



East Bay Regional Communications System Authority



Participating agencies include Alameda and Contra Costa Counties and the following cities and special districts: Alameda, Albany, Antioch, Berkeley, 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, Livermore Amador Valley Transit Authority, Moraga-Orinda Fire District, Rodeo-Hercules Fire District, San Ramon Valley Fire District, California Department of Transportation, Ohlone Community College District, Contra Costa Community College District, Dublin-San Ramon Services District and University of California, Berkeley

BOARD OF DIRECTORS MEETING

NOTICE OF REGULAR MEETING

DATE: October 24, 2014

TIME: 10:00 a.m.

PLACE: Alameda County Sheriff's Office of Emergency Services and Homeland Security
4985 Broder Blvd.
Dublin, CA 94568

AGENDA

-
1. **Closed Session:** (None) **Time:** N/A
 2. **Call to Order/Roll Call:** (Regular Session) **Time:** 10:00 a.m.
 3. **Report on Closed Session:** None
 4. **Public Comments (Meeting Open to the Public):**
At this time, the public is permitted to address the Board on items within the Board's subject matter jurisdiction that do not appear on the agenda. Please step to the podium and clearly state your name for the record. In accordance with State Law, no action or discussion may take place on any item not appearing on the posted agenda. If the item requires action, it will be referred to staff and/or placed on the next agenda. In order that all interested parties have an opportunity to speak, please limit comments to a maximum of three (3) minutes. If you wish to comment on an item that is on the agenda, please wait until the item is read for consideration, and then make your way to the podium. Please limit comments to a maximum of three (3) minutes.
 5. **Presentations:** A Moment of Silence and Tribute to William J. McCammon
 6. **Approval of Minutes**
6.1 Approval of Minutes from the Board Meeting of June 6, 2014
 7. **Written Communications:** None
 8. **Public Hearings:** None

9. Action Items:

- 9.1 Consider adoption of a resolution approving a change order with Motorola Solutions, Inc. to upgrade the Master Site controller to provide console aliasing manager capabilities
- 9.2 Consider adoption of a resolution approving Contract with CDX Wireless to Manage the Transition of the Cities of Oakland and Piedmont onto the EBRCSA System
- 9.3 Consider adoption of a Resolution approving the EBRCSA Board and Committee Meeting Schedule with regard to time and place of regular meetings.
- 9.4 Select a Chair of the Board and an Alternate Chair of the Board for 2015
- 9.5 Consider adoption of a resolution approving a Second Amendment to Standard Services Agreement with Heather Tannehill-Plamondon for Administrative Support to the EBRCSA and Authorization of its Execution and Implementation
- 9.6 Discussion and Possible Action to move forward on Recommendation and Selection of an Interim Executive Director and/or Begin the Process of a Full Recruitment.

10. Committee Updates:

- 10.1 Receive Informational Report on Recent Finance Committee Activities.
- 10.2 Receive Informational Report on Recent Operations Committee Activities.

11. Reports:

12. Board Comments:

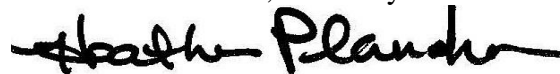
13. Next Action Steps:

14. Adjournment

This AGENDA is posted in accordance with Government Code Section 54954.2(a) If requested, pursuant to Government Code Section 54953.2, this agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Section 12132), and the federal rules and regulations adopted in implementation thereof. To make a request for disability-related modification or accommodation, please contact the EBRCSA at (925) 803-7802 at least 72 hours in advance of the meeting.

I hereby certify that the attached agenda was posted 72 hours before the noted meeting.

Heather Plamondon, Secretary



Dated: October 20, 2014



East Bay Regional Communications System Authority



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AGENDA ITEM 6.1

MINUTES

BOARD OF DIRECTORS MEETING

REGULAR MEETING – June 16, 2014



1. CLOSED SESSION: *None*

2. CALL TO ORDER/ROLL CALL (Regular Session):

A regular meeting of the East Bay Regional Communications System Authority Board of Directors was held on Friday, April 25, 2014 in the Assembly Room of the Alameda County Sheriff's Office of Homeland Security and Emergency Services, 4985 Broder Blvd., Dublin CA 94568. The meeting was called to order at 10:05 a.m. by Chair Ahern.

PRESENT:

County Representatives: Ahern, Andersen, Woo, Muranishi, Haggarty, Twa, Casten

City Representatives: Cheeves, Perkins, Calabrigo, Marchand, Perkins, Dutra-Vernaci, Rodriguez, Stepper, Catalano, Troy Brown for Marc Roberts, Silva, Sbranti

Public Safety Representatives: Roberts, Priebe, McQuiston, Lee, Meyer, Metcalf, Smith, Anderson

Staff Present:

Executive Director McCammon and Secretary Plamondon

Fred Tse, Tobin Broadhurst and Tim Dupuis were also present from Alameda County and David Cruise from City of Oakland.

3. REPORT ON CLOSED SESSION: *None*

4. COMMENTS FROM THE PUBLIC: *None*

5. PRESENTATIONS: *None*

6. APPROVAL OF MINUTES:

On motion of Bm. Andersen, seconded by Bm. Silva, and by unanimous vote, the Board approved the minutes from the April 25, 2014 meeting.

7. WRITTEN COMMUNICATIONS: *None*

8. PUBLIC HEARINGS: *None*

9. ACTION ITEMS:

9.1 Consider adoption of a resolution approving Change Order # 19 with Motorola Solutions, Inc. for the purchase of a two channel upgrade to the Alameda County East Cell, and authorizing its execution and implementation.

Director McCammon provided an overview of the agenda packet staff report making the recommendation to approve the purchase the two channel upgrade to the Contra Costa East Cell, he explained the need due to the height of the Crane Ridge Site, that many users are “identifying” with the higher site rather than some of the lower ones causing increased load on the channels.

Staff has begun the application process for the channel licenses.

On motion of Bm. Anderson, seconded by Bm. Perkins, and by unanimous vote, the Board adopted 14-07 authorizing Change Order #19 with Motorola Solutions.

9.2 Consider adoption of a resolution adopting the FY14/15 Administrative Budget.

Director McCammon provided an overview of the agenda packet staff report and Fred Tse provided additional information about the details in the proposed budget. Member Silva asked about identifying the Grant Funding

as a dedicated expense, referring to the purchase of consoles and requested there be a way to identify the grant funds at the outset for capital projects when identified in the application for a particular need.

There was some discussion about the benefits of renting generators vs. buying them and Director McCammon explained that the rental was temporary due to a manufacturing issue and the rental is not intended to be a permanent solution.

On motion of Bm. Roberts, seconded by Bm. Anderson, and by unanimous vote, the Board adopted 14-08 authorizing the Service Agreement with Motorola Solutions.

10. COMMITTEE UPDATES:

10.1 Receive Informational Update on Recent Finance Committee Activities:

The Finance Committee has made working on a Reserve Policy a priority for the upcoming year.

10.2 Receive Informational Update on Recent Operations Committee Activities:

The Operations Committee did not meet.

REPORTS:

11.1 Receive an update on the City of Oakland and EBRCSA.

Director McCammon provided an update on the activities with the City of Oakland. Thanks to the assistance of Tobin Broadhurst and Ed Woo, there has been significant work done on addressing the loading concerns. At the last meeting there were nine questions posed by the City, EBRCSA has provided responses. Including the projected costs based on 2900 Users. The next step is the proposal will be in front of the Rules Committee for recommendation, which could happen in July.

12. BOARD COMMENTS:

None

13. NEXT ACTION STEPS:

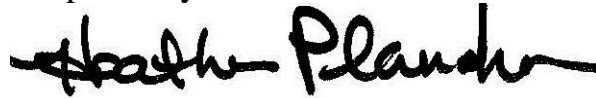
The Executive Director will be working on a proposal for a minimal channel upgrade and the feeling about the progress with Oakland is positive.

14. ADJOURNMENT:

The meeting was adjourned at 10:50 a.m.

APPROVED BY A MOTION OF THE EAST BAY REGIONAL COMMUNICATIONS
SYSTEM AUTHORITY THIS 24 DAY OF OCTOBER, 2014.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Heather Plamondon". The signature is written in a cursive, flowing style with a long horizontal stroke at the end.

Heather Plamondon
Authority Secretary

RESOLUTION NO. 14-__

**A RESOLUTION OF THE
EAST BAY REGIONAL COMMUNICATIONS SYSTEM AUTHORITY**

**RESOLUTION AUTHORIZING THE CHAIR TO EXECUTE AND THE CHAIR
OR INTERIM EXECUTIVE DIRECTOR TO IMPLEMENT A CONTRACT
CHANGE ORDER WITH MOTOROLA SOLUTIONS, INC. FOR ALIASING
MANAGER CAPABILITIES FOR SYSTEM DISPATCH CENTERS**

WHEREAS, the East Bay Regional Communications System Authority (“EBRCSA”) has contracted with Motorola Solutions, Inc. (“Motorola”) for the purchase of communications equipment, maintenance, and related services in connection with a P-25 compliant communications system serving Alameda and Contra Costa counties and individual political jurisdictions therein (the “System”); and

WHEREAS, the Motorola MKM 7000 Console Alias Manager enables agencies to change the aliases that are displayed on their dispatch consoles and logging recorders without requiring a Network Manager Client; and

WHEREAS, System dispatch center supervisors have requested such capability, which also allows for changes to radio IDs on a shift basis, providing flexibility for staff changes; and

WHEREAS, Motorola has proposed providing individual upgrades to dispatch centers at a cost of \$30,145 per center, or, as an alternative, providing a centralized upgrade that would be available to all 25 dispatch centers for a total cost of \$90,551; and

WHEREAS, funding is available for the proposed aliasing manager capabilities; and

WHEREAS, the proposed upgrade is recommended by staff.

