



**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, San Ramon Valley Fire Protection District, and the University of California, Berkeley

AGENDA ITEM 3.0

DRAFT MINUTES

OPERATIONS COMMITTEE MEETING

REGULAR MEETING – APRIL 1, 2011

1. CALL TO ORDER/ROLL CALL:

A regular meeting of the East Bay Regional Communications System Authority Operations Committee was held on April 1, 2011, 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 9:30 a.m. by Chair Ahern.

PRESENT: *Committee members Ahern, Casten (Alt. for Cm. Livingston), Dunbar, McQuiston, Nice and Woo (Alternate for Cm. Maples)*

Also attending: Lynette Journeay, East Bay Regional Park District, William Shinn, EBRCSA Boardmember

ABSENT: *Committee members AlCo Fire Public Safety Representative (TBD)*

Executive Director McCammon, Secretary Lyon

2. Comments from the Public:

No comments were made by any member of the public at this time.

3. Approval of Meeting Minutes: Regular Meeting of February 3, 2011:

On motion of Cm. Nice, seconded by Alt. Cm. Woo, and by unanimous vote, the Committee approved the minutes of the February 3, 2011, Regular Operations Committee meeting. The March meeting was canceled.

4. Review and Consider Request from the Command Staff of the Sunnyvale Department of Public Safety and the Santa Clara Police Department for Assistance in Determining the Feasibility of the Cities of Sunnyvale and Santa Clara joining the EBRCSA:

Director McCammon provided background for the request as follows. The City of Santa Clara has an old 800 MHZ trunked system and they have been working with the Silicon Valley Regional Interoperability Authority (SVRIA) for a number of years to get their system replaced. Representatives from the cities of Santa Clara and Sunnyvale heard of the EBRCS and requested information. As a result, Director McCammon provided an informational presentation for the command staff from the two cities, their IT directors and other city representatives, and made some recommendations for them to consider when approaching a potential connection with EBRCS. The recommendations included for them to purchase all of their own equipment and then plug in to EBRCS, paying a fee for access and maintenance, understanding that at some time in the future the Santa Clara County system would be built and they could then become part of the system in their County. After the presentation, both cities indicated their interest in joining our system as soon as possible

Committee members discussed the request and some questions were asked. Director McCammon estimated that there would be approximately 2,000 users with four sites built. Alt. Cm. Casten asked how it would affect the system design and capacity. Director McCammon responded that the channel loading is based on the cell, and that our Master Site Controller can accommodate additional cells. If approved to move forward, it will be suggested that they hire an outside consultant to perform an independent survey of their coverage, and to apply for any additional spectrum needed.

Other comments included that additional users on the system could potentially reduce our costs. Cm. Ahern commented that better roaming capabilities would be a benefit for Alameda County officers because they frequently travel to the South Bay. In response to a question from Cm. Nice, Director McCammon indicated that it will not be recommended for the Cities of Sunnyvale and Santa Clara to become members of the EBRCSA, but instead enter into a contract for the services. The details will be drawn

up for future Board consideration if the Operations & Finance Committees approve continuing discussion with the Cities of Sunnyvale and Santa Clara.

On motion of Cm. McQuiston, seconded by Cm. Nice, and by unanimous vote, the Committee approved to support continuing discussion with the Command Staff of the Department of Public Safety and the Santa Clara Police Department for Assistance in Determining the Feasibility of the Cities of Sunnyvale and Santa Clara joining the EBRCSA.

5. Receive Maintenance Options and Develop Maintenance Recommendations for Board Consideration:

Director McCammon reviewed that after the February Operations Meeting where maintenance options were presented by Motorola Inc. staff, he and Ed Woo, CCC Director of IT, Caroline Judy, AC Assistant Director of GSA, and Randy Hagar, AC Deputy Director GSA Comm., held several meetings with representatives from Motorola Inc. to review the list of all of the potential services that Motorola Inc. could provide. The first page of today's distributed handout summarizes all of the other sheets that outline the maintenance services. There are some services that are recommended for Motorola Inc. to provide, such as the monitoring, maintenance, response and replacement of the Master Site Controller, which is the most technical piece of the whole system. Alt. Cm. Woo clarified that AC/CCC County Technicians would provide Field Repair, Site Maintenance, and Utilities for the Master Site Controller; this includes facility air, power, and space.

