



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 3

DRAFT MINUTES

OPERATIONS COMMITTEE MEETING

REGULAR MEETING – December 5, 2008

1. CALL TO ORDER/ROLL CALL:

A regular meeting of the East Bay Regional Communications System Authority Operations Committee was held on December 5, 2008, 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 9:36 a.m.

PRESENT: *Committee members Ahern, Attarian, Boyles (Alt for Cm. Richter), Cody, Kirkland and Rupf*

ABSENT: *Committee member Roderick*

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. Cody, seconded by Cm. Kirkland and by unanimous vote, the Committee approved the minutes of the November 7, 2008, Regular Operations Committee meeting.

4. Review and Discuss CTA Communications Draft EBRCSA System Needs Analysis Report Based on Agency Meetings and Site Visits in September 2008, Provide Input and Forward to Initialization Committee for Review

Executive Director McCammon presented the Staff Report and advised that CTA Communications' draft report was received for review on November 25th. The draft needs analysis includes the results of the interviews with member agencies and visits to communications centers and repeater sites. It also includes discussion of technology selection and regulatory issues. At this time, CTA has not included their recommendations, which will be presented with their final report prior to their presentation to the Board of Directors. Dr. Ballard has confirmed that CTA will present their recommendations at the January 16th Board of Directors meeting. It was recommended that the Operations Committee review the contents of the draft report, provide input and send the report on to the Initialization Team for further review.

The Committee briefly discussed the draft report and, by consensus, directed Staff to forward the draft report to the CTA Project Initialization Team for further review.

5. Discuss Upcoming Presentation by Motorola to the Project Implementation Team regarding the APX 7000 Multiband Radio Scheduled for December 17, 2008

Executive Director McCammon presented the staff report and advised that, at previous Operations Committee meetings, there had been discussion regarding the issue of digital radios and emergency scene noise effecting the radio transmissions. The use of multiband radios, specifically 700/800 MHz and VHF bands in the same radio to assist with coverage issues in wildland and/or hard to cover areas, had also been previously discussed. Motorola will be making a presentation at the December 17th working group meeting to introduce the APX series of radios. The informative presentation will outline the features of the new radios, as well as discuss the changes in the technology that have corrected the noise issues earlier models of digital radios experienced.

The Committee and Staff discussed the need for a written build-out ownership inventory to be reviewed by the Committee, as previously suggested by Cm. Rupf, which would dispel any beliefs that the EBRCSA would purchase and distribute the radios to member agencies, as well as outline member and ownership responsibilities. The need to develop a technical specification standard for system compatibility was discussed, as well.

Executive Director McCammon advised that the Finance Committee would be discussing interagency agreements at their meeting later today, and advised that he bring an item back to the Operations Committee at its January meeting that would outline the topics for further discussion and the ultimate creation of a master business model or inventory. The document should outline exactly what the EBRCSA would provide and member agency responsibilities, including equipment, sites and monetary commitment.

The Committee and Staff discussed that the working group would receive presentations from several vendors to help educate and determine the best systems available. Motorola happened to be the first vendor to make a presentation to the working group. It was agreed that the vendors need to be able to comply with EBRCSA's specifications in order to make a presentation to the working group. It was also important to note that a decision on the vendor had not yet been made and the process will be fair to all vendors who can comply with the EBRCSA specifications.

The Committee and Staff discussed the technical working group (also called the Project Implementation Team), who would receive presentations from vendors. It was clarified that the group was comprised of member agency technical staff persons who met twice a month to review where the system was going.

The Committee and Staff discussed the makeup of the Project Implementation Team, and clarified that the team was made up of member agency staff members, and was not subject to the Brown Act. The Project Implementation Team was technically under the Operations Committee, but had not been reporting back to the Committee. As a result of this discussion, it was clear that the reporting requirements needed to be formalized and the Team should take direction from the Committee and provide the Committee with regular reports.

The Committee agreed that the Project Implementation Team should review a minimum of three vendor offerings and report back to the Operations Committee on its findings.

6. Receive Verbal Update and Discuss Status of Distribution of Video of Dr. Ken Ballard's Presentation on CTA Communications' Work to-date Evaluating the EBRCSA System Design, the State of Communications Technology and the Future Migration to P25 Compliant Systems

Executive Director McCammon advised that Dr. Ballard's video-taped presentation had been posted on the website and Staff was seeking permission to email a memo to all member agencies encouraging them to view the informational video and share it with staff members. The memo would go to agency administrators, fire and police chiefs.

The Committee discussed the distribution and agreed that the memo should be distributed to the recommended parties, in conjunction with a press release.

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

Executive Director McCammon distributed and reviewed a chart outlining grant funds received to date. He advised that Contra Costa County had received the \$1.5 million COPS grant, and were waiting for a sole source piece back from the federal government before the funds could be spent. The \$808,000 Earmark had been received, and the sole source request for Harris Microwave to do some redesign has been submitted. The SUASI contract had been executed and the EBRCSA was officially a subgrantee, so the reimbursement process has been started. The PSIC grant allocation will not be determined until after CTA's Oakland study has been completed. Both counties have received the 2008 SHSGP, and now it needs to be determined how the funding will be used.

8. Receive Verbal Project Status Update

Executive Director McCammon distributed and reviewed a chart outlining the total grant dollars received, which included the different funding sources since 2004 that showed what had been purchased by each county using those grant funds.

Executive Director McCammon advised that he had been working with Alameda and Contra Costa Counties regarding interagency agreements and

how to deal with equipment ownership, site usage and how those costs will be allocated. The Finance Committee will review and approve a standard agreement template.

9. Committee Member Comments

The Committee congratulated Bm. Attarian on his upcoming retirement.

10. Agenda Items for Next Meeting

- *Inventory*

11. ADJOURNMENT

The meeting was adjourned at 10:50 a.m. The next regular Operations Committee meeting is scheduled to be held on January 2, 2009, at 9:30 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, 2008.

Respectfully submitted,

Fawn Holman
Secretary