NOW, THEREFORE, BE IT RESOLVED THAT the Board of Directors of the East Bay Regional Communications System Authority does hereby (1) approve Change Order #20 to the EBRCSA Communications System Agreement with Motorola, Solutions, Inc., for the purchase of one or more upgrades for purposes of providing aliasing manager capabilities, in an amount not to exceed \$_____ ; (2) authorize its Chair to execute such change order; and (3) authorize its Chair or Interim Executive Director to take such further action as may be necessary and appropriate to implement such change order.

On motion of xx, seconded by xx, the foregoing Resolution was passed and adopted this 24th day of October, 2014, by the following votes:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

ATTEST: _____
Heather Tannehill-Plamondon, Secretary

2344865.1



**East Bay Regional
Communications
System Authority**



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AGENDA ITEM 9.1

**AGENDA STATEMENT
BOARD OF DIRECTORS MEETING
MEETING DATE: October 24, 2014**

TO: Board of Directors
East Bay Regional Communications System Authority (EBRCSA)

FROM: Sheriff Ahern, Board Chair
East Bay Regional Communications System Authority

SUBJECT: Upgrade to the EBRCSA Master Site to Provide Aliasing Manager Capabilities

RECOMMENDATIONS:

Adopt a Resolution approving Change Order #20 with Motorola Solutions, Inc. to provide an upgrade to the Master Site to allow Aliasing Manager Capabilities and authorize the Chair to sign and the Chair or the Interim Executive Director to implement the Change Order.

SUMMARY/DISCUSSION:

Currently, EBRCSA system ("System") dispatch centers can only change the aliases of subscriber units using the provisioning manager software (Network Manager Client) that runs at the Master Site controller in Dublin. This requires a technician to provide the change at the Master Site Controller. When we completed the System upgrade in January to software release 7.13, one of the expanded capabilities of the upgrade allowed system aliases to be changed at the dispatch console level without any interaction at the Master site. The Motorola MKM 7000 Console Alias Manager (CAM) manages the radio unit ID aliases that are displayed on the dispatch consoles. It enables agencies to make changes to the aliases that are displayed on their dispatch consoles and logging recorders without requiring a Network Manager Client. The TAC Committee received a presentation from Motorola on the capability. Several of the Dispatch Supervisors in attendance were very interested in providing the capability for their centers and felt it would be a very beneficial addition to the System.

It will allow radios ID's to be changed on a shift basis, and altered as staffing changes, at each dispatch center.

There are two options for providing the capability, the first is for each dispatch center to purchase the upgrade individually which will cost \$30,145 for each center. The second option, which is the most cost effective, is to purchase the centralized alias managing solution for all 25 dispatch centers for \$90,551. Providing the centralized solution also provides control for the System as to future upgrades and changes. There are funds available in the System maintenance budget to support this upgrade.

RECOMMENDED ACTION:

It is recommended that your Board adopt a resolution approving Change Order #20 with Motorola Solutions, Inc. to provide an upgrade to the Master Site Controller to allow for Aliasing Manager Capabilities in the amount of \$90,551.00 and authorize the Chair to sign and the Interim Executive Director to implement the Change Order.

August 19, 2014

Mr. William McCammon
East Bay Regional Communications System Authority
4985 Broder Blvd.
Dublin, CA 94568

RE: Aliasing Manager

Dear Bill:

We are pleased to provide you with the attached proposal to implement Console Aliasing Manager capabilities for the benefit of your member agencies.

The Proposal includes two separate options for EBRCSA to consider. The first is a centralized approach, with one MKM 7000 Console Alias Manager installed at the Dublin Master Site that would be shared by all agencies. The second approach is for a standalone MKM 7000 Console Alias Manager that would reside at individual agency locations.

Once again, the Motorola project team has taken great care to propose a solution that will meet your needs and provide unsurpassed value.

To best meet EBRCSA's functional and operational specifications, Motorola's solution includes a combination of hardware, software, and services specified in Section 1-1 of the Proposal.

As you know, under Section 3.4 of the Communications System Agreement (CSA), dated July, 7, 2009, and extended July 6, 2012, between EBRCSA and Motorola (the "CSA"), EBRCSA may purchase additional goods and services from the CSA. Motorola's proposal is based on the assumption that EBRCSA will use this right under Section 3.4 of the CSA for the proposed transaction. Therefore, as in the past, EBRCSA may accept the proposal by executing a Change Order to the current CSA that we have prepared for you.

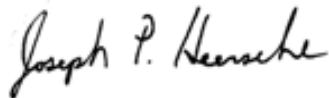
Motorola will be pleased to address any questions you may have regarding this proposal. Please direct any questions to your Motorola Senior Account Manager, Gordon Poole at (408)306-5622.

This proposal shall remain valid until October 24, 2014. Motorola appreciates your continued confidence in our company, products, and services. We look forward to continuing our relationship and implementing this project with EBRCSA.

Thank you.

Sincerely,

MOTOROLA SOLUTIONS, INC.



Joseph P. Heersche
Area Sales Manager, Northern California

ALIASING MANAGER SOLUTION



The design, technical, pricing, and other information ("Information") furnished with this submission is proprietary information of Motorola Solutions, Inc. ("Motorola") and is submitted with the restriction that it is to be used for evaluation purposes only. To the fullest extent allowed by applicable law, the Information is not to be disclosed publicly or in any manner to anyone other than those required to evaluate the Information without the express written permission of Motorola.

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SYSTEM OVERVIEW

1.1 SYSTEM OVERVIEW

Motorola is pleased to provide the following proposal to EBRCSA in response to their request for a MKM 7000 Console Alias Manager.

There are two different options for the MKM 7000 Console Alias Manager:

- **Option 1:** Centralized MKM 7000 Console Alias Manager shared by multiple agencies.
 - With this option the MKM 7000 Console Alias Manager (CAM) would reside at the EBRCS Master Site and would be shared by multiple agencies.
- **Option 2:** Standalone MKM 7000 Console Alias Manager at each dispatch center requiring local alias management.
 - With either option this includes one Windows 7 workstation with the necessary software to run the MKM 7000 Console Alias Manager, as well as services for system integration and training.

1.1.1 Existing Alias Architecture (Figure 1-1)

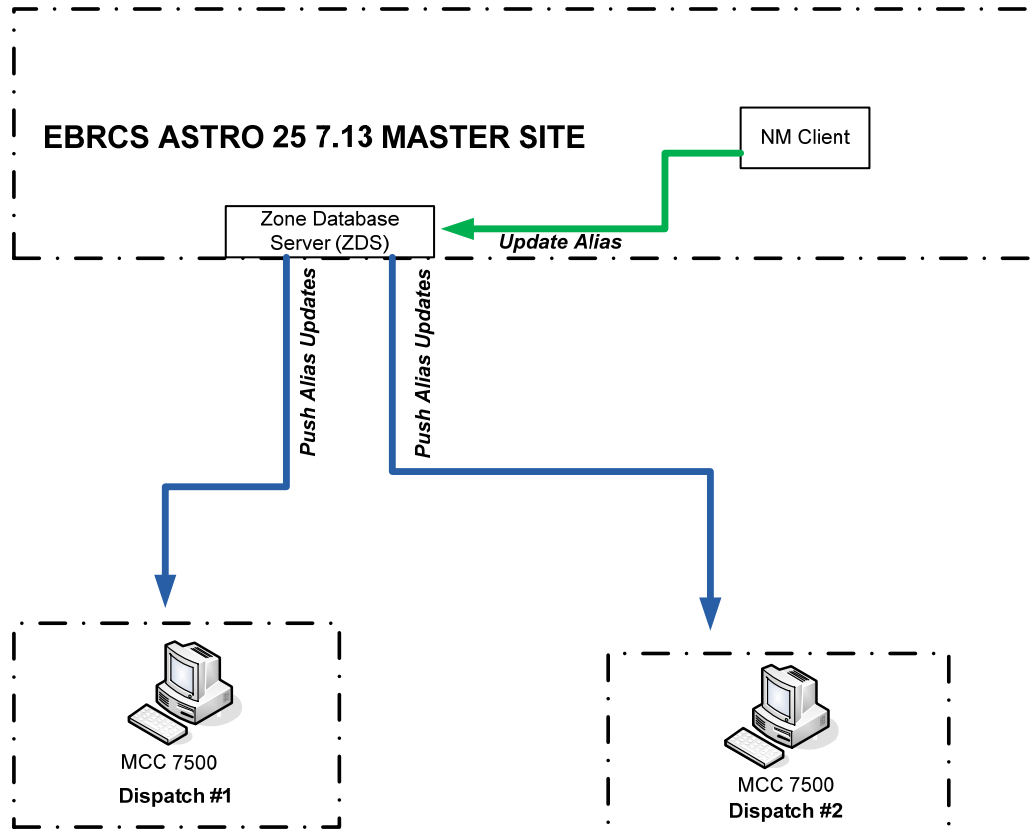


Figure 1-1: Existing Alias Architecture Overview

The EBRCS system currently provides centralized aliases for all dispatch centers on EBRCS. The Zone Database Server (ZDS) at the Master Site in Dublin functions as the centralized alias server. Aliases can be modified using the Provisioning Manager software run on a Network Manager Client (NMClient) at the master site, and can't be modified from the dispatch centers directly.

