



East Bay Regional Communications System Authority



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

MINUTES

BOARD OF DIRECTORS MEETING

SPECIAL MEETING – MARCH 21, 2008



1. **CLOSED SESSION:** *None*

2. **CALL TO ORDER/ROLL CALL** (Regular Session):

A special meeting of the East Bay Regional Communications System Authority Board of Directors was held on Friday, March 21, 2008, in the Third Floor Conference Room at the Walnut Creek City Hall, 1666 North Main Street, Walnut Creek, California. The meeting was called to order at 10:10 a.m. by Chair Shinn.

PRESENT:

County Representatives: Boardmembers Ahern, Casten (Alternate for Bm. Rupf), Cullen, and Muranishi

City Representatives: Boardmembers Arner, Barton, Calabrigo, Catalano, Cheeves, Jermanis (arrived at 10:21 a.m), McNeil, and Shinn

Public Safety Representatives: Boardmembers Attarian, Cody, Kirkland and Richter

Special District Representative: Boardmember Anderson

ABSENT: Boardmembers Bonilla (County Rep), Haggerty (County Rep), Hosterman (City Rep), Johnson (City Rep), Lockhart (City Rep), and Wilson (City Rep)

Staff Present:

Executive Director Bill McCammon, Authority Counsel Robin Donoghue, and Secretary Fawn Holman

3. REPORT ON CLOSED SESSION: *None*

4. PRESENTATIONS: *None*

5. COMMENTS FROM THE PUBLIC

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

6. APPROVAL OF MINUTES

6.1 Minutes of the February 15, 2008, Regular Board Meeting.

Bm. Arner asked that the February 15, 2008, Board of Directors meeting minutes reflect that Item 9.3, Approve Executive Director Position Responsibilities and Adopt Resolution Approving Agreement with William J. McCammon to Serve on a Contract Basis as the Executive Director of the East Bay Regional Communications System Authority, was approved by a vote of 19 – 3, not just state that it was a majority vote.

On motion of Bm. Cheeves, seconded by Bm. Kirkland, and by unanimous vote, the Board approved the minutes of the February 15, 2008, Board of Directors meeting, as amended.

7. WRITTEN COMMUNICATIONS:

Chair Shinn distributed copies of a letter he had received from the Contra Costa County Board of Supervisors, dated March 11, 2008. The letter was not included on the agenda; therefore, could not be discussed at this meeting.

Chair Shinn further advised that if the Board wished to discuss the topics outlined in the letter, the matter could be agendized at a future meeting.

No requests to agendize this item for future discussion was made at this time.

8. PUBLIC HEARINGS: *None*

9. ACTION ITEMS:

- 9.1 Consider Adopting Resolution Authorizing Executive Director to Negotiate and Execute a Contract with Jack Frost Designs to Develop a SharePoint Web-Based Website and Document Management System for the EBRCSA

Executive Director McCammon presented the staff report and advised that, at its February 1, 2008 meeting, the Operations Committee received a presentation from Jack Frost Designs of San Ramon on the capabilities of SharePoint and the possibilities of using the software to develop a new website and document sharing system for the East Bay Regional Communications System Authority (EBRCSA). The Operations Committee directed the Executive Director to develop a description of need and develop a scope for the project. At its March 12, 2008 meeting, the Operations Committee received information regarding the current challenges, short comings of the existing system and a scope for the website and document sharing system. At that meeting, the Operations Committee unanimously voted to recommend that the Board of Directors adopt a resolution authorizing the Executive Director to negotiate and execute a contract with Jack Frost Designs to develop a SharePoint website and document management system for the EBRCSA.

The Board and Staff discussed the fact that if the initial project development cost was under \$25,000, the project need not go out to bid.

*On motion of Bm. Cullen, seconded by Bm. Muranishi and by unanimous vote, the Board adopted **Resolution No. 08-5**, Authorizing Executive Director to negotiate and execute a contract (Contract No. 2008-3) with Jack Frost Designs to develop a SharePoint web-based website and document management system for the EBRCSA.*

- 9.2 Consider Authorizing the Negotiation of a Contract with the Selected Engineering Design Consulting Firm with Contract Approval at a Future Meeting

Executive Director McCammon presented the staff report and advised that, as directed by the Board at its October 24, 2007 meeting, Alameda County

issued an RFP for an engineering design consulting firm on behalf of the EBRCSA. The Operations Committee held a special meeting on March 21st, prior to the Board of Directors meeting, to receive the final results compiled by the Alameda County General Services Agency (GSA). The final point breakdown was as follows: CTA Communications, 376; Federal Engineering, 351; and Macro, 350. Based on the Alameda County GSA recommendation, the Operations Committee was recommending that the Board authorize the Executive Director, the RFP Selection Committee and Representatives from Alameda County GSA to attempt to negotiate a contract with high point getter CTA Communications, with contract approval at a future meeting. If unsuccessful in negotiating a contract with CTA that met the needs of the EBRCSA, the Operations Committee recommended that a contract be negotiated with Federal Engineering.

Note: Bm. Jermanis entered the meeting at 10:21 a.m.

