



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 XX

DRAFT MINUTES

FINANCE COMMITTEE MEETING

REGULAR MEETING – April 3, 2009

1. CALL TO ORDER/ROLL CALL:

A regular meeting of the East Bay Regional Communications System Authority Finance Committee was held on April 3, 2009, in Room 1013 at the Alameda County Office of Homeland Security and Emergency Services, 4985 Broder Boulevard, Dublin, California. The meeting was called to order at 11:10 a.m.

PRESENT: *Committee members Anderson, Cheeves, Haggerty, Shinn, Twa and Wilson*

ABSENT: *Committee members Arner and Johnson*

Staff Present:

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 Meeting Minutes

On motion of Cm. Cheeves, seconded by Cm. Wilson and by unanimous vote, the Committee approved the minutes of the March 6, 2009, Regular Finance Committee meeting.

4. Discuss the Draft EBRCSA Business/Operational Plan, Review and Approve Plan Elements, and Make Recommendation for Board Consideration and Approval

Executive Director McCammon distributed a list of draft Business/Operational Plan Elements and advised that, at its March 6, 2009 meeting, the Operations Committee had reviewed the proposed categories and elements of the draft Business/Operational Plan. Per Committee recommendation at that time, the following items were added to the draft: an introduction that includes historical background of the EBRCSA; an element allowing for the potential consolidation of dispatch centers; and an element developing a policy for console ownership, replacement and upgrades. Staff recommended that the Committee approve the draft plan elements and forward to the Board for consideration and approval at its April 17, 2009 meeting.

By consensus, the Committee agreed to recommend that the Board conceptually approve the Business/Operational Plan.

5. Discuss an Approval Process for Grant Allocations Used to Support Infrastructure Build Out, and Provide Executive Director with Direction regarding Next Steps, if Necessary

Executive Director McCammon distributed and reviewed a draft Scope of Work and Grant Allocation Funding Approval Process Policy, which was the result of several meetings between he, Chair Shinn, Alt. Bm. Casten and Bms. Calabrigo and Rupf, about the role that the Operations Committee would play in terms of having some review and approval of the infrastructure and how it was being implemented. Executive Director explained the differences how of grant were approved in the two counties.

The Committee and Staff reviewed and discussed the three types of grants that are used for infrastructure development with each county: State Homeland Security Grant Program (SHSGP); Bay Area UASI; and Federal Earmarks or other grants given directly to the EBRCSA, and discussed the proposed process related to each. It was noted that the processes identified did not circumvent the authority of the approval bodies established in each county to prioritize the use of homeland security funds. The processes provided the EBRCSA Operations and Finance Committees an opportunity to develop a scope of work that would outline recommendations as that what will be done with the funding to build the two-county system.

On motion of Cm. Twa, seconded by Cm. Wilson and by unanimous vote, the Committee approved the draft policy and agreed to make a recommendation to the Board for consideration and approval.

6. Review and Discuss CTA Communications' Work Schedule, and Provide Input to the Executive Director, if Necessary

Executive Director McCammon distributed and reviewed CTA Communications' project status report. CTA anticipated completing Phase II in June 2009 and Phase III in August 2009.

7. Consider Authorizing the Reimbursement of Advertising Expenses to Executive Director in the Recruitment of an Administrative Consultant for the EBRCSA

Executive Director McCammon advised that Administrative Consultant Fawn Holman was retiring, and he was currently searching for a replacement. A potential candidate had been found, an experienced retired City Clerk, who would be interviewed in the next week. He asked the Committee, the event that the interview was successful, for permission to take an agreement for administrative consulting services to the next Board meeting for consideration and approval. If the interview was unsuccessful, he asked the Committee to authorize the reimbursement of advertising expenses, which was estimated at \$200.

On motion of Cm. Haggerty, seconded by Cm. Cheeves and by unanimous vote, the Committee approved the proposed recruitment process, as well as the potential reimbursement request.

8. Receive Verbal Update of Grants Status (PSIC, COPS, SUASI)

Executive Director McCammon distributed and reviewed a grant reimbursement overview, indicating that he had submitted a \$572,571 reimbursement request to the SUASI. The SUASI subsequently advised that some of the items were not allowable for reimbursement under their grant because the SUASI had used all of its Management & Administration funds, so there was none left for reimbursement for website design, legal counsel and administrative consultant costs. He would work with Alameda and Contra Costa Counties to cover these costs.

Executive Director McCammon advised that, potentially, the EBRCSA would receive \$3.9 million in PSIC grants; however, it has not yet been confirmed. A \$1.17 million earmark had been received, and thank you letters sent to the legislators involved. The earmark will be split 50-50

between the two counties. A \$3 million earmark request had been put in for 09/10 budget cycle.

9. Receive Verbal Update on Status of the Various EBRCSA Projects

Executive Director McCammon distributed and reviewed an updated Infrastructure Phasing Plan.

10. Agenda Items for Next Meeting

No agenda items were identified at this time.

11. ADJOURNMENT

The meeting was adjourned at 12:02 p.m. The next regular Operations Committee meeting is scheduled to be held on May 1, 2009, at 11:00 a.m., 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 OPERATIONS
COMMITTEE THIS xx DAY OF xx 2009.

Respectfully submitted,

Fawn Holman
Secretary