1.1.2 Centralized MKM 7000 Solution (Figure 1-2)

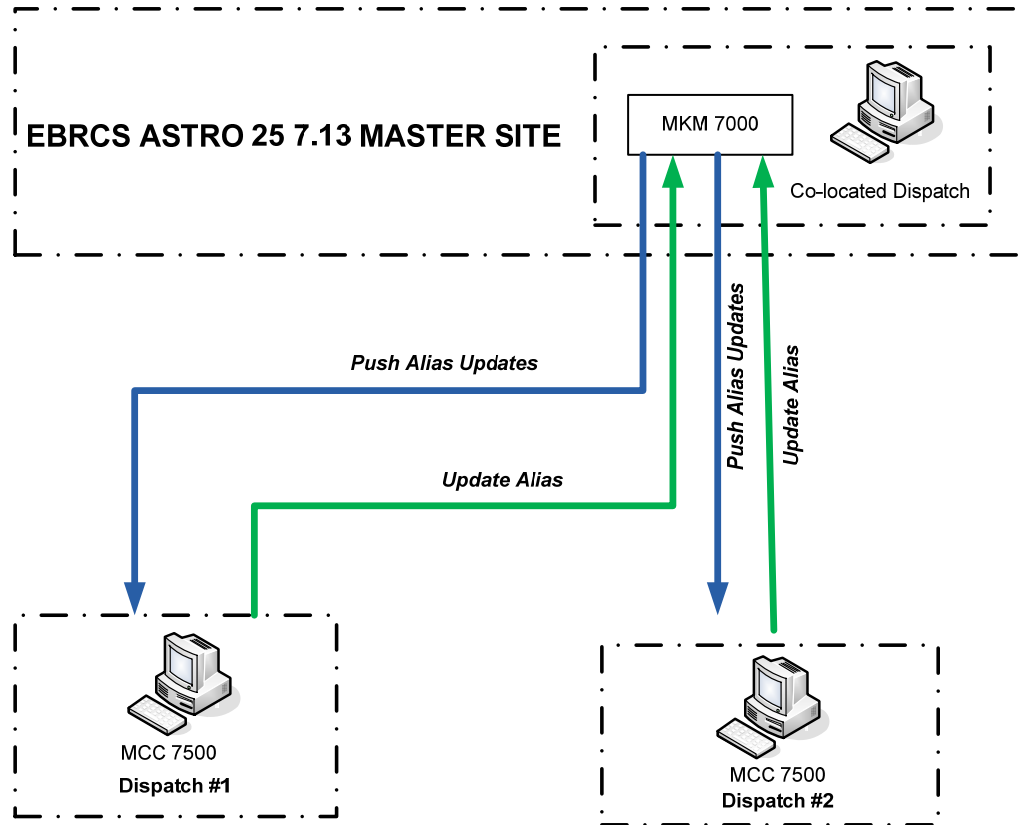


Figure 1-2: Centralized MKM 7000 Console Alias Manager Overview

The centralized option consists of a single MKM 7000 Console Alias Manager (CAM) that would reside at the EBRCS Master Site and would be shared by multiple agencies. Agencies would be able to login to the CAM remotely and modify their aliases using a web interface. The updated aliases would be pushed from the CAM Server to each of the MCC7500 Console Operator positions across multiple dispatch centers.

In order to accommodate multiple agencies, each agency's aliases would be contained in a folder on the CAM. This is similar to alias management on Gold Elite with the Alias Database Manager where books of aliases can be created within the application to organize groups of aliases. When a dispatch supervisor is logging into the CAM server, they would navigate to their folder and modify their alias there. System aliases could be defined in a separate system folder.

There would be some coordination required between agencies of the shared CAM server. Any individual radio unit ID can only be defined in one folder. If a radio unit ID were added to the wrong agency, it would need to be manually moved into the correct folder. Two agencies can't define different aliases for the same unit ID. A unit ID could mean different things to 2 different agencies and with this solution they would not be able to define their own alias for this unit.

There would be nothing preventing one agency from seeing or modifying aliases in other agency folders, so an operating procedure would need to be created so that each agency modifies only their assigned unit IDs in their assigned folder.

A single MKM 7000 CAM server is capable of supporting up to 250 dispatch positions, and up to 20 client login sessions simultaneously making changes to aliases on the CAM server. When a dispatch supervisor is done modifying aliases they should close the web browser to enable other agencies to log-in, and not leave the web browser running with an open connection to modify aliases.

1.1.3 Standalone MKM 7000 Solution (Figure 1-3)

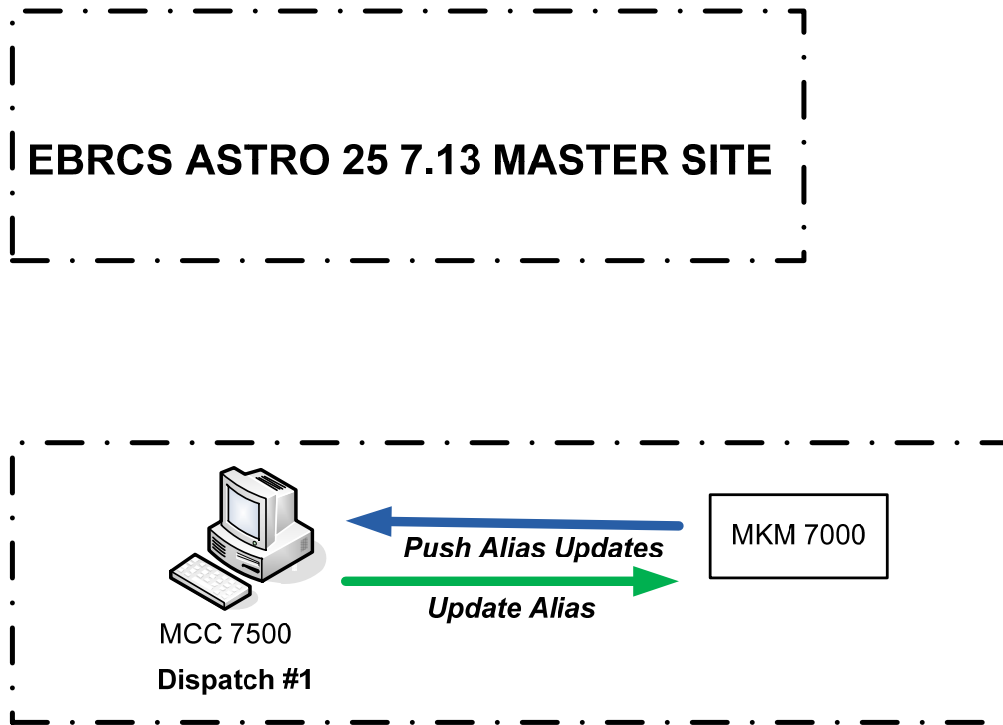


Figure 1-3: Standalone MKM 7000 Console Alias Manager Overview

The MKM 7000 Console Alias Manager (CAM) could also be installed at a specific dispatch center which requires local control of their aliases. The CAM would allow a single agency to autonomously modify aliases (using the web interface) on their MCC 7500 Dispatch Consoles. An agency with its own CAM server would not require any detailed coordination between agencies as compared to the centralized CAM server approach. This agency would be able to define any unit ID/alias in the system without impacting how the alias is defined and displayed for other agencies.

Having a centralized CAM does not preclude a specific agency from having a local CAM. Each MCC 7500 Dispatch position is configured with its alias source which can either be the Zone Database Server or any of the CAMs in the system.

1.2 MKM 7000 CONSOLE ALIAS MANAGER

The Motorola MKM 7000 Console Alias Manager (CAM) manages the radio unit ID aliases that are displayed on MCC 7500 series consoles. It enables agencies that are sharing a radio system to make changes to the aliases that are displayed on their dispatch positions and logging recorders, without requiring a Network Manager Client at the dispatch center to manage aliases.

A typical dispatch console uses many types of aliases to make it easier for dispatchers to do their jobs by providing meaningful, descriptive names instead of numeric ID numbers for different resources on the console. For example, aliases are used for:

- Trunking talkgroups and conventional channels.
- Aux I/Os.
- Secure keys used for voice encryption.
- Frequencies on multi-frequency conventional channels.
- PL codes on conventional channels using PL.
- Preconfigured pages.
- Radio unit IDs (also called radio PTT IDs).

Most of these aliases are defined when the console is first installed and rarely or never change. But, radio unit IDs can change more often and thus need a way to easily make changes. The MKM 7000 Console Alias Manager satisfies this need.

The CAM supports aliases for radio unit IDs for ASTRO 25 trunking systems, ASTRO 25 conventional systems, MDC 1200 conventional systems, and Advanced SecureNet conventional systems. When SmartX site converters are used with SmartZone or SMARTNET systems, the CAM supports aliases for those types of radio unit IDs, as well. The CAM does not support aliases for systems connected via an ISSI link, neither will it support non-Motorola consoles connected via a CSSI link.

