



East Bay Regional Communications System Authority



Participating agencies include Alameda and Contra Costa Counties and the following cities and special districts: Alameda, Albany, Antioch, Berkeley, 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, Moraga-Orinda Fire District, Rodeo-Hercules Fire District, San Ramon Valley Fire District, University of California, Berkeley and California Department of Transportation

AGENDA ITEM 6.1

DRAFT MINUTES

BOARD OF DIRECTORS MEETING

REGULAR MEETING – October 21, 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, October 21, 2011 in the Walnut Creek City Hall Third Floor Conference Room, 1666 North Main Street, Walnut Creek CA 94596. The meeting was called to order at 10:05 a.m. by Chair Shinn.

PRESENT:

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

City Representatives: Boardmembers Becker (Alt. for Bm. Pattillo), Cheeves, Hosterman, Henson, McNeil, O’Keeffe, Rodriguez, Shinn, and Wilson

Public Safety Representatives: Boardmembers Priebe (Alt. for Bm. Dunbar), McQuiston, and Smith

Special District Representative:

ABSENT: *Boardmembers Anderson, Calabrigo, Catalano, Haggerty, Maples, and Sbranti*

Also Attending:

Marilyn Crane, City of Fremont Information Technology, Sean Fawell, Contra Costa County Sheriff's Office, 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 *Announcement of New Boardmember: Andy Smith, Assistant Fire Chief, Alameda County representing the Alameda County Fire Chiefs*

Director McCammon introduced new Boardmember Andy Smith, Assistant Fire Chief, Alameda County.

5.2 *Announcement of Contra Costa County Mayors' Conference Boardmember and Alternate Re-Appointments: Director Leonard McNeil, Councilmember, City of San Pablo and Alternate Cindy Silva, Mayor, City of Walnut Creek*

Director McCammon announced recent reappointments by the Contra Costa County Mayors Conference as noted above.

5.3 *Announcement of Alameda County Mayors' Conference Boardmember and Alternate Re-Appointments and Appointments: Director Jennifer Hosterman, Mayor, City of Pleasanton, Director Tim Sbranti, Mayor, City of Dublin, new Director Councilmember Olden Henson (formerly an Alternate), City of Hayward, and*

Alternate Suzanne Chan, Vice Mayor, City of Fremont, and Kevin Hart, Vice Mayor, City of Dublin

Director McCammon announced recent reappointments and appointments by the Alameda County Mayors' Conference as noted above.

6.1 APPROVAL OF MINUTES:

On motion of Alt. Bm. Nice, seconded by Bm. McNeil, and by unanimous vote, the Board approved the minutes from the September 16, 2011 meeting.

7. WRITTEN COMMUNICATIONS: *None*

8. PUBLIC HEARINGS: *None*

9. ACTION ITEMS:

Director McCammon advised that an item, regarding a proposed contract with Motorola for Bay Web Participation, came to his attention after the agenda was posted, and the item required action to be taken before the date of the next Board meeting. It was reviewed that in order for an item to be added to the agenda, the Board needed to make two findings: 1) immediate need; and 2) the item came to Staff's attention after the posting of the agenda.

On motion of Bm. Uilkema, seconded by Bm. Henson and by unanimous vote of all 17 Boardmembers present, representing over 2/3 of the total Board, the Board approved the addition of the proposed contract with Motorola for Bay Web participation to the agenda.

9.0 Consider Adoption of a Resolution to authorize the Board Chair to sign a "Site Access and Use Agreement" with Motorola Solutions Inc. for use of repeater sites controlled by the East Bay Regional Communications System Authority (EBRCSA).

Director McCammon distributed a summary document and draft Site Access and Use Agreement for Public Safety and Public Access Systems with Motorola Solutions, Inc. and provided an overview that included the following. The Bay Area Regional Interoperable Communications System (BayRICS) met and determined that the "Site Access and Use Agreements" with agencies contributing sites to the system must be executed

by November 18th in order to meet the build out schedule. There are potentially 12 sites controlled by the EBRCSA that might be considered by Motorola for inclusion in the system. The agreement was reviewed and approved by our legal counsel and the EBRCSA Board will not meet prior to the date when all of the agreements must be executed. Alameda and Contra Costa counties are considering entering into this same agreement for their sites.

On motion of Bm. Uilkema, seconded by Bm. Wilson, and by unanimous vote, the Board authorized the Board Chair to sign a "Site Access and Use Agreement" with Motorola Solutions Inc. for use of repeater sites controlled by the East Bay Regional Communications System Authority (EBRCSA).

