



# **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 3.0**

### **MINUTES**

#### **OPERATIONS COMMITTEE MEETING**

#### **REGULAR MEETING – May 1, 2009**



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

*A regular meeting of the East Bay Regional Communications System Authority Operations Committee was held on May 1, 2009, 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.*

**PRESENT:** *Committee members Ahern, Cody, McQuiston, Kirkland, Richter, Rumpf Also attending: Casten, McCarthy, Shinn*

**ABSENT:** *Committee member Roderick*

#### **Staff Present:**

*Executive Director Bill McCammon*

#### **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 April 3, 2009, Regular Operations Committee Meeting.*

**4. Discuss the Draft EBRCSA Business/Operational Plan, Receive Additional Input:**

*Director McCammon said that he included this subject on the agenda to keep it fresh in everyone's mind. Cm. Rupf asked for clarification on the status of the draft Business/Operational Plan that was reviewed by Board Members. Director McCammon said that it appeared that there was some confusion regarding some of the language, such as the difference between a Business Plan and an Operational Plan, in the draft that was presented to the Board. Committee members agreed that the Business/Operational Plan is the foundation for building the project and do not want to skimp on its development, and agreed to resubmit it to the Board. Director McCammon encouraged that additional input be sent to him. Cm. Rupf volunteered to provide sample RFP's for an ad hoc committee to review in order to assist.*

*On motion of Cm. Kirkland, seconded by Cm. Cody and by unanimous vote, the Committee agreed to resubmit a draft EBRCSA Business/Operational Plan to the Board after sample RFP's provided by Cm. Rupf are reviewed.*

*On a side note, Director McCammon shared that Fawn Holman, who was instrumental in developing the administrative process of the EBRCSA, is unable to continue in her role as secretary. Kay Woodson was approved to be hired as a replacement, but this arrangement did not work out, and it was mutually agreed to sever the relationship. The Contra Costa County Office of the Sheriff has volunteered the services of Commander Casten's assistant for administrative support. Director McCammon will begin to work with Contra Costa County Sheriff's Office staff next week.*

**5. Review and Approval of Grant Allocations and Scope of Work for Public Safety Interoperable Communications (PSIC) Grant and 2009 Earmark:**

*Director McCammon highlighted some of the key elements on the spreadsheet of project sites identified in both counties. Cm. Ahern recommended that a legend be added to the spreadsheet to indicate that a green box means that no funding has been identified and also to expand the acronym LMR to Land Mobile Radio equipment.*

*In response to a question about the City of Oakland, Director McCammon said that CTA is working on Phase 2 of the study that will give us our operational costs and Oakland is included.*

*Alameda County is expected to receive a PSIC earmark of approximately 1,944 million and the amount for Contra Costa will be identified after a MOU is received but is expected to be the same. There is a required 20% match.*

*It is unknown how much funding will come from the Bay Area SUASI because 2009 funding has not been identified.*

*SHSGP grant allocations are expected to be 1.3 million for Alameda County and 850 thousand for Contra Costa County.*

*Director McCammon said that there is approximately 8 million total in grants, and some matching dollars are required. Expenses that will need to be paid from the grants that are pending Finance Committee and Board approval include administration costs and CTA consulting fees.*

*Director McCammon allocated his expenses as 60% to Alameda County and 40% to Contra Costa County because more of his time is currently spent on Alameda County infrastructure.*

*Committee members reviewed the prioritization list of projects, and it was noted that much of the distributed list is not written in order of priority for Contra Costa County.*

*Priorities in Contra Costa County include getting the West Cell up and running and the Crocket repeater site. The number of consoles, including one console for ConFire, that need upgrading for the West Cell will be confirmed by Director McCammon. Motorola is expected to provide a cost estimate for the console upgrades in the next couple of weeks. Additionally, it was agreed to seek input from CTA for direction related to the other projects on the list including Pleasant Hill.*

*On motion of Cm. Kirkland, seconded by Cm. Richter and by unanimous vote, the order of priorities for the EBRCSA in Contra Costa County are as follows: Crocket, upgrading the number of consoles needed for the West*

*Cell to be functional that includes one console for ConFire, and then allow CTA to weigh in on the order of priority for Pleasant Hill and the Repeater Sites.*

*Director McCammon overviewed the priorities for Alameda County where LMR for completing the Altamont Pass and building out East Alameda County including consoles are seen as priorities. Cm. McQuiston stated that Albany relies heavily on the West Cell.*

*On motion of Cm. Cody, seconded by Cm. McQuiston and by unanimous vote, the order of priorities for the EBRCSA in Alameda County are to be established as written on the distributed list.*

*Cm. Rupf asked for clarification on the 60/40 split and credit to Contra Costa County. Director McCammon will reformat the document to clarify this and will take to the Finance Committee and Board for review and approval.*

**6. Review and Discuss CTA Communications' Work Schedule and discuss Preliminary Findings and Technical Specifications Development Meetings:**

*CTA will be here to present their preliminary findings for Phase 2 with a small group to talk about specifications and all are welcome to attend. This meeting will take place on May 13 at 9:00 a.m. and is expected to be three to four hours. CTA will then open up meetings on May 14 to a larger group.*

**7. Review Verbal Update of Grant Status (PSIC, COPS, SUASI):**

*Director McCammon is in the process of submitting the paperwork for the PSIC grant for both counties that is due before the end of May. The PSIC MOU was received for Alameda County but the MOU has not yet been received for Contra Costa County. The project priorities will be included. Cm. McCammon also said that tracking time spent by committee members at EBRCSA meetings will be an important component in satisfying the matching requirement for the PSIC grant. Contra Costa County administrative staff members are assisting with this project.*

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

*Director McCammon gave an update on some pending projects including shelters and console replacement and said that Motorola is working on*

*providing cost details for console upgrades. The microwave equipment installment is also a high priority.*

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

*Committee members agreed to add the following agenda items:*

*Follow up on the components of PSIC in kind matching funds including any subscriber fee increases.*

*Update on participation of potential participants such as Oakland.*

*Update on the CTA meetings.*

*Follow up on the accurate count on the number of consoles needing replacement.*

*Identify the frame the scope and language of draft Operational/Business Plan. Ad hoc committee to review samples RFP's as provided by Cm. Rupf.*

*The committee agreed that there are no actionable items for the Board to consider this month and will recommend that the May Board Meeting be canceled.*

**10. ADJOURNMENT:**

*On motion of Cm. Shinn, seconded by Cm. Kirkland and by unanimous vote, the meeting was adjourned at 10:45 a.m. The next meeting date for the Operational Committee is June 12, 2009 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 12th DAY OF JUNE, 2009.

Respectfully submitted,



Susan Lyon  
Secretary