1.3 CENTRALIZED MKM 7000 EQUIPMENT LIST

1.3.1.1 Equipment List

QTY	Part Number	Description
1	BVN1013	MKM 7000 Console Alias Manager Software
1	TT2538	Z420 LOW TIER WORKSTATION WINDOWS 7
1	T7885	MCAFFEE WINDOWS AV CLIENT
1	DSRMP615A	SPD, TYPE 3, 120V RACK MOUNT, 15A P
1	DS019BLK	TECH GLOBAL 19IN LCD NON-TOUCH, BLACK

1.3.2 Standalone MKM 7000 Equipment List

1.3.2.1 Equipment List

QTY	Part Number	Description
1	BVN1013	MKM 7000 Console Alias Manager Software
1	TT2538	Z420 LOW TIER WORKSTATION WINDOWS 7
1	T7885	MCAFFEE WINDOWS AV CLIENT

1.4 LIST OF ASSUMPTIONS

Motorola has made several assumptions in preparing this proposal, which are noted below.

- EBRCSA would be responsible for coordinating with the dispatch agencies an agreed signed Method of Procedures for agencies to access the shared MKM 7000 Console Alias Manager server including the following:
 - Agencies would only make updates in their assigned folder.
 - Agencies would log off the web interface to the CAM server when not actively viewing or modifying aliases.
- EBRCSA would be responsible for adding new radio aliases to both the Master Site Provisioning Manager, and the centralized MKM 7000.
A Dispatch agency installing a standalone MKM 7000 Console Alias Manager server would have sufficient space, and power for the workstation.

STATEMENT OF WORK

2.1 GENERAL PROJECT RESPONSIBILITIES

This section describes the responsibilities of Motorola and EBRCSA for the two MKM7000 Console Alias Manager solutions offered in this proposal.

2.1.1 Centralized MKM 7000 Console Alias Manager Solution

The centralized MKM 7000 Alias Manager solution consists of installing and configuring one MKM 7000 at the Master Site. The MCC 7500 consoles across 25 EBRCSA dispatch centers will be redirected to receive alias information from the MKM 7000 at the Master Site.

Motorola Solutions Responsibilities

- EBRCSA Master Site.
 - Install of MKM 7000 Console Alias Manager Hardware and Software.
 - Update Master Site LAN switch configuration to enable network connection to the MKM 7000.
 - Export of aliases from Master Site Provisioning Manager.
 - Import of aliases to MKM 7000 Console Alias Manager.
 - Configure Master Site Provisioning Manager to point the EBRCSA MCC 7500 positions to the MKM 7000 Console Alias Manager as their alias source.
- Verify and test the Alias Management feature at 25 EBRCSA dispatch centers. Motorola will work closely with EBRCSA to determine the best time and approach for testing the operator positions at each dispatch center. Motorola assumes that the testing of each dispatch centers will be performed serially during a specific window of time.
- At each of the 25 EBRCSA dispatch centers, create an Internet Explorer bookmark and shortcut on the MCC 7500 Supervisor Workstation to the MKM 7000 Console Alias Manager internal login address for accessing the web interface to view and modify aliases.
- Provide training on MKM 7000 Console Alias Manager– User/Admin Training (4 hours) for 50 students. This training will occur in multiple sessions over two days at the Contra Costa Sheriff's dispatch training facility.
- Update site and system documentation.

EBRCSA Responsibilities

The responsibilities of the EBRCSA Project Team include:

- Provide a location with adequate space for the MKM 7000 Console Alias Manager hardware (workstation, monitor, keyboard and mouse) at the Master Site
- Provide adequate power for the MKM 7000 hardware at the Master Site.
- Assist with running an additional Ethernet cable from the Master Site LAN Switch to the MKM 7000 if necessary.
- Coordinate with Motorola to provide access to the MCC 7500 console positions for testing.
- Provide a training facility for the MKM 7000 class.



2.1.2 Local MKM7000 Console Alias Manager Solution

The local MKM 7000 Alias Manager solution consists of installing and configuring one MKM 7000 at a dispatch center. The MCC 7500 consoles at that dispatch center will be redirected to receive alias information from the MKM 7000.

Motorola Solutions Responsibilities

- Install of MKM 7000 Console Alias Manager Hardware and Software.
- Update dispatch LAN switch configuration to enable network connection to the MKM 7000.
- Export of aliases from Master Site Provisioning Manager.
- Import of aliases to MKM 7000 Console Alias Manager.
- Configure Master Site Provisioning Manager to point the EBRCSA MCC 7500 positions to the MKM 7000 Console Alias Manager as their alias source.
- Verify and test the Alias Management feature at the local operator positions. Motorola will work closely with EBRCSA to determine the best time and approach for testing the operator positions.
- Create an Internet Explorer bookmark and shortcut to the MKM 7000 Console Alias Manager internal login address on the Dispatch Supervisor's MCC 7500 for accessing the web interface to view and modify aliases.
- Provide training on MKM 7000 Console Alias Manager– User/Admin Training (4 hours). This training will be conducted on-site at the dispatch center.
- Update site and system documentation.

EBRCSA Responsibilities

The responsibilities of the EBRCSA Project Team include:

- Provide a location with adequate space for the MKM 7000 Console Alias Manager hardware (workstation, monitor, keyboard and mouse) at the Master Site
- Provide adequate power for the MKM 7000 hardware at the Master Site.
- Assist with running an additional Ethernet cable from the Master Site LAN Switch to the MKM 7000 if necessary.
- Provide a training location for the MKM 7000 class.

2.2 ONE-YEAR WARRANTY

This proposal includes a one-year warranty, which includes Infrastructure Repair with Advanced Replacement and Network Preventative Maintenance.

2.2.1 Infrastructure Repair

In the event the Motorola Local Service Provider finds a malfunctioning board/unit at the site location, the Motorola Local Service Provider will contact the System Support Center's Call Center to request a return authorization (RA) number. The Motorola Local Service Provider will remove the malfunctioning board/unit and ship to the Infrastructure Depot Operations Center (IDO) in Elgin, IL for repair.



Upon receipt of malfunctioning equipment, the Infrastructure Depot Operations (IDO) will fully system test and repair malfunctioning Motorola manufactured boards/units down to the component level utilizing automated test equipment. A system test is performed to ensure that all software and hardware is set to current customer configuration. If the unit is not manufactured by Motorola, the unit may be returned to the Original Equipment Manufacturer (OEM) for repair or other third party vendor for repair.

Once the equipment is received from the IDO, the Motorola Local Service Provider will either re-install the equipment or return to the customer's spare inventory.

2.2.2 Advanced Replacement

Upon availability, Motorola will send via overnight delivery service an advanced field replacement unit(s) (FRU) in exchange for your malfunctioning unit(s). Motorola's IDO will provide new or reconditioned units as FRU. Malfunctioning unit(s) are evaluated and repaired by the IDO and returned to the IDO's FRU inventory upon completion of repair.

2.2.3 Network Preventative Maintenance

The Network Preventative Maintenance provides an annual operational test to ensure your Equipment meets original manufacturer's specifications.



TRAINING

3.1 MKM 7000 CONSOLE ALIAS MANAGER (CAM) TRAINING DESCRIPTION

Duration:

4-hours.

Delivery Method:

ILT - Instructor-led training.

Target Audience:

Dispatch Console Operators, Supervisors, System Administrators, and Support Personnel.

Course Synopsis:

This course provides participants with an introduction MKM 7000 feature, its basic operation, recommendations and assistance in operation. Through facilitation and hands-on activities, the user learns how to perform common tasks associated with the console alias configuration.

Course Objectives:

- Understand a high level view of the system alias configuration.
- High-level overview of the customer system alias configuration.
- General console alias management requirements.
- Proper operating procedures the MKM 7000.

Recommended Prerequisites:

None.

Key Topics:

- Overview.
- Alias Options.
- Creating Alias Folders.
- Creating Trunked Unit Alises.
- Creating Conventional Unit Aliases.
- Working with Aux IOs.
- Troubleshooting.

PRICING SUMMARY

4.1 PRICING

Equipment and Services	Pricing
Centralized Console Aliasing Manager Solution - 25 Dispatch Centers	
Equipment Total	\$ 4,840.00
Equipment Discount	\$ 509.00
Equipment Total After Discount	\$ 4,331.00
Tax	\$ 422.27
Equipment Total	\$4,753.27
Systems Integration	\$ 104,829.00
Systems Integration Discount	\$ 19,031.00
Systems Integration After Discount	\$ 85,798.00
SYSTEM TOTAL	\$ 90,551.20
Individual Console Aliasing Manager - 1 Dispatch Center	
Equipment Total	\$ 2,965.00
Equipment Discount	\$ 321.50
Equipment NSAD	\$ 2,643.50
Tax	\$ 257.74
Equipment Total	\$ 2,901.24
Systems Integration	\$ 33,490.00
Systems Integration Discount	\$ 6,246.00
Systems Integration After Discount	\$ 27,243.00
SYSTEM TOTAL	\$ 30,144.30

4.2 PAYMENT TERMS

Please refer to Section 5: Contractual Documentation.



CONTRACTUAL DOCUMENTATION

Under Section 3.4 of the Communications System Agreement (CSA), dated July, 7, 2009, and extended July 6, 2012, between EBRCSA and Motorola (the “CSA”), EBRCSA may purchase additional goods and services from the CSA. Motorola’s proposal is based on the assumption that EBRCSA will use this right under Section 3.4 of the CSA for the proposed transaction. Therefore, EBRCSA may accept the proposal by either issuing a Purchase Order that refers to the CSA and the Motorola proposal, or by executing a Change Order to the current CSA. If you prefer the latter method, Motorola will gladly prepare the Change Order document for execution.





