



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, San Ramon Valley Fire Protection District, University of California, Berkeley and California Department of Transportation

AGENDA ITEM 6.1

DRAFT MINUTES

BOARD OF DIRECTORS MEETING

REGULAR MEETING – September 16, 2011

1. **CLOSED SESSION:** *None*
2. **CALL TO ORDER/ROLL CALL** (Regular Session):

A regular meeting of the East Bay Regional Communications System Authority Board of Directors was held on Friday, September 16, 2011 in the Assembly Room of the Alameda County Office of Homeland Security and Emergency Services, 4985 Broder Blvd., Dublin, CA 94568. The meeting was called to order at 10:05 a.m. by Chair Shinn.

PRESENT:

County Representatives: Boardmembers Ahern, Nakao (Alt. for Bm. Muranishi), and Woo (Alt. for Bm. Uilkema)

City Representatives: Boardmembers Catalano, Cheeves, Hosterman, Henson, (Alt. for Bm. Johnson), McNeil, O’Keeffe, Sbranti, Shinn, and Stepper (Alt. for Bm. Wilson)

Public Safety Representatives: Boardmembers Dunbar, Henderson (Alt. for Bm. Maples), and Noonan (Alt. for Bm. McQuiston)

Special District Representative: Boardmember Anderson

ABSENT: *Boardmembers AlCo Fire Chief (TBD), Calabrigo, Haggerty, Livingston, Pattillo, Rodriguez, and Twa*

Also Attending:

Marilyn Crane, City of Fremont Information Technology, Sean Fawell, Contra Costa County Sheriff's Office, Clancy Priest, City of Hayward Information Technology, and Dean Stavert, Alameda County Sheriff's Office

Staff Present:

Executive Director McCammon and Secretary Lyon

3. REPORT ON CLOSED SESSION: *None*

4. COMMENTS FROM THE PUBLIC:

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

5. PRESENTATIONS:

5.1. None

6.1 APPROVAL OF MINUTES:

On motion of Bm. Ahern, seconded by Alt. Bm. Stepper, and by unanimous vote, the Board approved the minutes from the July 15, 2011 meeting.

7. WRITTEN COMMUNICATIONS: *None*

8. PUBLIC HEARINGS: *None*

9. ACTION ITEMS:

9.1 Consider Adoption of a Resolution authorizing the Chair to sign and Executive Director to implement Change Order # 9 to the Contract with Motorola Inc. to Upgrade the Existing Equipment in both Alameda and Contra Costa Counties from Release 7.7 to 7.9:

Director McCammon provided an overview of the staff report that included the following. When we first started purchasing repeater site equipment, it was circuit based equipment. In October of 2009, the EBRCSA Board approved the system IP upgrade for the entire infrastructure. When the upgrade was implemented, the IP based infrastructure was shipped with

software version 7.7, which at the time was the latest version. Version 7.9 is now available, and requires some hardware upgrades at the master site. As a result, it is recommended to upgrade now to Version 7.9 while there are no users on the system, thus making it both cost effective and less disruptive. Another important note is that EBRCSA representatives, along with Ed Woo representing Contra Costa County and Caroline Judy, representing Alameda County, are in discussions with Motorola Solutions Inc. to determine a long term software lifecycle maintenance agreement. Once concluded, a recommendation for lifecycle maintenance, that will define the cycle for software upgrades, will be brought to the Board for consideration at a later date.

Bm. McNeil asked if the upgrade affects compatibility with any other area of the system, and if there are additional costs. Director McCammon responded no, that the software upgrade is for the entire infrastructure of the system, and also added that the cost of the upgrade was budgeted in the final build out of the system design when it was presented for approval.

On motion of Bm. Hosterman, seconded by Alt. Bm. Henson, and by unanimous vote, the Board adopted **Resolution # 11-16** to implement Change Order # 9 to the Contract with Motorola Inc. to Upgrade the Existing Equipment in both Alameda and Contra Costa Counties from Release 7.7 to 7.9.

