling conflict for the June 2009 meeting and the July 2009 meeting landed on a holiday.

By consensus, the Committee rescheduled the June 5th meeting to June 12th, and rescheduled the July 3rd meeting to July 10th. Both meetings would be held at the regular time of 9:30 a.m.

12. Agenda Items for Next Meeting

- *Refined Motorola Coverage Maps*

13. ADJOURNMENT

The meeting was adjourned at 11:10 a.m. The next regular Operations Committee meeting is scheduled to be held on March 6, 2009, at 9:30 a.m., at the Alameda County Office of Homeland Security and Emergency Services, 4985 Broder Boulevard, Dublin, CA 94568.

APPROVED BY A MOTION OF THE EAST BAY REGIONAL COMMUNICATIONS SYSTEM AUTHORITY OPERATIONS COMMITTEE THIS XX DAY OF XX, 2009.

Respectfully submitted,

Fawn Holman
Secretary

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