



**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

**MINUTES**

**OPERATIONS COMMITTEE MEETING**

**REGULAR MEETING – FEBRUARY 1, 2008**



**1. CALL TO ORDER/ROLL CALL:**

*A regular meeting of the East Bay Regional Communications System Authority Operations 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 10:00 a.m. by Chair Ahern.*

**PRESENT:** *Cms. Ahern, Attarian, Gilbert (Alternate for Cm. Cody), Kirkland, Richter, Roderick, and Rupf.*

**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. Receive Presentation on and Consider Purchase of SharePoint Web-Based Collaboration and Document Management Platform**

*Interim Executive Director Bill McCammon advised that 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. The Committee received a presentation from a private company that could offer a product that could solve both issues.*

*Cynthia Colmenares and John Frost, Jack Frost Design Company, provided an overview of the website development process, as well as the SharePoint technology, and explained how it could assist the EBRCSA in website content management and off-site document sharing capabilities. The software program was Microsoft driven and would provide an intranet for efficient staff workflow, as well as an outward facing public website with a clean look and easy update capabilities.*

*Interim Executive Director McCammon advised that Share-Point would streamline the workflow process with employees located in different offices, which was currently an inefficient and laborious process, as well as provide an easy- to- update website. He asked that the Committee recommend approval of the purchase of Share-Point and direct Staff to bring back a contract with Jack Frost Design Company to the Board of Directors for the purchase and installation of Share-Point.*

*The Committee discussed the need of a policy decision regarding records management and major purchases before a decision about SharePoint could be made. The Committee discussed the possibility of using available technological and records management resources of the member agencies instead of purchasing a new stand-alone software program.*

*Interim Executive Director McCammon advised that the EBRCSA was a separate government entity and was responsible for its own records. The adopted bylaws stated that the Executive Director was the official custodian of records. The SharePoint program would allow staff who did not share the same network server to access and update documents without having to email them back and forth, and would also simplify electronic records management. The cost, as provided by Jack Frost Design Company, would be \$20,000-\$25,000 for installation, and monthly maintenance would be minimal.*

*The Committee expressed concern about the lack of information supporting the need for this proposal and, by consensus, directed the Interim Executive Director to prepare a staff report for the next Operations Committee*

*meeting that 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.*

## **5. Receive Presentation on 800MHz Interleave Channels**

*Terry Betts, Contra Costa County Sheriff's Office Communication Systems Manager, distributed a chart that outlined old 800MHz band channels and explained how Nextel planned to reconfigure the channels.*

*The Committee and staff engaged in a brief question and answer session regarding the proposed channel reconfigurations.*

## **6. Review of Grant Funding Amounts and Timeline**

*Interim Executive Director McCammon distributed and reviewed a chart outlining received or pending grant fund totals and status, as well as estimated infrastructure project costs, and the projected funding gap.*

*Terry Betts advised that the 2007 Contra Costa County SHSGP funds should be \$831,000, not \$810,000.*

*The Committee and staff engaged in a brief question and answer session regarding the grant funds and timeframes.*

## **7. 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.*

*The Committee received the report and asked that the chart include more detailed information in the project status column in the future, along with a projected completion date.*

## **8. Establishment of "Fleet Mapping" Radio Talk Group**

*Interim Executive Director McCammon explained that “talk groups” needed to be established so there would be interoperability between agencies within the two counties. San Francisco, San Jose and Santa Clara also need to be included in the interoperability decisions because, ultimately, agencies should be able to roam seamlessly throughout the entire bay area.*

*The Committee discussed the need for the EBRCSA to establish radio standards to provide to other agencies that might be purchasing radios now, so they would be compatible with EBRCSA radios in the future, at minimum being P-25 backwards compatible.*

*Interim Executive Director McCammon stated that the EBRCSA should go to the SUASI regarding common standards that every agency in the nine bay counties adhered to, and advised that there was potential funding through the SUASI for fleet mapping in the 2008 funding budget.*

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

*Interim Executive Director McCammon asked the Committee for direction as to other discussion topics, other than the SharePoint issue, for the next meeting.*

*The Committee discussed future meetings and requested the following: 1) a monthly status report on projects and on funding; 2) an update at the next meeting on the status of the Design Consult RFP, as well as monthly reports from the Design Consultant on future agendas; and 3) a printed contact list of the Operations Committee members.*

*Cm. Rumpf suggested that the Committee develop a program evaluation report with a list of issues, such as internal communication, website, etc., that included timelines and benchmark projections, which would make it easier to evaluate progress.*

*Cm. Kirkland recommended a recognition policy in order to acknowledge employees who have demonstrated extraordinary effort on behalf of the EBRCSA. For example, Lydia DuBorg should be recognized for her tremendous efforts in the establishment of the EBRCSA.*

*The Committee concurred that Ms. DuBorg needed to be recognized and directed Interim Executive Director McCammon to draft a thank you letter for the entire Board to sign at its next meeting.*

*The Committee also discussed the need for information prior to the Committee meetings and directed staff to prepare meeting staff reports to provide to the Committee prior to its meetings.*

**9. ADJOURNMENT**

*The meeting was adjourned at 11:33 a.m. The next regular Operations Committee meeting will be held on March 7, 2008, at 10:00 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 THIS 12<sup>TH</sup> DAY OF MARCH, 2008.

Respectfully submitted,



Fawn Holman  
Authority Secretary