ALAMEDA COUNTY

East Bay Regional Communications System Authority

CONTRA COSTA COUNTY

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 3

DRAFT MINUTES

FINANCE COMMITTEE MEETING

REGULAR MEETING – May 1, 2009

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1. **CALL TO ORDER/ROLL CALL**:
A regular meeting of the East Bay Regional Communications System Authority Finance Committee was held on May 1, 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 11:05 a.m.

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

ABSENT: *Committee members Arner, Johnson*

Staff Present:
Executive Director Bill McCammon

2. **Comments from the Public:**
No comments were made by any member of the public at this time.

3. **Approval of Minutes:**
On motion of Cm. Anderson, seconded by Cm. Twa and by unanimous vote, the Committee approved the minutes of the April 3, 2009, Regular Finance Committee Meeting.

4. Discuss the Draft EBRCSA Business/Operational Plan, Receive Additional Input:

Director McCammon included this draft EBRCSA Business/Operational Plan on the agenda as a reminder for any additional input on the subject. He also stated that at today's Operations Committee Meeting, Cm. Rupf volunteered to provide example RFP's for Business Plan development to an ad hoc committee in order to refine some of the elements in the draft related to policy, and later bring back the revision of the draft to the Finance, Operational and Board Committees for final review. A time line was not specified. Executive Director McCammon recommended that the subject be tabled until any refinement and review occurs. Finance Committee members were encouraged to participate.

5. Review and Approval of Grant Allocations and Scope of Work for Public Safety Interoperable Communications (PSIC) Grant and 2009 Earmark:

Committee members reviewed the spreadsheet of the inventory of project sites identified in both counties that includes a brief description of the work done at the sites. Director McCammon highlighted some of the key elements on the spreadsheet and said that the green boxes identify projects where funding has not yet been identified. A legend for LMR, Land Mobile Radio, will be added. The spreadsheet gives an overall snapshot of progress made to date, and will enable a process of identification of priorities for future infrastructure development to be completed.

The next distributed document covered grants. Director McCammon reviewed that the Board approved this grant allocation process so that there is a way for both committees to be involved. The grant dollars that we are sure of receiving are identified on the first lines of the spreadsheet. For example, Alameda County is expected to receive a PSIC earmark of approximately 1,944 million and the amount for Contra Costa County will be identified after a MOU is received but is expected to be the same. The total amount of the grant, including the required 20% match, is estimated to be in the 4.6 million dollar range.

It is unknown how much funding will come from the Bay Area UASI because 2009 interoperability funding has not been identified.

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SHSGP grant allocations are expected to be 1.3 million for Alameda County and 850 thousand for Contra Costa County. SHSGP grant funding is based on population and the Approval Authorities in both counties also prioritize the total amount of SHSGP dollars to allocate to interoperability.

Director McCammon said that there is approximately 8 million total in grants, and it is important to remember that some matching dollars are required. Some expenses to be paid from the grants that are pending Finance Committee and Board approval include administration costs and CTA consulting fees.

Director McCammon summarized that the expenses were broken out and taken off the top. These include EBRCSA administrative costs and contract costs for CTA. Additionally, a million dollar expense was included to upgrade repeater site equipment to be P25 compliant. Director McCammon summarized that most of his time is spent on Alameda County infrastructure projects, and as a result the Operations Committee proposed that 60% of his time be billed to Alameda County and 40% of his time be billed to Contra Costa County. This represents roughly a 100,000 difference. After the deductions, about 3.2 million remains to be allocated to Alameda County for infrastructure and 2.9 million remains for Contra Costa County infrastructure. Committee members generally discussed the administrative cost split ratios, the number of projects completed, and the dynamics of the project being a joint two county one system project.

On motion of Cm. Wilson, seconded by Cm. Anderson and by unanimous vote, the Committee agreed to propose to the full Board a 50/50 equal split for administrative costs between Contra Costa and Alameda counties, instead of the 60% for Alameda County and 40% for Contra Costa County as was proposed earlier today by the Operations Committee.

Director McCammon overviewed the priorities listed in relation to the Board's policy adoption that directs the Operations and Finance committees to develop priorities for infrastructure development. For Contra Costa County, the priority focus of infrastructure development includes finishing the West Cell. Dispatch consoles need to be updated for the West Cell including one console for Contra Costa County Fire as was recommended by the Operations Committee. The exact number of consoles will be identified by Director McCammon. Motorola is expected to provide a

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definitive cost for upgrading each console in next couple of weeks. Upgrading the Crockett repeater site is also a top priority in Contra Costa County because currently the coverage in that area is very poor. Also, the recommendation from the Operations Committee is for CTA to review and develop priorities for Pleasant Hill in relation to their current Dispatch upgrade and Sydney.

