



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

AGENDA ITEM 6.1

DRAFT MINUTES

BOARD OF DIRECTORS MEETING

SPECIAL MEETING – June 19, 2009



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

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

A special meeting of the East Bay Regional Communications System Authority Board of Directors was held on Friday, June 19, 2009, in the Third Floor Conference Room of the City of Walnut Creek, 1666 North Main Street, Walnut Creek, CA 94596. The meeting was called to order at 10:00 a.m. by Alternate Chair Bonilla.

PRESENT:

County Representatives: Boardmembers Bonilla, Casten (Alternate for Bm. Rupf at 10:40), Muranishi, Roderick (Alternate for Bm. Ahern), Rupf (left at 10:40), and Woo (Alternate for Bm. Twa)

City Representatives: Boardmembers Arner, Barton, Calabrigo, Cheeves, Hosterman, McNeil, Pollard, Silva (Alternate for Bm. Shinn arrived at 10:20), Wilson

Public Safety Representatives: Boardmembers Cody, Dunbar (Alternate for Bm. Kirkland), Richter, and McQuiston

Special District Representative: Boardmember Anderson

ABSENT: Boardmembers: Catalano, Haggerty, Johnson, Santos

Staff Present:

Executive Director McCammon, Authority Counsel Donoghue, Authority Secretary Lyon

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.

6.1 APPROVAL OF MINUTES:

On motion of Bm. Calabrigo, seconded by Bm. Pollard, and by unanimous vote, the Board approved the minutes of the April 17, 2009 meeting.

7. WRITTEN COMMUNICATIONS: *None*

8. PUBLIC HEARINGS: *None*

9. ACTION ITEMS:

9.1 Consider Adoption of Resolution Establishing Alternating Locations for Regular Board Meetings

Director McCammon gave a brief overview of the resolution that establishes that the Board's regular meetings will be held in odd numbered months in Dublin and in even numbered months in Contra Costa County, and that this Walnut Creek City Hall meeting room has been reserved through the end of this year.

On motion of Bm. Hosterman, seconded by Bm. Muranishi, and by unanimous vote, the Board approved to adopt the Resolution Establishing Alternate Regular Board Meeting Locations as described.

9.2 Review Status of PSIC, SHSGP, and COPS Technology Grants, Including the Infrastructure Funding Priorities as Approved by the Operations and Finance Committees, and Grant Reimbursements, and

Consider Adoption of the FY 09/10 Administrative Budget as
Approved by the Finance Committee:

Director McCammon overviewed the status of PSIC, SHSGP, and COPS technology grants as outlined in Exhibit # 1 as follows: The PSIC grant allocation is 1.9 million for each county and has a 20% in kind or direct purchase match requirement. A process of establishing the in kind amount, that includes tracking project meeting time, is underway. FY 09 SHSGP funding for Contra Costa County and FY 08 and 09 SHSGP funding for Alameda County are pending final approval from each County's ATB. The UASI grant allocation is unknown at this time.

Bm. McNeil asked about including interest revenue and Director McCammon responded that interest revenue has specific spending guidelines, and he will research and report back.

Boardmembers reviewed Exhibit # 2 that lists the FY 09 project expenses and the project priorities that were established by the Operations and Finance Committees. Director McCammon overviewed that a placeholder for an expense of \$200,000 for Site Development was included in order to create an RFP to obtain site development contract services to begin the process of developing the 10 sites that were identified as priorities by the project implementation team. These "green" sites require development and entitlement work before the sites are ready to accept equipment, and future grant funding requires site readiness.

Alternate Bm. Silva entered the meeting at 10:20 a.m.

Bm. Rupf recommended looking into partnering with some of our member agencies in order to accomplish the site development. Director McCammon responded that the \$200,000 is a placeholder that does not preclude partnering, and will develop a detailed list of the 10 sites to include ownership and development requirements.

Bm. Bonilla requested that a comparison between our project's budget and other similar project budgets be conducted. Director McCammon will work with the Finance Committee to provide a comparison, relative to the level of project maturity, to other similar project budgets.

Boardmembers reviewed Exhibit #3 that summarized 08/09 expenses and Exhibit #4 that summarized the proposed Administrative Budget for 09/10.

There was some discussion about the increase in the proposed Executive Director expense for 09/10 from the previous year. Executive Director McCammon explained that the expense is an hourly rate expense with no benefits, and when the budget was developed there was no experience to judge how much time would be involved in managing the EBRCSA. Bm. Bonilla said that there are potential employee concessions to occur in Contra Costa County, and at other organizations. Boardmembers agreed that the Executive Director expense increase is a worthy discussion and it was referred to the Finance Committee to review and report back to the Board.

