



# 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 – NOVEMBER 7, 2008

#### 1. **Call to Order/Roll Call:**

*A regular meeting of the East Bay Regional Communications System Authority Finance Committee was held on Friday, November 7, 2008, in Room 1013 of the Alameda County Office of Homeland Security and Emergency Services, 4985 Broder Boulevard, Dublin, CA. The meeting was called to order at 11:03 a.m. by Chair Shinn.*

**Present:** *Committee members Anderson, Arner, Cheeves, Lockhart, Shinn and Twa*

**Absent:** *Committee members Haggerty and Wilson*

**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 Minutes**

*On motion of Cm. Lockhart, seconded by Cm. Anderson and by unanimous vote, the Committee approved the minutes of the October 3, 2008, Regular Finance Committee meeting.*

**4. Review and Approve Draft Verbiage Amending the Bylaws to Provide for Committee Alternates, and Recommend to the Board of Directors that the Bylaws be Amended to Provide for Alternates for the Operations and Finance Committees**

*Executive Director McCammon presented the Staff Report and advised that, when the Board of Directors adopted the bylaws and established the Finance and Operations Committees, there was no provision for selecting alternates for the committees. Section 4.1 of the Bylaws does provide that alternates to Boardmembers shall exercise all duties and responsibilities of their respective Boardmembers, which would appear to include attendance at committee meetings. However, in the past, the Authority has had difficulty obtaining a quorum for some committee meetings due to the inability of both a designated committee member and his or her designated alternate to attend.*

*The Committee and Staff discussed the need for an expanded pool of Alternates, and noted the need for regular Board and Committee members to make attendance of EBRCSA meetings a priority. It was also noted that it might be best to make certain Committee Alternates were regular Boardmembers.*

*On motion of Cm. Arner, seconded by Cm. Lockhart and by unanimous vote, the Finance Committee approved the proposed bylaw amendment language and agreed to recommend to the Board of Directors that the Bylaws be amended to provide for Alternates for the Operations and Finance Committees.*

**5. Receive Report regarding Upcoming Seminar Offered by Daryl Jones Entitled, “Will Your Community be Bankrupted by a Regionalized Radio System?” and Make Recommendation to the Board, if Appropriate**

*Executive Director McCammon presented the staff report and advised that Daryl Jones, an outspoken critic of digital trunked radio system, sent a large number of elected officials throughout the Bay Area an invitation to a seminar titled, “Will Your Community Be Bankrupted by a Regionalized Radio System?” As educated by Dr. Ballard of CTA Communications at his October 13, 2008 presentation, the future of public safety communications is the use of regionalized trunked digital communications systems. Dr. Ballard’s presentation will soon be available for viewing on the EBRCSA website. Dr. Ballard will also be presenting CTA’s final report at the Board’s January 16, 2008 meeting, and will be available to answer any*

questions raised by Mr. Jones' presentation. The SUASI also planned to schedule a meeting after Mr. Jones' seminar in order to provide counter information to what was presented.

The Committee and Staff discussed the upcoming seminar, and noted that Mr. Jones' business was in non-trunked radio systems. It was agreed that it would be beneficial to have some members of the Operations Committee attend the seminar in order to be privy to the information being disseminated. A summation of Mr. Jones' points and Staff's counter points would be compiled in a staff report for Board review and discussion at its January 2008 meeting. In addition to posting the CTA presentation on the website, Staff should also disseminate copies of the presentation DVD to interested parties.

**6. Discuss and Direct the Executive Director to Return to the Finance Committee with a Proposal to Contract for Project Management Services for Site Improvement Work in Both Counties**

Executive Director McCammon advised that actions favorable to the EBRCSA had occurred since this item was put on the agenda, so no action would need to be taken at this time. To date, all of the work that has been accomplished for the site work for new and existing sites has been done by project managers in both counties as collateral duties, which resulted in delayed progress of EBRCSA projects. The idea of having one dedicated project manager, either a county employee or an independent contractor, working on site improvements in both counties had been discussed. Subsequent to the posting of the agenda, Contra Costa County has come up with a very positive course of action related to project management.

Tom Whittington, Contra Costa County Director of Information Technology, advised that several Contra Costa County Department representatives recently met and agreed to select a project manager from the Capital Projects Division of the General Services Department to spearhead the EBRCSA projects to move them along at a high priority.