**East Bay Regional
Communications
System Authority**



Participating agencies include Alameda and Contra Costa Counties and the following cities and special districts: Alameda, Albany, Antioch, Berkeley, 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, Livermore Amador Valley Transit Authority, Moraga-Orinda Fire District, Rodeo-Hercules Fire District, San Ramon Valley Fire District, California Department of Transportation, Ohlone Community College District, Contra Costa Community College District, Dublin-San Ramon Services District and University of California, Berkeley

AGENDA ITEM 9.2

**AGENDA STATEMENT
BOARD OF DIRECTORS
MEETING DATE: October 24, 2014**

TO: Finance Committee
East Bay Regional Communications System Authority (EBRCSA)

FROM: Sheriff Ahern, Chair of the Board
East Bay Regional Communications System Authority

SUBJECT: Contract with CDx Wireless to Manage the Transition of the Cities of Oakland and Piedmont onto the EBRCSA System

RECOMMENDATIONS:

Adopt a Resolution approving a contract with CDx Wireless to facilitate the transition for the Cities of Oakland and Piedmont onto the EBRCSA system and authorize the Chair to sign and the Chair or the Executive Director to implement the Contract.

SUMMARY/DISCUSSION:

CDx Wireless entered into a contract with Contra Costa County to manage the transition of the users onto the EBRCSA system ("System"). CDx Wireless was selected through a competitive process managed by Contra Costa County. The contract with extensions was valued at over \$300,000 to manage the transition process. The scope included working with each agency to develop fleet maps and working with users in each zone of the system to manage their transition onto the System.

We have been working with the City of Oakland to obtain the authorization for the City to come on to the System. Given the large number of Oakland users (2,900), three dispatch locations for Police and Fire, and the City of Piedmont users (100) as well as the complexity of moving their

users from the current Oakland system, it is necessary to have a very detailed transition process that has a strong management presence. CDx Wireless proposed a plan similar to the process used for the initial EBRCSA transition. It includes a detailed project management plan (see attached: Fleetmapping and Transition Services for the Cities of Oakland and Piedmont) addressing all of the transition elements required to successfully bring the cities of Oakland and Piedmont onto the EBRCSA system. CDx Wireless has a long history and knowledge of the System and its users, making them the most qualified consulting firm to manage the transition. CDx Wireless is proposing a contract with a not to exceed amount of \$70,000. The funding for the project is available in the current budget.

RECOMMENDED ACTION:

It is recommended that your Board adopt a resolution approving the execution of a contract with CDx Wireless to manage the transition of the Cities of Oakland and Piedmont onto the EBRCSA system in an amount not to exceed \$70,000 and authorize the Chair to sign and the Interim Executive Director to implement the Change Order.

RESOLUTION NO. 14-___

**A RESOLUTION OF THE
EAST BAY REGIONAL COMMUNICATIONS SYSTEM AUTHORITY**

**RESOLUTION AUTHORIZING THE EBRCSA CHAIR TO EXECUTE, AND THE
CHAIR OR INTERIM EXECUTIVE DIRECTOR TO IMPLEMENT, AN AGREEMENT
WITH CDX WIRELESS FOR MANAGEMENT SERVICES IN CONNECTION WITH
THE TRANSITION OF THE CITIES OF OAKLAND AND PIEDMONT ONTO THE
EBRCSA COMMUNICATIONS SYSTEM**

WHEREAS, Contra Costa County contracts with CDx Wireless Services to manage the transition of users onto the EBRCSA communications system (“System”); and

WHEREAS, the EBRCSA is in the process of transitioning the Cities of Oakland and Piedmont, including Oakland Police and Fire Services, onto the System; and

WHEREAS, such transition is complex and requires a detailed plan and a strong management presence; and

WHEREAS, CDX Wireless is knowledgeable about the System and its users, and is highly qualified to assist the EBRCSA in this transition; and

WHEREAS, CDx Wireless has proposed providing management services for the transition for \$70,000; and

WHEREAS, funding is available in the current EBRCSA budget for these services.

NOW, THEREFORE, BE IT RESOLVED THAT, good cause appearing therefor, the Chair of the East Bay Regional Communications System Authority is authorized to execute, and the Chair or the Interim Executive Director is authorized to take such other and further action as necessary to implement, a transition management services Agreement with CDx Management Services in form approved by EBRCSA General Counsel, and in an amount not to exceed \$70,000.

On motion of xx, seconded by xx, the foregoing Resolution was passed and adopted this 24th day of October, 2014, by the following votes:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

2344873.1

ATTEST: _____
Heather Tannehill-Plamondon, Secretary

East Bay Regional Communications System Authority



Fleetmapping and Transition Services
for the Cities of Oakland and Piedmont

September 29, 2014

Presented by:



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September 29, 2014

Mr. Bill McCammon
East Bay Regional Communications System Authority
4985 Broder Blvd
Dublin, California, 94568

RE: Cities of Oakland and Piedmont Transition onto EBRCS

As the individual authorized to contractually obligate and negotiate for CDX Wireless, I am pleased to present our proposal for providing services to aid the Cities of Oakland and Piedmont transition its public safety communications onto the East Bay Regional Communications System Authority's (EBRCSA's) Project 25 Trunking Network. CDX Wireless proposes staff members that are local to the East Bay Area and specialists in trunked radio networks. Our team has significant knowledge and expertise to develop channel layouts and programming templates that will facilitate daily operability and interoperability while allowing for future growth. Additionally our staff is well versed in developing the planning necessary to ensure a smooth migration from Oakland's current system to the regional EBRCS system.

The staff of CDX Wireless has a proven track record of system analysis, planning, and implementation of large-scale communications systems and has completed numerous projects in the field of public safety radio communications including projects for trunked systems at the regional and county-wide levels. Included in this proposal are descriptions of successful prior projects and our reference clients including several from Northern California and the San Francisco Bay Area. Our references show that we are committed to Northern California and have pertinent local knowledge that will facilitate an effective fleetmap for EBRCSA's P25 Trunking Network.

Our approach includes four discrete phases to ensure. After developing and confirming our detailed Project Management Plan, we will begin by reviewing organizational, operational, and technical inventories, plans, and policies that exist for the participating Cities of Oakland and Piedmont Departments. We will then hold panel discussions to both educate agency representatives about EBRCS, trunking and the impact of fleetmaps as well as to gather additional organizational, operational, and technical details. We will then develop and refine a draft and final version of the Cities of Oakland and Piedmont Channel Layouts, all with oversight and approval from EBRCSA personnel. Our technical skills will ensure development of a fleetmap that matches the capabilities of the EBRCSA system, while our people skills will help to translate user needs and operational requirements into a set of talkgroups and mnemonics that allow easy daily and incident-driven communications. We understand the work that needs to be done and are EBRCSA's low risk option to completing the project.



We thank you for the opportunity to participate in this Fleetmapping and Transition Project. We look forward to hearing from you and discussing the attached proposal further. If you have any questions please feel free to contact me at bob.simmons@cdxwireless.com or at (925) 218-4213.

Sincerely,

Robert Simmons
Principal
CDX Wireless Inc.
4900 Hopyard Road, Suite 100
Pleasanton, CA 94588

1. Project Background and Objectives

Fleetmapping is the process of analyzing the operational requirements of the users and converting them into a configuration for the P25 trunking infrastructure and subscriber equipment. The fleetmap expresses details about the user groups and their makeup; as well as the features, functionality, and priority levels of the users; in a set of talkgroups with attributes such as mnemonic names, ID's, operational (site) areas, priorities, and special capabilities such as encryption and scan lists.

Our proposed project team has the skills to develop a fleetmap that matches the operational needs of Cities of Oakland and Piedmont users while matching the technical capabilities of the EBRCSA trunking network. Together with the resources of EBRCSA, our team and our approach will meet this project's objectives of:

- Integrating the Cities of Oakland and Piedmont into the EBRCS common fleetmap structure to provide communications services across Alameda and Contra Costa counties.
- Finalize a common regional fleetmap that EBRCSA can use to facilitate its interoperability of all agencies and to also plan, design and allow for future growth.

2. Qualifications

2.1 *Overview of Our Firm*

CDX Wireless is a consulting firm that is based in the East Bay and that is dedicated to improving public safety communications and interoperability. Our company was formed to provide technology consulting solutions that meet our clients' needs quickly, accurately, and cost effectively. Our business model focuses on maintaining a small core team of highly-trained individuals to assess our client's technical, functional, and operational needs and to design cutting-edge solutions that fulfill technical and business requirements.

CDX Wireless emphasizes industry awareness, increasing client understanding, and being responsive to client needs. The staff of CDX Wireless has an average of approximately 20 years of experience in deploying major communications systems, interoperability programs and strategies in some of our nation's most vulnerable areas, including urban areas such as the San Francisco Bay Area, and the Chicago Metropolitan area of Illinois, as well as rural areas such as Northern California and Minnesota.

