

DRAFT MINUTES



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, 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 xx

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FINANCE COMMITTEE MEETING

REGULAR MEETING – FEBRUARY 1, 2008

1. CALL TO ORDER/ROLL CALL:

A regular meeting of the East Bay Regional Communications System Authority Finance Committee was held on Friday, February 1, 2008, at the Alameda County Office of Homeland Security and Emergency Services, 4985 Broder Boulevard, Dublin, California. The meeting was called to order at 1:00 p.m. by Chair Shinn.

PRESENT: *Cms. Anderson, Arner, Cullen, Haggerty, Jermanis, Lockhart Shinn, and Wilson.*

ABSENT: *None*

Staff Present:

Interim Executive Director Bill McCammon and Secretary Fawn Holman

2. COMMENTS FROM THE PUBLIC

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

3. APPROVAL OF MINUTES: *None*

4. Review of Grant Funding Amounts and Timeline

Interim Executive Director McCammon distributed and reviewed a chart outlining received and pending grant fund totals, status, estimated infrastructure project costs, and the projected funding gap. He noted that the 2007 Contra Costa County SHSGP funds should reflect \$831,000, not \$810,000.

The Committee and Staff engaged in a brief question and answer session regarding the grant process, amounts and status.

Cm. Jermanis suggested that the chart be modified to show the subtotal of what grants had been received and available and a subtotal of what grants had been requested and/or pending, so there was a true understanding of the status of each grant.

Interim Executive Director McCammon advised that the document would be revised accordingly.

5. Discussion of System Implementation Phasing Plan

Interim Executive Director McCammon distributed and reviewed the System Implementation Phasing Plan for both Alameda and Contra Costa Counties, which showed each proposed radio tower site, funding status and project status.

Mr. McCammon advised that the Operations Committee requested that future status reports include more detailed information in the project status column in the future, along with a projected completion date.

Cm. Wilson asked that future charts also include the geographic location of each site for reference purposes.

6. Status Update/Use of Local Agency Radio Subscriber Fees

Interim Executive Director McCammon distributed and reviewed a chart that outlined which agencies had, to-date, paid their \$100 per radio fee, as well as those who had not. Alameda and Contra Costa Counties were not reflected on the chart because they have been exempted from paying the Radio Subscriber Fee due to funds each county had already spent on

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infrastructure to-date. In December 2007, each agency had been sent an invoice letter that reflected the total number of radios anticipated for that agency, as well as the total amount due to the EBRCSA.

The Committee directed Staff to include both counties on the chart with a footer that showed their fee exemption status.

Interim Executive Director McCammon advised funding for contract staff and legal counsel were allowable uses of SHSGP planning funds. The SHSGP grants were reimbursable grants that required each county to submit an invoice for payment to the State. Reimbursement from the State takes a minimum of 60 days, and the State preferred that counties only submit invoices for payment on a quarterly basis. This lengthy process for obtaining reimbursement makes it difficult to make timely payments for contract services. It was recommended that the Finance Committee recommend to the Board that Interim Executive Director be authorized to instruct the Auditor Controller to pay the contractors and legal counsel using the radio subscriber fees and then send an invoice to each county seeking reimbursement. Each county would be responsible for 50% of the cost. This would facilitate timely payments to the contractors and legal counsel while having no net impact on the subscriber fees.

By consensus, the Finance Committee agreed to support the recommendation, as stated.

7. Update on Purchase of SharePoint Web-Based Collaboration and Document Management Platform

Interim Executive Director Bill McCammon advised that the Operations Committee had received a presentation from Jack Frost Design Company on SharePoint, a web-based collaboration and document management platform. The current EBRCSA website was not meeting the agency's needs, and there was also an issue of inefficiency in regards to electronic document sharing and management. Jack Frost Design Company offered a product that could solve both issues.