The Board and Staff discussed that the selected vendor would only provide services under this contract for the first phase of the project, as shown in the staff report, which would be to do the following: Review and evaluate the existing documentation including but not limited to the Motorola proposal for the two county system, the CTA report, and any other relevant documentation that could be helpful in the evaluation of options for the ultimate build out of the EBRC; and make recommendations for future phasing of the system build out based on the documentation review and the infrastructure which has been purchased and is in the process of installation.

On motion of Bm. Cody, seconded by Bm. Richter and by unanimous vote, the Board of Directors authorized Executive Director, the RFP Selection Committee and Representatives from Alameda County GSA to attempt to negotiate a contract with CTA Communications with contract approval at a future meeting.

9.3 Approval of Letter of Thanks to Former Concord City Manager Lydia DuBorg for Exemplary Work and Support in the Formation of the East Bay Regional Communications System Authority

Executive Director McCammon distributed a draft letter of thanks to former Concord City Manager Lydia DuBorg for Board review and consideration.

Bm. Arner suggested that a line be added to the letter that indicated that the task force found Ms. DuBorg to be very diligent and responsible in her work ethic.

On motion of Bm. Calabrigo, seconded by Bm. Muranishi and by unanimous vote, the Board approved the letter to Ms. DuBorg, with the recommended modifications, for Chair Shinn's signature.

10. REPORTS

10.1 Informational Report on the Potential Use of Solar/Photovoltaic to Power EBRCSA Repeater Sites

Executive Director McCammon presented the staff report and advised that, at the February 2008 Board of Directors meeting, a request was made by Boardmember McNeil that staff investigate the possible use of solar/photovoltaic to power the EBRCSA repeater sites. After researching existing sites that use solar panels, Staff determined that, given the space requirements combined with the cost, and length of return on investment for solar, it was not a practical alternative for the EBRCSA to pursue at this time. Staff will study the potential use of fuel cells to provide a green alternative, and would report its findings to the Board at a future.

10.2 Informational Report on a recent TV News Story regarding San Mateo County's Trunked Radio System

Executive Director McCammon presented the staff report and advised that on March 5, 2008, Channel 7 aired a news story that was critical of the digital trunked radio system in San Mateo County. The story highlighted the fact the Redwood City Police Department, the only local police department on the system, went back to their old system after experiencing "in building" coverage issues on the county's system. The coverage issue had nothing to do with digital systems or trunked radio system. The issue centered around the initial design of the system, which was designed for "on street" coverage versus "in building" coverage. This type of process highlights how important it is to develop a set of specifications that would meet the users' needs, and test those design assumptions. The EBRCSA was designed to

provide “in building” coverage, and there is a test program that will be utilized to determine the systems performance.

10.3 Verbal Update on System Implementation Status

Executive Director McCammon distributed a copy of the Interoperable Communications Technical Assistance Program (ICTAP) Design Review Report and outlined its findings. ICTAP’s report also included a recommendation that all regional agencies and jurisdictions join the EBRCSA.

The Committee and Staff discussed the need to define “member agency” and “subscriber agency” and to identify a process for admitting new members and subscribers to the EBRCSA. There was also a need to determine how the new users would be charged.

By consensus, the Board directed the Operations Committee to discuss and recommend definitions for “member” and “subscriber” agencies and formal procedures for admitting new users. The Board also directed the Finance Committee to review the “member/subscriber” definitions, as well as recommend how new users would be charged. Recommendations by both Committees should come back to the Board for consideration and approval.

Executive Director McCammon advised that he was working with EBMUD regarding the use of several of their sites in both counties.

Executive Director McCammon advised that UC Berkeley was interested in joining the system, as their reports cited the lack of interoperability with local agencies.

Bm. Muranishi recommended that the City of Berkeley, who was currently not a member agency, be invited to attend the meeting with UC Berkeley.

Executive Director McCammon provided an update on the outstanding grants: The first wave of the PSIC grant funds, which would potentially give \$4.9 million to the EBRCSA, would be released next month; the \$2 million COPS grant was currently in process and Contra Costa County would possibly be purchasing equipment under that grant within 30 days;

and Staff was working with Congressman McNerney's to receive the \$808,000 Federal Earmark.

Executive Director McCammon advised that the Board's regular meeting room in Dublin had opened up, so the Board would be able to hold its April meeting in its regular location.

Alternate Boardmember Whittington requested that staff post the ICTAP report on the EBRCSA website.

The Board concurred.

The Board and Staff briefly discussed the need for formal budget discussions on how to bridge the gap between grant monies received, infrastructure and operational costs. The discussion needed to include the evolution of grant monies, the total cost of system infrastructure and anticipated operational costs.

By consensus, the Board directed Staff to conduct a survey of similar existing multijurisdictional agencies on how they funded their systems.

11. BOARD COMMENTS:

Bm. Cullen thanked the Board for receiving the letter from the Contra Costa County Board of Supervisors, which was provided in the spirit of continuing cooperation with the Board. Several of the items would be addressed through the new website.

12. NEXT ACTION STEPS: None

13. ADJOURNMENT

The meeting was adjourned at 10:49 a.m. The next regular Board meeting will be held on April 18, 2008, at 10:00 a.m., in the Assembly Room 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 THIS 18th DAY OF
APRIL, 2008.

Respectfully submitted,

Fawn Holman
Secretary