We at CDX Wireless take great pride in providing clients with advanced analysis and planning capabilities in communications technologies including the fleetmapping of Project 25 trunking systems. We stand ready and are uniquely qualified to assist EBRCSA in its P25 fleetmap development. Our deep technical skills, our prior experience, and our disciplined approach constitute the best capabilities available to assist EBRCSA in its quest for improved communications. CDX Wireless will provide EBRCSA more than just a set of data; we will deliver critically-needed insight that will meet the operational, organization, and technical needs impacts of the EBRCSA user agencies.

Essential to the success our staff has delivered in our past projects is their ability to be professional, flexible, responsive, and, above all, focused on a project's objectives. We recognize the value to being prepared with local background knowledge, to listening to all vested parties, to researching alternatives, and to working within the team to reach consensus that meets functional and operational needs. A core competency of CDX Wireless is our ability to forge a partnership between many end-user agencies, vendors, and project team members to deliver on the paramount goal of ensuring that systems are deployed and configured to meet requirements for performance, schedule, cost, and quality.

2.2 *Our Proposed Project Staff*

We have compiled a team with experiences and skills that specifically meet the needs and requirements of the project and that will bring the necessary expertise in the EBRCSA network and P25 fleetmapping. This team includes Mr. Bob Simmons, a CDX Wireless Principal, who will serve as Project Manager and who will conduct the majority of the project activities described below in our Proposed Project Approach. It also includes Mr. Sam Bellow who will act in a Project Technology Support capacity. Both of these individuals are local to the Bay Area, are familiar with the region's strategic plan and communications challenges, and have experience in P25 fleetmap development. We are confident this team can work quickly towards completing project milestones in an efficient manner. We also feel that this team brings a unique ability to distill and explain complex information in a manner that is easy to comprehend and easy to implement, thereby increasing your understanding and effectiveness. Summaries of the backgrounds of our key team members are included below while full resumes are included in Appendix A.

2.2.1 *Mr. Bob Simmons, Project Manager*

As Project Manager, Mr. Simmons will have overall project management responsibilities. He will also conduct the majority of organization, operational, and technical analysis that will support his role in leading the development of the fleetmap. He has over 23 years of experience in land mobile radio systems and their application, including 19 years of employment at a large telecommunications equipment manufacturer and system integrator where he designed and implemented many of radio and microwave systems currently deployed in Northern California. He is an active participant in the Association of Public Safety Communications Officials (APCO) and has delivered presentations at its Northern California (NAPCO) chapter. His representative accomplishments include:

- Served as Project Manager and Technology Lead for the development of a public safety communications interoperability strategic plan for the San Francisco Bay Area Super Urban Area Security Initiative (SUASI) region. For that project, Mr. Simmons lead the assessment of the region's current communications assets, the collection of user operational and technical requirements, and the development of a gap-analysis and plan to describe methods, including specific system architectures, to achieve the region's goal for communications interoperability. The resulting Strategic Plan is currently being used in the development of the region-wide P25 BayRICS system and helped promote the composite local systems such as EBRCS.
- Developed numerous fleetmaps for various clients during the course of their system deployments including: Alameda County, the Cities of Fremont and Union City (upon joining the Alameda County system), San Mateo County Sheriff, Kauai County, UNOCAL, and Hewlett-Packard. For these projects, Mr. Simmons combined his skills in technology and radio operations to produce fleetmaps that allow efficient daily-operation and exception (incident-driven) communications.
- Served as technical subject matter expert regarding APCO Project 25 700 MHz trunked radio systems and led the design effort for the Silicon Valley Radio Communications Project. This included the development of functional specifications for later inclusion into a Request for Proposals.
- Served as the Technology Lead for the Northern Planning Area of CA (NPAC) Regional Interoperability Plan. The study provided a 5-year plan, which identified the funding sources for improving operability and interoperability. In addition, a region-wide Tactical interoperable Communications Plan (TICP) was developed.
- Served as the Project Manager for developing a spectrum repacking plan for Northern California's Region 6 700 MHz Regional Planning Committee. The purpose of the plan was to "repack" allocations away from mountainous, minimally populated counties (especially those that are not yet making significant use of any available 800 MHz spectrum) and to those areas with a greater need (primarily the Bay Area and Sacramento). Tasks required for this effort included a review of the CAPRAD database to understand current channel allotments, development of co-channel and adjacent channel contours for use in determining minimum spacing between channel users, and finally the development of the channel allotment plan. It was during this project that Mr. Simmons became intimately familiar with broadband technologies and their possible application in the 700 MHz band. As the EBRCSA is well aware, the 700 MHz landscape is continually shifting and understanding the various technologies and their applicability to public safety operation was critical in providing guidance to the Region 6 committee.
- Served as a Project Engineer and Engineering Manager at a large public safety equipment manufacturer and system integrator where he oversaw the development, deployment, and on-

going support of many Northern California radio systems including previous systems for Alameda County and the City of Fremont. Other representative systems include those deployed at San Mateo County, Santa Clara Valley Transit Authority, the City and County of San Francisco, San Joaquin County, City of Roseville, AC Transit, the City of San Jose, Union City, and many other counties and municipalities in Northern California and Hawaii.

In summary, Mr. Simmons is a public safety communications expert that brings knowledge of the local communications assets and practices of the EBRCSA area, experience in Project 25 fleetmapping and a view to the role that EBRCS will have on interoperability in the Bay Area.

2.2.2 *Mr. Sam Bellow, Project Technology Support*

Mr. Bellow will provide support to Mr. Simmons in the analysis of organization, operational, and technical issues relating to the EBRCSA P25 fleetmap. He will also provide support of our user-group-outreach and fleetmap-creation activities. His experience includes over 20 years in telecommunications planning, design, and radio frequency/network engineering. He is both a member and active participant in associations such as the Association of Public Safety Communications Officials (APCO). He has provided key technical, operational, and organizational support and management to numerous public safety and critical infrastructure clients such as San Mateo County, Butte County and the Silicon Valley Regional Communications System.

Personal references for both Mr. Simmons' and Mr. Bellow's accomplishments on these and other projects are available on request.

2.2.3 *Additional Project Support*

Our project team will receive the full project support of additional resources from CDX Wireless. Such project support will be drawn upon for administrative support as well as their considerable knowledge in the technology of land mobile radio communications and their applications to EBRCSA's fleetmapping needs.

3. Project Plan

CDX Wireless has prepared a detailed Project Plan for the development of the P25 Fleetmap for EBRCSA. This section of our proposal includes a summary of our approach and the assumptions we have made regarding resources to be provided by EBRCSA. Detailed descriptions of the tasks and activities we will complete in the execution of this Project Plan are included in the following section; Section 4, "Project Approach"; of this proposal. Section 5, "Project Timeline", includes a detailed project schedule that shows the start, duration, end, and relations of each task and activity.

3.1 *Summary of Approach*

Our approach, as detailed in the following section of this proposal, will help EBRCSA accomplish this project's objectives through the following activities:

1. Task 1: Create Project Management Plan: Our team will develop and confirm a Project Management Plan that will define schedule, milestones, roles, responsibilities, and project tracking and reporting mechanisms.
2. Task 2: Gather Background Data: Our team will conduct the following activities to develop a full understanding of the operational situation of EBRCSA agencies:
 - a. Capture the organizational structure, radio communications requirements and patterns of EBRCSA agencies, identifying the different roles, operational tasks and positions within the organization.
 - b. Analyze the organizational structure and operational procedures of EBRCSA agencies to identify the communication modes and shared resources, which will enable EBRCSA agencies to best carry out their operations.
3. Task 3: Transition team Development: CDX Wireless will lead the effort to develop and establish a transition team for the Cities of Oakland and Piedmont. This transition team will serve as the main body for transition and migration related issues for those departments coming onto the EBRCS. The transition team will have a representative from each major department as needed or appropriate, with the transition team serving as the focal point to ensure that their respective departments needs are represented in transition planning for the Cities of Oakland and Piedmont.
4. Task 4: Conduct Trunking Workshops: Our team will prepare and deliver educational and outreach workshops to inform Cities of Oakland and Piedmont departments of the operations of trunking and to gather information on their requirements for EBRCS to support their operating scenarios. This will include dialogues that take into account current and proposed operating procedures, command and control, user expectations, inter-operability, current communications problems, contingency planning and future expansion.
5. Task 5: Prepare Draft Fleetmap: Our team will work with the Cities of Oakland and Piedmont departments in workgroups to develop a draft of the fleetmap that will be a detailed and operationally effective representation of all talkgroup types (standard, announcement, legacy, special event and emergency, training and spare). We will incorporate the information background data and draw upon the stakeholders to represent their operational requirements and the knowledge of trunking gained in Task 4. The result will be a draft fleetmap that contains the talkgroups and related parameters such as:
 - a. Mnemonic names of the talk groups
 - b. Proposed regional talk group numbering scheme
 - c. Operational geographical area of each talk group
 - d. Subscriber talk group priorities
 - e. Special talkgroup attributes such as Encryption, or Slaved Scan Lists, etc
6. Task 6: Finalize Fleetmap: Our team will review the draft fleetmap with Cities of Oakland and Piedmont stakeholders and EBRCSA to confirm and refine it as is needed by technical and operational requirements. We will also develop templates for each Oakland department participating in the EBRCSA. The templates will be spreadsheet forms that detail where talkgroups and/or channels are located in a particular radio (by zone and mode position).

3.2 *Assumptions*

The following assumptions have been used in the development of our Project Approach as described in the following proposal section.