Interim Executive McCammon further advised that the Operations Committee had expressed concern about the lack of information supporting the need for this proposal and directed the Interim Executive Director to prepare a staff report for the next Operations Committee meeting that

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included the following information: 1) a written description of needs for electronic document management and website content; 2) a cost comparison of contracting with this private entity as opposed to utilizing the resources of a member agency, such as Contra Costa County, who might have the capability of supporting these needs; and 3) a budget analysis of how this would initially be paid for, as well as maintenance costs.

The Committee discussed the Operations Committee's concerns about the need of a policy decision regarding records management and major purchases before a decision about SharePoint could be made. The Finance Committee agreed that the EBRCSA was an independent agency that had oversight of its own documents and records, and discussed the burden that would potentially be placed on member agencies when asking them to share technology and human resources.

Interim Executive McCammon advised that he would prepare a staff report per the Operations Committee direction for discussion at the next Committee meeting.

8. Review of Draft 2008/09 Budget

Interim Executive Director McCammon distributed and reviewed the draft 2008/09 Budget and cautioned that the numbers were estimates and subject to change. Decisions also needed to be made regarding the Executive Director's salary, as well as potentially boosting the recurring Radio Subscriber Fees to \$150 per radio.

The Committee and Staff engaged in a question and answer session regarding the proposed 2008/09 budget, including recurring Radio Subscriber Fees.

The Committee agreed to keep the Radio Subscriber Fee at \$100 per radio.

On motion of Cm. Cullen, seconded by Cm. Haggerty, and by unanimous vote, the Finance Committee agreed to recommend to the Board the approval of the 2008/2008 Budget, including a second assessment of \$100 per radio to member agencies in the 2008/2009 budget year to cover the cost of the grant matching requirements, as well as operational costs that were not reimbursable using the Homeland Security grants.

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The Committee directed Staff to prepare a staff report for consideration at the February 15, 2008 Board of Directors meeting.

The Committee and Staff continued the discussion and agreed that timing was critical as member agencies were in the process of developing their 2008/2009 budgets. It was also discussed that the Interim Executive Director would provide a breakdown of the costs and progress to date for the member agencies and be available to meet with City Managers and elected officials from the member agencies to discuss the need for the second assessment.

9. Discussion of Draft Executive Director Agreement

Interim Executive Director McCammon distributed and reviewed the draft Executive Director responsibilities and draft agreement with William J. McCammon, currently serving as Interim Executive Director, to serve in the capacity of Executive Director.

The Committee and Staff discussed the proposed position responsibilities, which would also be incorporated into the draft agreement, and agreed that it should clearly state that the position was “appointed by and served at the pleasure of the Board,” as it was an “at will” position. It should also include a bullet point stating “Other duties as assigned.” The agreement should also be reviewed by legal counsel prior to approval.

The Committee discussed the matter of appointing Interim Executive Director McCammon as the Executive Director instead of going through a long, expensive recruitment process and agreed that Mr. McCammon was well-qualified, the most knowledgeable about the EBRCSA because he had been with the agency from the very beginning, and had done an excellent job to-date. The Committee clarified that it was only the suggestion of one Boardmember at a previous Board meeting that they go through the recruitment process. The Board had directed the Finance Committee to recommend a process for hiring the Executive Director.

On motion of Cm. Arner, seconded by Cm. Haggerty and by unanimous vote, the Finance Committee, after due consideration of the Board’s direction and review of progress to-date, agreed to recommend the approval of the Executive Director Position Responsibilities, with the modifications as discussed, as well as recommend the appointment of William J. McCammon

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as Executive Director, as specified in the draft agreement to be approved as to form by legal counsel.

The Committee directed Staff to prepare a staff report for consideration at the February 15, 2008 Board of Directors meeting. The report should include the proposed salary justification.

9. Agenda Items for Next Meeting

The Committee directed staff to prepare meeting staff reports and provide to the Committee prior to each meeting.

10. ADJOURNMENT

The meeting was adjourned at 2:39 p.m. The next regular Finance Committee meeting will be held on March 7, 2008, at 1:00 p.m., at the Alameda County Office of Homeland Security and Emergency Services, 4985 Broder Boulevard, Dublin, CA 94568.