



# **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

## **MINUTES**

### **OPERATIONS COMMITTEE MEETING**

### **SPECIAL MEETING – MARCH 12, 2008**



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

*A special meeting of the East Bay Regional Communications System Authority Operations Committee was held on Wednesday, March 12, 2008, at the Alameda County Office of Homeland Security and Emergency Services, 4985 Broder Boulevard, Dublin, California. The meeting was called to order at 1:00 p.m. by Chair Ahern.*

**Present:** *Committee members Ahern, Attarian, Gilbert (Alternate for Cm. Cody arrived at 1:54 p.m.), Kirkland, and Rupf*

**Absent:** *Committee members Richter and 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 Minutes of February 1, 2008, Operations Committee Meeting**

*On motion of Cm. Kirkland, seconded by Cm. Attarian and by unanimous vote, the Committee approved the minutes of the February 1, 2008, Operations Committee meeting.*

#### **4. Discussion of Need to Acquire SharePoint Web-Based Collaboration and Document Management Platform**

*Executive Director William McCammon presented the staff report and advised that the purpose of this project was two-fold: 1) to install and customize a public facing, easy-to-update website that informs the Board and public of EBRCSA projects; and 2) to create an agency intranet that allows for ease of project and document management between staff and other authenticated users.*

*The Committee and Staff discussed the need for the EBRCSA to maintain its own documents, as well as the hesitation on the part of member agencies to open their server to an outside agency because of firewall and security concerns. Also discussed was the fact that Jack Frost Designs' quote of \$25,000 for development and installation of the program was significantly less than other member agencies had received for SharePoint installation by other private contractors.*

*On motion of Cm. Rupf, seconded by Cm. Kirkland and by unanimous vote, the Operations Committee agreed to recommend that the Board authorize the Executive Director to negotiate and execute a contract with Jack Frost Design to develop a SharePoint Web-Based Website and Document Management System for the EBRCSA.*

#### **5. Selection of Engineering Design Consulting Firm to Recommend for Board Approval**

*Alameda County Sheriff's Captain Tom McCarty advised that the Review and Evaluation Committee interviewed and rated three Engineering Design Consulting Firms on March 10<sup>th</sup>. Because Alameda County GSA was still tabulating the scores, a final selection had not been made. Therefore, the Operations Committee would be unable to discuss or consider the matter at this time.*

*The Committee noted that the Review and Evaluation Committee would not know the outcome until the next day and discussed the need to move forward with this project as soon as possible.*

*By consensus, the Committee agreed to hold a Special Operations Committee meeting on Friday, March 21<sup>st</sup> at 9:45 a.m., just prior to the Board meeting. The purpose of the Special Meeting would be to review and consider the Review/Evaluation Committee's hiring recommendation and determine what the Operations Committee's recommendation to the full Board at its 10:00 a.m. meeting would be. The Committee's recommendation would also include authorizing the Executive Director and representatives of the Review/Evaluation Committee to enter into negotiations with the selected vendor, with the final contract to go back to the Board for approval at a future meeting.*

*Executive Director McCammon advised that both the Special Operations Committee meeting and the Board meeting would be held at the Walnut Creek City Hall Third Floor Conference Room.*

**6. Receive Interoperable Communications Technical Assistance Program (ICTAP) Design Review Report**

*Executive Director McCammon presented the staff report and advised that the EBRCSA, through the SUASI, had requested that ICTAP provide an independent technical review of the Motorola two-county design, and the CTA Communications report completed for Contra Costa County. The report made several recommendations, which will be considered by the EBRCSA and incorporated where appropriate. ICTAP was very supportive of what the EBRCSA was trying to accomplish from a regional perspective and recommended that all regional agencies and jurisdictions seriously consider joining the EBRCSA.*

**7. Receive Verbal Project Status Updates**

*Executive Director McCammon provided updates on several projects, advising that East Bay Municipal Utility District was willing to allow the EBRCSA to use some of its sites, specifically the Pearl site in Richmond, a critical site in San Ramon and the Skyline site in Oakland. UC Berkeley, who has a 7-Channel 800 system that worked in the Berkeley-El Cerrito area, was very interested in becoming a member of the EBRCSA.*

*The Committee and staff discussed the difference between "member" and "subscriber" of the EBRCSA and who would have Board representation and*

*voting rights. Currently, Board representation was memorialized in the JPA, which was filed with the State.*

*Bm. Rupf recommended that there be a future agenda item to discuss and define “member” and “subscriber.”*

*Executive Director McCammon advised that the City of Berkeley planned to hire a consultant to help them decide whether to become a member agency, do install their own system or join with the City of Oakland.*

*Executive Director McCammon advised that, at the last Board meeting, the Board authorized the Chair to enter into an MOU with the City of San Francisco for the SUASI, so that the EBRCSA could directly receive SUASI funding for interoperability. A conference call had been convened with pertinent parties and the process was moving forward in a positive manner.*

*Executive Director McCammon advised that he, Commander Mike Casten and Terry Betts had a meeting with the Contra County General Services Division regarding job order contracting. Working with Contra Costa County GSD would streamline the bidding process and make for a more productive workflow.*

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

*Chair Ahern noted that the only agenda item for the Special meeting on March 21<sup>st</sup> would be the of Engineering Design Consulting Firm Selection recommendation.*

*Executive Director McCammon advised that, if the Board approved the Committee’s recommendation to allow negotiations to be entered into with the selected vendor, it would be appropriate to bring the draft contract back to the Operations Committee for review at its April 4, 2008 meeting.*

*Tom Whittington, Contra Costa County Director of Information Technology, asked if accurate information regarding San Mateo County’s recent decision to go back to an analog trunked radio system would be provided to the Board at its March 21<sup>st</sup> meeting. There was more to the story than the news reported, and the Board needed to be made aware the background leading to San Mateo’s decision.*

*The Committee briefly discussed the issue and directed staff to prepare a report to the full Board to receive at its March 21, 2008 meeting.*

Note: Alternate Cm. Gilbert entered the meeting at 1:54 p.m.

*Cm. Rupf advised that he would bring some potential definitions for EBRCSA “member” and “subscriber” for purposes of discussion to the April 4<sup>th</sup> Regular Operations Committee meeting.*

**9. Adjournment**

*The meeting adjourned at 2:01 p.m. to a Special Meeting on Friday, March 21, 2008, at 9:45 a.m., at the Walnut Creek City Hall Third Floor Conference Room, 1666 North Main Street, Walnut Creek, CA 94596.*

APPROVED BY A MOTION OF THE EAST BAY REGIONAL COMMUNICATIONS SYSTEM AUTHORITY THIS 1st DAY OF JULY, 2008.

Respectfully submitted,



Fawn Holman  
Authority Secretary