Additionally, there are services that are optimally delivered by Alameda and Contra Costa County technicians including Infrastructure Repair with Advanced Replacement, Onsite Infrastructure Response and Network Preventative Maintenance for Consoles, Prime Sites and Repeater Sites. Alt. Cm. Woo highlighted that it is very important to note that the front line maintenance of Consoles will continue in the same process followed in the Dispatch centers today; there is minimal change to the way that each Dispatch Center will operate. The term Field Repair refers to the maintenance of the radio sites on the hilltops, as well as the utilities for the sites. After multiple meetings, the only question mark remaining is related to a System Manager because this turned out to be different than what we thought and other options, such as block time field support, are being reviewed. Cm. Ahern asked if we would be able to control this block time. Alt. Cm. Woo responded that the details are being worked out, and that we prefer to have one person, that we are comfortable with, assigned.

Director McCammon noted that it looks like the numbers are working out to reach the critical number of users needed to turn on the CCC West and AC East cells later this year. 24/7 maintenance will be necessary when there are users on the system and maintenance can be based on the cells in use. More information will be shared when known.

6. Review Verbal Update on Fleetmapping Project:

Director McCammon reported that Bob Simmons and Greg Forrest of CDX Wireless continue to move forward with the Fleetmapping process. Three Fleetmapping Trunking Workshops have been scheduled. Two sessions are scheduled on April 11 and 22 from 10:00 – 12:00 at the Alameda County EOC, 4985 Broder Blvd, Dublin. A third session is scheduled on April 20 from 10:00 – 12:00 at Walnut Creek City Hall, Third Floor Conference Room, 1666 North Main Street, Walnut Creek. The workshop date and location was sent by e-mail. A flyer will also be shared with the Police and Fire Chiefs' Associations of both counties in order to help spread the word.

7. Receive Verbal Update on Grant Status (PSIC, COPS, UASI):

Director McCammon started off with good news and thanked CCC and AC representatives for their support in the recent Bay Area UASI Hub Process where the EBRCSA was voted the top priority and awarded two million dollars for FY 11 to purchase Dispatch consoles.

Director McCammon also provided an update on BTOP that included that the formation of its JPA is nearly complete, and distributed a draft JPA agreement for information. This draft, that has not been finalized, includes language for BTOP to be governed and administered by a Board of Directors consisting of a minimum of 10 and a maximum of 19 directors. It appears that there is one seat available for the cities within the geographic area of Alameda and Contra Costa counties. 7 of the 31 East Bay Incorporated Cities need to become members of BTOP to allow this group to hold one Board Seat. Director McCammon recommended for the Committee to consider funding the single initial membership fee for the geographic area of \$24,500 that is expected to be SHSGP reimbursable.

Committee members discussed and agreed by consensus to support a recommendation to the EBRCSA Board of Directors to consider funding the \$24,500 required, that is expected to be SHSGP grant reimbursable, to

obtain one BTOP JPA Board Seat that is also contingent on 7 cities joining BTOP, for the geographic area of Contra Costa and Alameda Counties to help facilitate our region being involved.

8. Receive Verbal Update on the Status of the Various EBRCSA Projects:

Director McCammon provided a brief update that included that Consoles are being installed in the CCC West Cell. AECOM will soon begin coverage testing for the CCC West Cell, and later perform coverage testing for the CCC East Cell. The Tri Valley Cell work is close to being complete. The notice to proceed has been issued to the contractor for the Warm Springs site. Alt. Cm. Casten asked about the status of the C&H site. Director McCammon responded that that he has left numerous messages, and has not received a call back and will contact Fire contacts for help.

9. Receive Verbal Update on the Status of Project Cornerstone:

Director McCammon briefly summarized that four sites have been installed, three sites in Contra Costa County and one site at Glenn Dyer. Change Order recommendations to close out Project Cornerstone are underway, and are expected to be brought to the Board in May for consideration.

10. Agenda Items for Next Meeting:

Committee members agreed that there are no actionable items for the Board of Directors to consider in April.

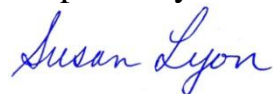
11. ADJOURNMENT:

The meeting was adjourned at 10:35 a.m.

The next meeting date for the Operational Committee is May 6, 2011 at 9:30 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, 2010.

Respectfully submitted,



Susan Lyon
Secretary