Executive Director McCammon advised that Alameda County has agreed to commit \$1.3 million worth of upgrades to the existing sites in Alameda County to install site improvements, such as HVAC and electrical, some of which are not grant allowable expenses. Work is also being done to devise standard methodology to reimburse the two counties for the use of their

*facilities, using Contra Costa's existing model. All of these actions will help move the projects along much quicker.*

- 7. Receive Verbal Update on the Inclusion of Regional Transit Agencies as Members of the East Bay Regional Communications Systems Authority**  
*Executive Director McCammon advised that, at the last Finance Committee meeting, Cm. Haggerty stated a need for outreach to transit agencies to get them involved in the Authority. Discussions have been initiated with AC Transit regarding possible partnership with the EBRCSA. Discussions have also been initiated with the Metropolitan Transit Commission (MTC) regarding regional transit interconnectivity.*

*The Commission and Staff discussed the MTC's efforts to connect the different transit systems and the benefits to transit to be able to use the EBRCSA's infrastructure and coverage, with added spectrum, to communicate within their systems. The opportunities will be discussed with MTC at meeting being set by the Bay Area SUASI.*

- 8. Receive Verbal Report regarding the Recent Presentation the Executive Director Made to the Hayward City Council Technology Committee regarding the EBRCSA Project Progress**

*Executive Director McCammon advised that the Hayward City Council requested a work session on whether or not Hayward should continue its membership with the EBRCSA. The issue was referred to Hayward's Technology Committee, and Executive Director McCammon was asked to make a presentation to the Committee. Subsequent to the meeting, Hayward was asking for the following information: detailed budget with expenditure reports, grant information, excerpts of the governance documents that discusses participation, and some discussion on an approach to developing a process by which cities could delay their transition and the financial implications of doing so.*

*Executive Director McCammon discussed Hayward's concerns, which included the investment in infrastructure already made for their current system. Hayward also over estimated the number of anticipated radios needed; the numbers by which their FY 07-08 and FY 08-09 radio assessment fees were based. The number of anticipated radios was appropriately reduced and the amount of the overpayment was credited toward their FY 08-09 assessment.*

*The Committee and Staff discussed Hayward's concerns and agreed that other cities would probably start asking the same questions, considering the current economic situation. Educating member agencies and prospective member agencies was important, and it was noted that the Executive Director would be making a presentation to both the Alameda and Contra Costa Counties Police Chiefs in December. The same presentation could be taken to the Mayors Conferences, as well as to each City Council within Alameda and Contra Costa Counties to provide an update on progress and answer any questions or concerns. It might also be advisable to have each agency review their anticipated radio numbers for accuracy.*

*Executive Director McCammon advised that he would also be bringing an item to the Finance Committee next month on whether to do a third assessment in FY 09-10.*

**9. Provide the Executive Director with Direction as to the Information to be Presented to the Alameda and Contra Costa City Managers at their Respective Association Meetings in Order to Keep Local Agencies Apprised of EBRCSA Project Progress**

*The Committee and Staff discussed having an ongoing place on City Manager Associations' agendas in order to provide monthly updates to the City Managers as to progress to-date and to answer questions and concerns.*

**10. Receive Update of Grants Status (PSIC, COPS, SUASI)**

*Executive Director McCammon advised that the \$14.9 million PSIC grant had been approved in terms of the total allocation coming to the SUASI; however, it had not yet been determined how the East Bay's portion would be split. The Alameda County COPS grant earmark has been approved and could be invoiced. The monies would be used to purchase two shelters and complete the Tri-Valley microwave re-design. The Contra Costa COPS grant had been signed and the monies would be used for Motorola and the Harris microwave upgrade. The sub-grantee MOU with the SUASI was in process for both Alameda and Contra Costa Counties.*

*The Committee and Staff briefly discussed when debt would be incurred and how much it would cost for the infrastructure that was not grant funded, and agreed that information regarding future debt was critical for member agencies to know about, including the possibility of SUASI of funding the money or do debt service for a bay area wide system, including the East Bay. It was important to disseminate as much information as possible in*

*order to keep everyone on board, especially during these hard economic times and with naysayers such as Daryl Jones criticizing the system.*

Note: Cm. Lockhart left the meeting at 11:54 a.m.

## **11. Receive Project Status Updates**

*Executive Director McCammon advised that CTA's draft EBRCSA study would be ready for review in late-November. CTA would make a presentation of its final report to the Board of Directors at its January 2009 meeting. CTA was concurrently working on the Solano County and Oakland studies, as well.*

*Executive Director McCammon advised that the Alameda County General Services Agency had committed to installing site upgrades on Alameda County-owned sites, including electrical, HVAC and some of the things that grants would not pay for, in the amount of approximately \$1.3 million. Contra Costa County General Services Department assigned a project manager for construction, and has agreed to make EBRCSA projects a high priority. He was also working with both counties to devise a standard methodology to allocate costs per site for the ongoing maintenance and upkeep of those sites.*

*Executive Director McCammon distributed a copy of an updated Phasing Plan and reviewed the changes, which were highlighted in italics, and noted that considerable progress had been made to-date.*

*The Committee and Staff briefly reviewed the status of FY 08-09 Radio Subscriber Fee assessments. The agencies that have not yet paid have received and second notice.*

## **12. Committee Member Comments**

*No comments were made by any Committee members at this time.*

## **13. Agenda Items for Next Meeting**

*No agenda items were identified at this time.*

## **14. Adjournment**

*The meeting was adjourned at 12:07 p.m. The next regular Finance Committee meeting is scheduled to be held on December 5, 2008, 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 FINANCE COMMITTEE  
THIS XX DAY OF XX, 2008.

Respectfully submitted,

Fawn Holman  
Secretary

DRAFT