1. The EBRCSA shall designate an individual to serve as the primary Point of Contact (POC) representing the EBRCSA. The POC will be authorized to make decisions on behalf of the EBRCSA and to provide direction to the CDX Wireless Project Manager as needed. This level of authority is needed to help ensure that the project can be completed within the desired time frame.
2. The participating departments for the Cities of Oakland and Piedmont are:

1) Oakland Police Department	4) Piedmont Fire Department
2) Oakland Fire Department	5) Oakland Public Works Department
3) Piedmont Police Department	
3. The duration of CDX Wireless' activities associated with Tasks 1 - 7 as described above, is from November 1, 2014 and a stop date of August 30, 2015.
4. The Cities of Oakland and Piedmont will provide required documentation (e.g. existing fleetmaps, organizational charts, programming templates, etc.) in a timely manner that is consistent with the agreed upon schedule.
5. The EBRCSA POC shall grant the required site access and credentials to allow CDX Wireless representatives to work on-site, when needed.
6. Completing the project in a timely manner will require a rigorous deliverable and review process. We assume that the following process shall be employed:
 - a. The CDX Wireless Project Manager shall submit the specified deliverables to the EBRCSA POC for dissemination and review.
 - b. Comments on a deliverable will be submitted to the EBRCSA POC who shall develop one set of coordinated comments for presentation to the CDX Wireless Project Manager. If the EBRCSA POC has not provided comments on the revised draft within five business days, the deliverable shall be considered acceptable and complete.
 - c. The consolidated comments for each deliverable shall be submitted to the CDX Wireless Project Manager within five business days of receipt of the draft deliverable.
 - d. An acceptance certificate shall be submitted with each final deliverable for the EBRCSA Point of Contact's signature.

4. Technical Approach

4.1 *Task 1 – Create Project Management Plan*

As the initial task of this project, CDX Wireless' staff will work closely with the EBRCSA to create and confirm a Project Management Plan that includes a Master Project Schedule. The Plan will be presented and discussed at a Project Kickoff Meeting that will be attended by the CDX Wireless and EBRCSA Project Managers. The Project Managers will discuss any modifications viewed as necessary to the Project Plan and CDX Wireless will edit the Plan per any mutual agreements. Following the incorporation of edits made by CDX Wireless, this Plan will be presented for review and approval to the EBRCSA Project Manager.

Upon acceptance of the Project Management Plan and for the duration of the project, project review briefings will be conducted on an every-other-week basis with the EBRCSA Project Manager to discuss overall progress against project schedule, status of interim and major milestones, and any known or anticipated variances, project risks, unresolved issues and open action items. In addition, a twice-monthly (the 1st and 15th of each month) status report will be presented to the EBRCSA Project Manager to provide general updates and critical project communication.

Deliverable 1

Deliverable 1 shall be a Project Management Plan that includes a Master Project Schedule.

One copy of the Project Management Plan shall be delivered in bound hardcopy format.

4.2 *Task 2 –Data Gathering*

Task 2 consists of gathering data on existing organizational structures. This task commences by reviewing existing organizational charts and fleetmaps provided by the various agencies to the CDX Wireless project team. It is expected that the information depicted on the organization charts and fleetmaps shall be of sufficient granularity to allow CDX Wireless to see the size, scope, mission and distinctions of and between the various agencies and groups.

This includes conducting an inventory of existing fleetmaps and templates for trunking systems throughout the EBRCSA Region. The vast majority of these trunking systems have been in place and operational for a number of years and should have well established Fleetmapping practices. The agencies with existing trunked systems include:

1. Alameda County and its subscribing agencies
2. Cities of Livermore and Pleasanton
3. City of Richmond and its subscribing agencies

For those agencies that do not have existing trunking systems, an inventory of organizational charts depicting the various relationships within the agencies' departments shall be used as a starting template to better understand the size, distribution, mission, and overall structure of the various departments. Any existing conventional templates that the agencies use should also be delivered with organizational charts. Once all materials have been gathered, CDX Wireless will then analyze the information received to develop an operational picture for the region highlighting commonalities between the various agencies in

the region and their requirements. The focus of this analysis shall be to understand how these various sets of users differentiate their operations and the extent to which the organization serves and/or dictates how and when they communicate.

Deliverable 2

The analysis and information gathered during this phase will be consolidated in an "Organization and Requirements Summary Report". The Organization and Requirements Summary Report shall be an analysis of the organizational structures and current fleetmaps in use in the region. This report will guide the design and delivery of the Fleetmap for EBRCSA subsidiary systems.

This report shall be delivered in electronic format (i.e. Adobe PDF).

4.3 *Task 3 – Transition Team Development*

CDX Wireless will work with the EBRCSA to recommend appropriate City of Oakland personnel for an organizational structure which will effectively manage the implementation of the system migration. The organizational structure, known as the Transition Team, shall also include responsibilities for the appointed personnel.

CDX Wireless will establish baseline project management processes, including project meeting minutes and reports.

CDX Wireless will establish a baseline project management process that focuses on communications and consensus building for the implementation phase. Working with the Transition Team, CDX Wireless will develop migration and cutover scenarios for each participating department. The scenarios will include schedules accounting for the various resources available as well as particular channels or systems that must be maintained throughout the duration of the migration and cutover.

4.4 *Task 4 –Trunking Workshops*

Task 4 consists of developing and conducting a Trunking Workshop designed to educate the City of Oakland and Piedmont representatives on Project 25, Trunking, Fleetmapping, and the impacts of the various features and functions available in today's P25 trunked networks.

The workshop shall consist of a facilitated presentation consisting of the following topics:

- Project 25 Overview
- Trunking Overview
- Project 25 Trunking Features and Functions
- Fleetmapping Process

As part of the delivery of each presentation, our team will solicit and record initial inputs regarding user requirements for the EBRCSA P25 fleetmap. We will gather such inputs from the attendees as they state their operational procedures and requirements for daily-use and incident-driven communications.

Each presentation and subsequent discussion is anticipated to take 2 hours. Time shall be allotted for breaks. The EBRCSA POC shall have the responsibility for setting up meeting rooms and other logistics.

The EBRCSA POC shall ensure that operational as well as technical personnel are represented in the workshops and that a broad mix of disciplines (Law, Fire, EMS, Public Service, etc.) are included in the workshop process.

Deliverable 4

Deliverable 3 shall be a PowerPoint presentation providing an overview of: Project 25, Trunking, the Fleetmapping Process, and Project 25 features and functions. This task shall be considered complete when the presentation is given at each of the Trunking Workshops listed in Table 1, above.

This presentation shall be delivered in an electronic format (e.g. Adobe PDF or Microsoft PowerPoint).

4.5 *Task 5 –Draft Fleetmap and Templates*

Task 4 consists of several working sessions designed to build upon skills learned in the Trunking Workshops in Task 3 to collaboratively create a draft fleetmap. To prepare for these development working sessions, we will prepare a “baseline” draft that draws upon the data gathered in Task 2 and the comments collected in Task 3. This “baseline” draft will be shared in these development working sessions that will be held 1-2 weeks after the Trunking Workshops. This will allow participants to see how their organizations may be affected by trunking operations and bring those ideas and concerns to these fleetmap working sessions. The CDX Wireless team and department representatives shall work during the session to develop a draft base fleetmap for its particular department.

Each working session is anticipated to take 3 hours. Time shall be allotted for breaks. To develop the draft fleetmap, the CDX team will pose operational scenarios to draw out daily-use and incident-driven requirements for communications such as:

- How well do the current channel/talkgroup assignments meet operational needs and what improvements can be made
- Who should talk to whom at both the working-officer level and the command levels
- Who should not talk to whom
- What different requirements exist for communications within an agency and across agencies
- What levels of interoperability are required/expected for agencies outside of EBRCS (i.e., mutual aide)
- What are the special communications requirements for known incidents such as planned festivals, sporting events, etc
- What are the special communications requirements that are anticipated for un-planned response incidents

The EBRCSA POC shall have the responsibility for setting up meeting rooms and other logistics for each region.

The EBRCSA POC shall ensure that operational as well as technical personnel are represented in the working sessions and that a broad mix of disciplines (Law, Fire, EMS, Public Service, etc.) are included in the development process.

CDX Wireless shall take information gathered from each of the working sessions and develop a regional fleetmap incorporating each agency's requirements.

Deliverable 5

Deliverable 5 shall be a draft version of the EBRCSA Fleetmap. The fleetmap shall incorporate the following information:

- a. Mnemonic names of the talk groups
- b. Proposed regional talk group numbering scheme
- c. Operational geographical area of each talk group
- d. Subscriber talk group priorities
- e. Special talkgroup attributes such as Encryption, or Slaved Scan Lists, etc.

The draft Fleetmap deliverable shall also incorporate templates for individual mobile and portable radios. The template will depict in tabular form the Talkgroup or Channel Name in each mode of the particular radio. Features such as Encryption, Telephone Interconnect, and other capabilities will be captured in the template. A maximum of four templates per discipline (Law, Fire, EMS, and Public Service) will be developed for each agency.

The draft fleetmap and templates shall be depicted in a tabular spreadsheet format and shall be delivered in an electronic format (e.g. Adobe PDF or Microsoft Excel). A sample template is included in Appendix C.

4.6 *Task 6 – Final Fleetmap and Templates*

Task 5 consists of reviewing the draft fleetmap with the EBRCSA and soliciting feedback on any proposed changes from a regional perspective. Any feedback received from the review shall then be incorporated and reformatted to produce the final version of the Fleetmap.