9.3 Consider Adoption of a Resolution to amend Article I and VIII of the EBRCSA Bylaws to Appoint the initial members of the standing Technical Advisory Committee (TAC):

This agenda item was discussed out of order of the agenda items because this agenda item required a 2/3 affirmative vote of the Board instead of a regular meeting quorum and one of the Boardmembers needed to leave the meeting early.

Director McCammon overviewed the agenda packet staff report as follows. At the May 2011 Operations Committee, the Operations Committee established an ad hoc Technical Advisory Group to begin to address the large number of operational decisions that needed to be made prior to system implementation. It is now envisioned that this Technical Advisory Group will meet on a regular basis, and as result, needs to be established as a standing committee, and meet Brown Act requirements. The initial representation was comprised of balanced representation from disciplines from both Counties, and the goal is for these representatives to continue. It is recommended to amend the EBRCSA Bylaws to allow for the creation of the standing TAC.

Bm. Hosterman joined the meeting at 10:20 a.m.

Bm. Cheeves asked how new members are appointed. Director McCammon responded that new members are appointed by the Operations Committee. Alt. Bm. Becker identified that the TAC already has 15 representatives, a number established to be the maximum number, in the staff report.

Boardmembers discussed the size and representation of the TAC. Bm. Wilson recommended that the Operations Committee consider appointing Bm. Henson, an elected official, with technical expertise, on the TAC.

Director McCammon stated that the recommendation to include Bm. Henson on the TAC would be brought to the Operations Committee.

Alt. Bm. Casten stated that as more jurisdictions become members, there could be a need to increase the size of the TAC and recommended that we allow more flexibility in the maximum number of representatives.

*On motion of Alt. Bm. Casten, seconded by Bm. Wilson, and by unanimous vote, the Board adopted **Resolution # 11-19** to amend Article I and VIII of the EBRCSA Bylaws, with amended language noted that states that the TAC will have 10-20 members instead of 10-15, to appoint the initial members of the standing TAC.*

9.1 Consider Adoption of a Resolution authorizing the Chair to execute and the Executive Director to implement a Lease Agreement with C & H Sugar Company, Inc. for the Crockett Repeater Site:

Director McCammon briefly summarized the agenda packet staff report as follows. The site is a standalone site behind the Crockett Carquinez Fire Station. The land is owned by C & H Sugar; the proposed lease agreement allows the EBRCSA to use the 1000 square feet of land, paying C & H \$10 per year. A trailer that contains the repeater site equipment, and is fully contained, has been purchased for the site.

*On motion of Bm. Uilkema, seconded by Bm. Cheeves, and by unanimous vote, the Board adopted **Resolution # 11-20** to implement a Lease Agreement with C & H Sugar Company, Inc. for the Crockett Repeater Site.*

9.2 Consider Adoption of a Resolution authorizing the Chair to execute and the Executive Director to implement a Contract with Aviat Networks for Microwave:

Director McCammon overviewed the agenda packet staff report as follows. The EBRCSA system repeater sites and member agency dispatch centers are connected back to the master site controller through a looped microwave network. Harris Microwave was awarded the first contract through the Western States Contracting Alliance (WSCA), a competitive process. Subsequent to the initial contract, Harris was bought by the Aviat Networks. The final system design developed by AECOM identified 11 additional microwave hops to complete the system connectivity. The \$1,640,000 cost to complete the work is \$10,000 less than budgeted, thanks to the efforts made by Department of Information Technology staff from both Counties.

A motion was made by Bm. Hosterman, seconded by Bm. Rodriguez, and after questions raised by Bm. McNeil and Bm. Henson were answered as noted below, the Board adopted **Resolution # 11-21** to implement a Contract with Aviat Networks for Microwave by a unanimous vote.

In response to a question from Bm. McNeil, Director McCammon responded that the AECOM final design identified that some of the hops needed were not in the original design, but that the budget included \$1,650,000 for microwave work which is more than the cost to complete the work.

In response to a question from Bm. Henson, Alt. Bm. Woo responded that the Bronze Warranty included is 24 months, the maximum warranty offered and is better than standard.

Bm. Wilson left the meeting at 10:25 a.m.

9.4 Consider Adoption of a Resolution authorizing the Reimbursement to Contra Costa County for Continuation of a Professional Services Contract with CDX Wireless for System Implementation:

Director McCammon overviewed the agenda packet staff report as follows. Contra Costa County issued a RFP for services to complete the EBRCSA Fleetmapping project. CDX Wireless was selected through a competitive process. CDX Wireless staff has been working with member agencies to develop the system fleet map, and has been involved in the establishment of the ad hoc technical group for system implementation. At their October meeting, the Operations Committee approved moving forward with a recommendation for the establishment of the ad hoc working group and the continued use of CDX Wireless to facilitate the transition of agencies onto the system. The Finance Committee reviewed and also approved moving forward with the recommendation for the continued use of CDX Wireless up to an amount of \$200,000. The process would be for Contra Costa County to continue their existing contract with CDX Wireless and for the EBRCSA to reimburse Contra Costa County through the use of an Interagency Agreement.