9.2 Consider Adoption of a Resolution authorizing the Board Chair to sign and the Executive Director to implement an Interagency Agreement with the Contra Costa County Department of Information Technology (DoIT) for work performed at Marsh Creek:

Director McCammon provided an overview of the staff report that included that the Marsh Creek Detention Facility is a planned site identified for the EBRCSA in Eastern Contra Costa County that requires upgrades to ready it for use in the EBRCSA system. The original proposed site work required to make the site useable included providing a new shelter, generator, and tower. Upon further review by Contra Costa County DoIT staff, it was determined that the existing shelter on the site was determined to be adequate if upgrades were completed, including installing a new generator, upgrading the existing shelter, and putting in a new transfer switch. Contra Costa County GSD staff's proposed quote for the work is between \$33,000 and \$40,000. This proposed quote was reviewed by the EBRCSA Project Manager and was found to be very reasonable, representing a significant savings to the project. The tower will be part of a larger bid package

developed by the EBRCSA for several of the sites that we are completing. The contract presented for Board consideration today is a standard contract used by CoCo DoIT to contract with other agencies for maintenance of repeater sites. It is planned to move forward with a similar contract with Alameda County DoIT.

*On motion of Bm. Ahern, seconded by Alt. Bm. Stepper, and by unanimous vote, the Board adopted **Resolution # 17** to implement an Interagency Agreement with the Contra Costa Department of Information Technology (DoIT) for work performed at Marsh Creek.*

9.3 Consider Adoption of a Resolution Ratifying a Revocable License Agreement with the City of Oakland and authorizing its implementation by the Executive Director:

Director McCammon summarized the staff report as follows. One of the sites developed in the Oakland Hills is the Skyline repeater site that is located on EBMUD property in the Oakland Hills adjacent to the Chabot Science Center. Underground utility work is required because there currently is insufficient power to operate the repeater site. The land between the EBMUD site and the PG&E power pole is owned by the City of Oakland; the run is approximately 300 feet. EBRCSA staff has been working with the City of Oakland's real estate department for the past two to three years to obtain an easement agreement. Today's proposed license agreement is the result of negotiations. The agreement requires that the EBRCSA provide the City of Oakland consideration of \$1,000 per year for 5 years for the license to run the utilities over their property. It was planned to bring the proposed agreement to a prior Board meeting; however, the City Of Oakland did not complete the authorization in time for our July Board meeting, and our Board did not meet in August. The electrical contractor had already scheduled PG&E to perform the work. As a result, we executed the License Agreement before we had the chance to bring to the Board for approval, which is not our normal process, and was only done in this case because the timing was critical to the system build out completion.

In response to a question from Bm. Hosterman, Director McCammon responded that the EBRCSA has entered into agreements with other agencies, including the Alameda County Waste Management Authority. In that case, the agreement covered road maintenance costs. The proposed License Agreement with the City of Oakland is not covering a cost.

In response to a question from Alt. Bm. Henson, Director McCammon responded the five year term was the longest time frame that the City of

Oakland would give us, and the expectation is that we need to renegotiate close to that time, but clearly to pull out of the ground and decommission a repeater site will be difficult to do.

Alt. Bm. Stepper commented that we continue to try to establish cooperation with the City of Oakland. Chair Shinn commented that in the EBRCSA's response to the Grand Jury, one of the points made was for the City of Oakland to make a better effort to cooperate and develop a partnership with the EBRCSA and to work with a third party mediator.

*On motion of Alt. Bm. Stepper, seconded by Bm. Hosterman, and by unanimous vote, the Board approved **Resolution # 11-18** to ratify a Revocable License Agreement with the City of Oakland and authorize its implementation by the Executive Director.*

10. COMMITTEE UPDATES:

10.1 Receive Informational Update on Recent Finance Committee Activities from Chair Shinn:

The Finance Committee did not meet in September.

10.2 Receive Informational Update on Recent Operations Committee Activities from Chair Ahern:

The Operations Committee did not meet in September.

11. REPORTS:

11.1 Receive Verbal Update on Existing Finances:

Director McCammon reported that the City of Richmond unexpectedly indicated in a meeting with the West County Police Chiefs that the City plans to pre-pay, and has increased their number of radios from 491 to 605 for a total pre-payment amount of \$869,000. We received a check from the City of Lafayette for their pre-payment. The City of Berkeley is in the process of executing the Project Operating Agreement, and their payment is expected in the next two to three weeks.

Our independent auditor, CG Uhlenberg, is presently conducting our annual audit as outlined in the notification letter sent to the Board.