In Alameda County the priorities identified by the Operations Committee include the Albany and Emeryville Dispatch upgrades. The West Cell in Contra Costa County is physically located next to Albany. Developing the East Cell in Alameda County is also a top priority and this includes LMR for the Altamont Pass site. LMR for Warm Springs and Niles Canyon are also priorities. CTA recommended that a site be added to Niles Canyon.

On motion of Cm. Haggerty, seconded by Cm. Anderson and by unanimous vote, the Committee agreed to recommend the scope of work priorities that were identified and recommended by the Operations Committee.

6. Review and Discuss CTA Communications' Work Schedule and Discuss Preliminary Findings and Technical Specifications Development Meetings:

Representatives from CTA will be here to meet with a small group on May 13 and 14 to review their preliminary findings for Phase 2. The meeting on May 13 is scheduled at 9:00 a.m. in Dublin and is expected to last 4 hours. CTA will meet with a larger group on May 14 where they will begin to go over the plan for developing the rest of the system. Committee members were encouraged to attend either of the meetings.

7. Discuss the Replacement of the Administrative Consultant Assistant Position, and Establishment of a Recruitment Process to Replace the Administrative Consultant for the EBRCSA:

Director McCammon said that that it did not work out with the individual hired, and it was mutually agreed to sever the relationship. He added that the Contra Costa County Sheriff's Office has offered the services of Commander Casten's assistant to provide administrative support at no cost to the EBRCSA. The committee discussed whether this arrangement would be temporary or permanent, and if it is temporary, that there should be a plan for moving forward. Director McCammon agreed to leave the recruitment option open to potentially permanently fill the administrative

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consultant position and estimated that Fawn Holman spent about 15 hours per week on EBRCSA duties. Director McCammon advised that at the very least, it would be beneficial to the EBRCSA to have a back up administrative secretary available to assist when needed and he would like to begin work with Commander Casten's assistant, Susan Lyon, next week to see if this arrangement will work, and he will provide feedback to the Committee.

8. Discuss Preliminary Budget Development for FY 2009/2010:
Committee members reviewed this calendar year's budget expenses to date listed on the distributed document in order to facilitate the development of next year's budget.

Director McCammon overviewed the budget proposal for FY 09/10 that includes 250,000 for Director McCammon, 60,000 for the administrative consultant, 20,000 for insurance, 2,400 (199.00 per month) for Jack Frost web posting and 20,000 for any miscellaneous costs. Most of the costs are reimbursable from grants with the exception of the insurance and web posting costs. There was some discussion around the amount budgeted for the administrative consultant position, and the Committee agreed to leave the amount of 60,000 on the budget for now until after the June meeting when more information is known, and the amount can be reduced at that time if needed. Other budgeted items include 381,000 for CTA for Phase 2 and 3. Director McCammon noted that he revised the budgeting format to include a separate spreadsheet for grant tracking in addition to the budget document. The revised proposed budget will be sent to Committee members for their review prior to the June meeting.

9. Receive Verbal Update of Grant Status (PSIC, COPS, SUASI):
Director McCammon summarized that PSIC is the largest grant with the most unknowns, and it has a 20% grant match requirement. Planning and meeting time going as far back as the Task Force Meetings in 2007 can be included as costs to meet this match requirement. Also, some subscriber fee dollars may also need to be included to meet the requirement. All agencies have paid their subscriber fees with the exception of the City of Antioch. The dollar amount of the PSIC match is nearly 800,000.

10. Receive Verbal Update on Status of the Various EBRCSA Projects:
Director McCammon said that the primary focus has been work on consoles and installing equipment for the microwave.

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11. Agenda for Next Meeting:

Cm. Wilson asked about the status on our request to have the system funded by stimulus dollars. Director McCammon said that he followed up with Alameda County's lobbyist who said that we will need to work through the earmark and broadband grant processes, and there is no current prospect of direct funding for infrastructure that we can access.

Director McCammon also said that he submitted the EBRCSA as a model of regional collaboration to the Office of the President as was suggested by Cm. Haggerty. The Committee agreed on the benefit of bringing exposure to the success of this project.

12. ADJOURNMENT:

On motion of the Committee, the meeting was adjourned at 12:10 p.m. The next meeting date for the Operational Committee is June 12, 2009 at 11:00 a.m., in Room 1013 at the Alameda County Office of Homeland Security and Emergency Services, 4985 Broder Boulevard, Dublin, California.

APPROVED BY A MOTION OF THE EAST BAY REGIONAL COMMUNICATIONS SYSTEM AUTHORITY THIS XXTH DAY OF XX, 2009.

Respectfully submitted,

Susan Lyon

Susan Lyon
Secretary

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