On motion of Bm. Uilkema, seconded by Bm. Henson, and by unanimous vote, the Board approved **Resolution # 11-22** authorizing the Reimbursement to Contra Costa County for Continuation of a Professional Services Contract with CDX Wireless for System Implementation at an amount up to \$200,000.

9.5 Consider Adoption of a Resolution authorizing Reimbursement to UC Berkeley for their Costs, at an amount not to exceed \$6,000, for the movement of KALX Radio Station:

Director McCammon briefly provided an overview of the agenda packet staff report that included the following. The EBRCSA will purchase a new FM transmitter for the small radio station KALX, and move the existing transmission equipment from the existing container into the new shelter as outlined in the Master License Agreement developed between the University of California at Berkeley (“UC”) and the EBRCSA. A consultant under contract with UC will complete the move, and today’s recommendation is for the EBRCSA to consider reimbursing UC at an amount not to exceed \$6,000 for the move.

*On motion of Bm. Henson, seconded by Bm. Uilkema, and by unanimous vote, the Board approved **Resolution # 11-23** authorizing reimbursement to UC Berkeley up to \$6,000 for the move of Radio Station KALX.*

10. COMMITTEE UPDATES:

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

Director McCammon summarized that the Finance Committee received a detailed overview of project finances, including a project status overview for each site at their October meeting. The purchase of QuickBooks software, which allows for direct access to the Alameda County’s Auditor’s Office data, was approved. The Committee also received an update on the recent CG Uhlenberg audit that included that the auditors visited sites to check on the serial numbers of equipment, and that these findings were positive.

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

Director McCammon reported that the Operations Committee received a System Implementation and Fleetmapping overview at their October meeting. The Committee also approved making a recommendation to reimburse Contra Costa County for continuing their professional services agreement with CDX Wireless to include system implementation.

In response to a question from Bm. McNeil regarding the status of the CoCo West Cell, Director McCammon responded that the AECOM coverage

testing is complete and it matched the coverage maps. Bi-weekly implementation meetings are being held with the goal of implementation of the CoCo West and AlCo East cells during the first quarter of 2012.

11.1 Receive Verbal Update on Existing Finances:

Director McCammon overviewed the project cash report and the claims in process. There are some expenses that can't be claimed including Bay Area Air Quality permits, and also CSDA membership that enables insurance purchase. Jack Frost is the name of the company that hosts the EBRCSA web site.

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

Director McCammon reported that the Bay Area UASI reallocated \$220,000 from a FY09 grant to interoperability. The Bay Area UASI Hub will soon meet to decide how to allocate this additional funding.

11.3 Receive Verbal and Written Update on Infrastructure Implementation:

Director McCammon provided a status report of each of the sites on the distributed EBRCSA Site Matrix Worksheet. The sites that are highlighted in blue on the Site Matrix are the 12 sites that are controlled by the EBRCSA.

The City of Berkeley is fully joining the EBRCSA, and Chair Shinn will sign their agreement today.

The Livermore Amador Valley Transit Authority (LAVTA) is in the process of joining the EBRCSA, and will bring 100 users onto the system.

Supervisor Uilkema expressed her concern that the Contra Costa County Connection may be moving forward with a system that is not interoperable and noted that she has asked about the status of contacting County Connection many times in the past. Director McCammon responded that he and Alt. Bm. Woo will contact to offer assistance and explain that other transit authorities are joining the EBRCSA.

12. BOARD COMMENTS:

Boardmembers Uilkema and Hosterman commented on the difficulty with finding parking at this Walnut Creek meeting location. An alternative Board meeting location in Contra Costa County will be sought. In response to a question from Bm. Hosterman, Director McCammon stated that there is no reimbursement for meeting attendance expenses as outlined in the EBRCSA Bylaws.

13. NEXT ACTION STEPS:

As stated in the EBRCSA Project Operating Agreement, an operations and maintenance agreement will be developed.

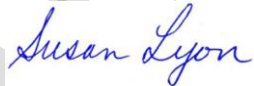
Director McCammon will attend the Hayward Council meeting on November 1.

14. ADJOURNMENT:

The meeting was adjourned at 11:15 a.m. The next regular Board of Directors meeting is scheduled for Friday, November 18, 2011 in the Assembly Room of the Alameda County Office of Homeland Security and Emergency Services, 4985 Broder Blvd., Dublin CA 94568.

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

Respectfully submitted,



Susan Lyon
Authority Secretary