11.2 Receive Verbal and Written Update on Grants PSIC, SHSGP, UASI:

Director McCammon reported that \$125,000 of funding from the Bay Area FY 09 UASI grant originally designated to the Project Cornerstone project has been reallocated to the EBRCSA.

The reimbursement process in both Alameda and Contra Costa counties has been streamlined. This includes a sole source vendor approval from the State of California for both counties.

11.3 Receive Verbal and Written Update on Infrastructure Implementation:

Director McCammon provided the following updates. Alcatel Lucent sponsored a one day workshop on September 15, 2011 to provide information on LTE and the implications for public safety. A link to an on-line version of the workshop will be placed on the EBRCSA website.

The Executive Summary of the Project Cornerstone Network LTE Testing report completed by Andrew Seybold was distributed to Boardmembers. The entire 53 page report will be made available on the EBRCSA web site. The report concludes by recommending that the additional 10 MHz of bandwidth that is adjacent to the public safety spectrum be reallocated to public safety in a timely manner.

Our EBRCSA response to the Alameda County Jury included comments submitted by our Operations and Finance Committees. Our first response submitted was denied because it lacked some specific requirements of the Penal Code section pertaining to responses in that that each response must provide a statement as to whether or not the respondent agrees with the findings. Our revised response was submitted and accepted by the Grand Jury.

A subscriber vendor fair held on September 13 was well attended by public safety representatives from all over the Bay Area. Seven vendors were present and demos included the programming talk groups onto the system. Bm. Anderson noted that many of the subscriber units shown were 2012 models.

Meetings are being held with the Contra Costa County West Cell to plan for moving on to the system. The goal is to move the Contra Costa West Cell and the Alameda County East Cell on to the system during the first quarter of 2012 when we reach the critical number of units. Once units are on the system, we will need to pay Motorola to maintain the Master Site.

AECOM completed the coverage testing for the Contra Costa County West Cell. The full report will be placed in the document library on the EBRCSA website. The report validated that Motorola's coverage maps were accurate.

Some positive steps have been made to bring the City of Hayward on to the system, beginning with their Public Safety Services.

Bm. Tim Sbranti entered the meeting at 10:30 a.m.

The Livermore Amador Valley Transit Authority has expressed interest and is moving forward to joining the EBRCSA.

The University of Pennsylvania recently published a report on the safety of digital trunked radio systems and some of the testing included in the report may be flawed. Director McCammon is a member of SAFECOM, a communications program of the Department of Homeland Security Office for Interoperability and Compatibility. Members of SAFECOM will contact the University, and additional information will be shared with the Board as soon as known.

Director McCammon provided a brief overview for each of the Sites listed on the distributed Site Matrix Worksheet. The "green" sites have been completed, the "yellow" sites are in progress, and the "red" sites are in "site development".

Director McCammon next provided a PowerPoint presentation to give a visual of progress made to date and the complexity of the work. The presentation included photographs of progress made at many of the sites including East Dublin BART, Patterson Pass, Warm Springs, and UC Berkeley, and Crocket. In response to a question from Bm. Hosterman, Director McCammon responded that "Stored" refers to the LMR (Land, Mobile, Radio) self contained in a trailer at the site.

Bm. McNeil recommended that we document the number of local jobs created as a result of the site work and include this information on the web site and/or newsletter. Director McCammon responded that many of the grants, including PSIC for construction that is being administered by Alameda County, require that job creation numbers are tracked. As a result,

this information can be made available. Alt. Bm. Nakao commented that the contracts included a local requirement and all were competitively bid.

12. BOARD COMMENTS:

Bm. O’Keeffe commented that he appreciated seeing the PowerPoint project update, and many other Boardmembers agreed.

13. NEXT ACTION STEPS:

14. ADJOURNMENT:

The meeting was adjourned at 10:50 a.m. The next regular Board of Directors meeting is scheduled for Friday, October 21, 2011 in Third Floor Conference Room Third Floor Conference Room of Walnut Creek City Hall, 1666 North Main Street, Walnut Creek, CA 94596.

APPROVED BY A MOTION OF THE EAST BAY REGIONAL COMMUNICATIONS SYSTEM AUTHORITY THIS XX DAY OF XXXX 2011.

Respectfully submitted,



Susan Lyon
Authority Secretary