On motion of Bm. Arner, seconded by Bm. Hosterman, and by unanimous vote, the Board approved the Resolution to adopt the Administrative Budget for FY 09/10 and noted for the record that the Finance Committee will address the concerns of the Board on the compensation of the Executive Director and report back to the full Board.

Boardmember Rupf left the meeting at 10:40 a.m.

- 9.3 Consider Adoption of Resolution Authorizing the Board Chair to sign the License Agreement between the EBRCSA and the Cities of Livermore and Pleasanton for the use of the Doolan Shelter and Tower:

Director McCammon noted that the plan is to use this license agreement as a model for future agreements.

On motion of Bm. Hosterman, seconded by Bm. Wilson, and by unanimous vote, the Board approved to adopt the Resolution Authorizing the Board Chair to Sign the License Agreement between the EBRCSA and the Cities of Livermore and Pleasanton for the use of the Doolan Shelter and Tower.

- 9.4 Consider Adoption of Resolution Authorizing the Board Chair to Sign and the Executive Director to Implement a Contract with Motorola, Inc. for Purchase of Dispatch Consoles and Additional Equipment and Services:

Director McCammon gave a brief overview, and also said that CTA has reviewed the Motorola contract pricing. Bm. Hosterman expressed concern that other companies were not given the opportunity to submit proposals to provide the Dispatch Consoles and additional equipment.

Alt. Bm. Casten responded that the NIST P 25 standard is being developed and has not been agreed on by multiple vendors. As a result, until the NIST P 25 standard is in place, only Motorola can currently provide the technology and standards necessary for the Dispatch Consoles upgrades to securely work with the project's other Motorola infrastructure

Director McCammon added that a vendor fair is being organized to provide the ability for agencies to review and purchase different subscriber units from a variety of vendors. The multiple vendors fair will occur later in the year and details will be distributed. Alt. Bm. Woo said that multiple vendor agreements, as a result of RFP responses, are in the process of being finalized. Both counties and other government agencies will be able to purchase equipment from the finalized agreements.

On motion of Bm. Hosterman, seconded by Bm. Wilson, and by unanimous vote, the Board approved the Resolution authorizing the Board Chair to Sign and the Executive Director to Purchase five Dispatch Consoles for the City of Livermore and Additional Equipment and Services as needed.

10. COMMITTEE UPDATES:

10.1 Receive Informational Update on Recent Finance Committee Activities:

Director McCammon provided a brief overview of the Finance Committee's recent actions which included agenda items 9.1 to 9.4 on this meeting's agenda. Bm. Wilson added that the Finance Committee agreed that the Project Priority list be revised to reflect one list of priorities for both counties in order to move forward as one unit.

10.2 Receive Informational Update on Recent Operations Committee Activities:

Director McCammon provided a brief overview of the Operations Committee's recent actions which included agenda items 9.1 to 9.4, as well as a review of CTA's Phase 2 and Phase 3 Work Schedule.

11. REPORTS:

11.1 Receive Update on CTA's Progress with Phase II and Phase III

Director McCammon reported that a small operations group met with Dr. Ballard of CTA for 8-10 hours over two days nearly one month ago where all sites were reviewed in great detail. A total system cost, including

operational maintenance cost and replacement cost is expected to be known by September 2009. A draft of the system cost and a draft of a Channel Loading Study are expected to be received in July 2009. The same small operational group will reconvene to review the drafts. The findings will be presented to the Board later this year.

11.2 Receive Update on Infrastructure Implementation

Director McCammon reviewed the Infrastructure Implementation Status list and noted that a brief description for the sites was added as recommended by Bm. Kirkland. The primary focus is the Dispatch Console upgrades. Also, the generator has been installed at Doolan, a Prime Site for the East Cell, and testing is anticipated to begin in July 2009.

12. **BOARD COMMENTS:**

Bm. Wilson asked that Boardmembers continue to focus on ideas for how to obtain stimulus dollars for the EBRCSA project.

On behalf of the Board, Bm. Bonilla thanked Bm. Richter for all of his work on the project. Bm. Richter will leave Contra Costa County and the EBRCSA Board in July to begin work for the Orange County Fire Authority.

Director McCammon said that there may not be a need for the Board to meet in July because there are no current action items. He will confirm with Chair Shinn.

13. **ADJOURNMENT**

The meeting was adjourned at 11:09 a.m. The next regular Board meeting date is scheduled on July 17, 2009; however, there may not be a need for the Board to meet due to lack of action items as discussed. Future meeting details, and any cancellation notices, will be disseminated and posted.

APPROVED BY A MOTION OF THE EAST BAY REGIONAL
COMMUNICATIONS SYSTEM AUTHORITY THIS ___ DAY OF
_____, 200x.

Respectfully submitted,



Susan Lyon
Authority Secretary