



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 – June 12, 2009



1. CALL TO ORDER/ROLL CALL:

A regular meeting of the East Bay Regional Communications System Authority Operations Committee was held on June 12, 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: *Cms. Cody, Casten (Alt for Cm. Rupf) Kirkland, McQuiston, Roderick, Rupf (Arrived at 9:45 a.m.) Also attending Betts, McCarthy, Woo*

ABSENT: *Committee members Ahern, Richter*

Staff Present:

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:

On motion of Cm. Kirkland, seconded by Alt. Cm. Casten, and by unanimous vote, the Committee approved the minutes of the May 1, 2009, Regular Operations Committee Meeting.

4. Review the Grant Allocations including PSIC, SHSGP, & COPS for each county and Review the Grant Priorities established by the Operations Committee and Approve if Appropriate:

Director McCammon gave an overview of the FY 09 Grants including Earmark, PSIC, UASI, and SHSGP. He noted that the UASI is charging \$127,292 for project management and this will be taken from the two county PSIC grant, leaving a balance of \$4,893,000. The UASI grant amount is unknown at this time. Alt. Cm. Casten noted that the SHSGP funding listed for Contra Costa County of \$1,250,000 is pending final approval, but was identified as the top priority for FY 09 SHSGP funds by the advisory group for the County's ATB. Director McCammon will make a note that SHSPG funds are pending final approval by the ATB's of both counties on the grant worksheet.

Committee members reviewed the Proposed Grant Allocation FY 09/10 Work Sheet. Shared expense costs for both counties are estimated to be 2.4 million dollars. Available grant funds are estimated to be 3.5 million, and there is a 20% match requirement for the PSIC grant. Director McCammon noted that \$200,000 is included to hire a Project Manager for Site Development of the "Green" Sites. "Green" Sites are sites where there is nothing in place. A committee will be formed to review the responses to the RFP for the Project Manager that is in the process of being developed.

Project priorities for Contra Costa County include the shared IP upgrade, Crocket Repeater Site, and Dispatch Consoles Replacement that will build out the West Cell. Project priorities for Alameda County include the shared IP upgrade, the Altamont Pass Tower/LMR Equipment, the East Dublin BART LMR Equipment, and the Warm Springs Repeater Site.

Committee members agreed that the grant allocations and project priorities reviewed today were approved at the last Operations Committee meeting.

UASI Rep. Betts added that NEPA (National Environmental Protection Act) certification may be required for some of the projects. He will give NEPA documentation to Director McCammon after this meeting.

5. Receive an Update on the IP Upgrade for the Equipment that has been Purchased for Sites in Both Counties:

Director McCammon said that future equipment purchases will be IP based, and that the top project priority in both counties is to upgrade existing equipment.

6. Receive an Update on the Progress of CTA's Work on Phase II and Phase III:

Director McCammon reported that he and a small group met with Ken Ballard from CTA last week and all sites were reviewed in great detail. Some of CTA's information was not up to date and did not include all of the work completed at sites, and as a result the cost estimates provided by CTA were higher than what we thought. CTA took the information provided at the meetings and will work on refining their report to resubmit in one to two months. Director McCammon also said that CTA's estimate for the operation cost per radio may be lower than anticipated.

Committee members discussed the timeline of the Phases. Director McCammon said that Phase 2 is expected to be completed by August 2009, and the goal is to have a total system cost report developed by that time.

Cm. Rupf recommended that an all inclusive definition of what is included in the operation maintenance cost per radio be developed. Committee members agreed that a list of costs for maintenance and support should be developed and then compared line by line to a list provided by CTA of what they think we need.

7. Receive an Update on the Project Status for Alameda and Contra Costa County:

Updates on the Project Status for Alameda and Contra Costa County were received. Director McCammon noted that the Shelter at Doolan has been installed and a final issue is expected to be resolved this month. The draft License Agreement for Installation of Communication Equipment will be taken to the Finance Committee for their review and approval, and then taken to the full Board.

Cm. Kirkland suggested that the project site map be refined to include an address marker or legend for the sites. Director McCammon said that he will reformat the chart to make it more meaningful.

There was some discussion of the Alta Mesa, Phase 3 site, that a coverage study indicated a need for the site to provide coverage in the Lafayette/Moraga area. Committee members agreed that the Alta Mesa site should be a topic for the next Operations Committee meeting after review is done to include ensuring there is enough funding allocated for any Dispatch console upgrades necessary.

8. Receive an Update on the Licensing of the 700 MHz Spectrum and the Status of CTA's Work on the Licensing Application:

Director McCammon reported that there has been a delay in the process of applying for the 700 MHz spectrum because no one can apply for spectrum until a review by a panel occurs. UASI rep Betts shared that the panel is expected to meet on June 15th in Cordelia. A period of public notice will follow.

9. Receive an Update on the Status of the Vendor Fair for Subscriber Units:

Director McCammon reported that Kody Kerwin attended an International Communications Expo as approved by this committee, and he is working to establish a date for a demo of products to take place at this location in the next couple of months. Eight bidders were reviewed and all but one was selected to participate.

10. Agenda Items for Next Meeting:

Cm. Cody brought up the subject of CASM (Communication Asset Survey Map) for the Committee to consider reviewing at the next Operations Committee meeting. Committee members discussed CASM and whether or not it fits with the Operations Committee forum.

Committee members agreed to hear an overview presentation on CASM provided by Cm. Cody at the next Operations Committee meeting.

The Alta Mesa Site will also be a topic for the next Operations Committee meeting.

11. ADJOURNMENT:

The meeting was adjourned at 10:45 a.m.

The next meeting date for the Operational Committee is July 10, 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 7th DAY OF AUGUST, 2009.

Respectfully submitted,



Susan Lyon
Secretary