Deliverable 6

Deliverable 6 shall be final version of the Regional Fleetmap. The Fleetmap shall incorporate the following information:

- a. Mnemonic names of the talk groups
- b. Proposed regional talk group numbering scheme
- c. Operational geographical area of each talk group
- d. Subscriber talk group priorities
- e. Special talkgroup attributes such as Encryption, or Slaved Scan Lists, etc.

The Fleetmap deliverable shall also incorporate templates for individual mobile and portable radios. The template will depict in tabular form the Talkgroup or Channel Name in each mode of the particular radio. Features such as Encryption, Telephone Interconnect, and other capabilities will be captured in the template. A maximum of four templates per discipline (Law, Fire, EMS, and Public Service) will be developed for each agency.

The Fleetmap shall be depicted in a tabular spreadsheet format and shall be delivered in an electronic format (e.g. Microsoft Excel and Adobe PDF).

4.7 *Project Closure*

Following completion of Tasks 1 – 6, CDX Wireless will ensure that all deliverables and interim documents (those that were developed or collected to support the deliverables) are transferred in their final versions to EBRCSA.

5. Project Timeline

The period of performance for Tasks 1 through 6 of this Statement of Work will be from November 1, 2014 to August 30, 2015. Descriptions of the individual tasks are included in the above section describing our Technical Approach. If necessary, CDX Wireless will develop a Project Schedule and revise this Project Timeline and Schedule of Deliverables as part of our Project Plan but we anticipate that it will be based on the dates included in Table 1- Deliverable Summary.

6. Project Deliveries

The following table summarizes our project deliverables. Descriptions of the deliverables, as well as of the tasks we will execute to prepare them, are included in Section 4, "Project Approach", above.

Task	Deliverable
1	Project Management Plan
2	Draft Fleetmap
3	Organization and Requirements Summary Report
4	Fleetmapping Workshop Presentation
5	Final Fleetmap

Table 1- Deliverable Summary

7. Post Delivery Support

CDX Wireless remains committed to the EBRCS and can provide post-delivery support on a time and materials basis as it progresses through its system and fleetmap implementation. Any support provided post-delivery would be based on a \$200 per hour rate. CDX Wireless is based in the East Bay and can attend meetings as required, provided advanced notice. CDX Wireless is also skilled in other areas of P25 system deployment such as coverage testing, system acceptance testing, and other system validation and implementation services.

8. Cost Proposal

In full consideration for the complete performance of the services in accordance with the specifications agreed under this Statement of Work for the specified period of performance (November 1, 2014 – August 30, 2015), the EBRCSA shall pay CDX Wireless the firm fixed fee of \$70,000 expenses included. CDX Wireless will invoice the Client as outlined in Table 2 below; with payment due in 30 calendar days from invoice date.

Task	Deliverable	Invoice Amount
1	Project Management Plan	\$70,000
2	Draft Fleetmap	
3	Organization and Requirements Summary Report	
4	Fleetmapping Workshop Presentation	
5	Final Fleetmap	
	Total	\$70,000

Table 2 - Invoice Summary



East Bay Regional Communications System Authority



Participating agencies include Alameda and Contra Costa Counties and the following cities and special districts: Alameda, Albany, Antioch, Berkeley, 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, Livermore Amador Valley Transit Authority, Moraga-Orinda Fire District, Rodeo-Hercules Fire District, San Ramon Valley Fire District, California Department of Transportation, Ohlone Community College District, Contra Costa Community College District, Dublin-San Ramon Services District and University of California, Berkeley

AGENDA ITEM 9.3

AGENDA STATEMENT BOARD OF DIRECTORS MEETING MEETING DATE: October 24, 2014

TO: Board of Directors
East Bay Regional Communications System Authority (EBRCSA)

FROM: Sheriff Ahern, Chair of the Board
East Bay Regional Communications System Authority

SUBJECT: Consider Approval of the EBRCSA Board and Committee Meeting Schedule

RECOMMENDATIONS:

Adopt a Resolution rescinding Resolution No. 13-14 and approving changes to the EBRCSA Board and Committee Meeting Schedule with regard to time and place of regular meetings.

SUMMARY/DISCUSSION:

Pursuant to the JPA Agreement for the EBRCSA, Section 6 Administration, b Meetings, 1, Regular Meetings, the Board must annually adopt a resolution to set the number, date, time and location of the Regular Meetings for the Board. The Board is required to meet a minimum of one time per year. Following the schedule from 2014, we propose the following:

The fourth Friday of January, 10:00a.m., Dublin
The fourth Friday of April, 10:00a.m., Dublin
The first Friday of June, 10:00a.m., Dublin
The fourth Friday of October, 10:00a.m., Dublin

We propose that all of the meetings be held in Dublin due to the accommodations for parking as well as the audio and video capabilities of the meeting space.

The Finance and Operations Committee Meetings will be held on the same quarterly schedule as the Board Meetings.

Special Meetings will be scheduled as needed.

RECOMMENDED ACTION:

It is recommended that your Board adopt a resolution rescinding the prior meeting times and places and approving a quarterly meeting schedule for the EBRCSA Board and its committees.

2344666.1

RESOLUTION NO. 14-___

**A RESOLUTION OF THE
EAST BAY REGIONAL COMMUNICATIONS SYSTEM AUTHORITY**

**RESOLUTION RESCINDING RESOLUTION NO. 13-___ AND APPROVING THE
EBRCSA BOARD OF DIRECTORS AND BOARD COMMITTEE MEETING
SCHEDULE AND LOCATION FOR CALENDAR YEAR 2015**

WHEREAS, the EBRCSA Joint Exercise of Powers Agreement requires the EBRCSA Board of Directors to set the date, hour and location of its regular meetings by resolution; and

WHEREAS, on October 18, 2013, the Board adopted Resolution No. 13-___, establishing a schedule and location for its regular meetings and the regular meetings of its Operations and Finance Committees for calendar year 2014; and

WHEREAS, the Board desires to establish a schedule and location for its regular meetings and the regular meetings of its Operations and Finance Committees for calendar year 2015.

NOW, THEREFORE, BE IT RESOLVED as follows:

Section 1. Resolution No. 13- 14 is hereby rescinded.

Section 2. The EBRCSA Board of Directors shall hold its regular meetings in 2015 at the Alameda County Office of Homeland Security and Emergency Services, 4985 Broder Boulevard, Dublin, California 9556 (“Dublin”) as follows:

The fourth Friday of January at 10:00 a.m.,
The fourth Friday of April at 10:00 a.m.,
The first Friday of June at 10:00 a.m., and
The fourth Friday of October at 10:00 a.m.

Section 3. The Board Operations Committee and the Board Finance Committee meetings will be held on the same quarterly schedule as the Board meetings, and at the same location.

Section 4. Special meetings pursuant to the Ralph M. Brown Act will be scheduled as needed.

Section 5. Notice of all meetings shall be posted on the EBRCSA web site.

On motion of xx, seconded by xx, the foregoing Resolution was passed and adopted this 24th day of October, 2014, by the following votes:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

ATTEST: _____
Heather Tannehill-Plamondon, Secretary

2344904.1



East Bay Regional Communications System Authority



Participating agencies include Alameda and Contra Costa Counties and the following cities and special districts: Alameda, Albany, Antioch, Berkeley, 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, Livermore Amador Valley Transit Authority, Moraga-Orinda Fire District, Rodeo-Hercules Fire District, San Ramon Valley Fire District, California Department of Transportation, Ohlone Community College District, Contra Costa Community College District, Dublin-San Ramon Services District and University of California, Berkeley

AGENDA ITEM 9.4

AGENDA STATEMENT BOARD OF DIRECTORS MEETING MEETING DATE: October 24, 2014

TO: Board of Directors
East Bay Regional Communications System Authority (EBRCSA)

FROM: Sheriff Ahern, Chair of the Board
East Bay Regional Communications System Authority

SUBJECT: Consider Selection of a Board Chair and Alternate Chair for 2015

RECOMMENDATIONS:

By motion, select the EBRCSA Board Chair and Alternate Chair for 2015

SUMMARY/DISCUSSION:

Pursuant to the JPA Agreement for the EBRCSA, Section 6 Administration, c Procedures, item 1 the Board shall elect annually a Chair from among its membership to preside at its meetings.

Historically this Board has also selected an Alternate Chair, which is permissible under the same section that states the Board may elect such other officers as deemed necessary or convenient to conduct the affairs of the Authority.

RECOMMENDED ACTION:

It is recommended that your Board select a Chair and an Alternate Chair for 2015.

2344667.1



East Bay Regional Communications System Authority



Participating agencies include Alameda and Contra Costa Counties and the following cities and special districts: Alameda, Albany, Antioch, Berkeley, 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, Livermore Amador Valley Transit Authority, Moraga-Orinda Fire District, Rodeo-Hercules Fire District, San Ramon Valley Fire District, California Department of Transportation, and University of California, Berkeley

AGENDA ITEM 9.5

AGENDA STATEMENT BOARD OF DIRECTORS MEETING MEETING DATE: October 24, 2014

TO: Board of Directors
East Bay Regional Communications System Authority (EBRCSA)

FROM: Sheriff Ahern, Chair of the Board
East Bay Regional Communications System Authority

SUBJECT: Consider Approval of a Second Amendment to Standard Services Agreement with Heather Tannehill-Plamondon for Administrative Support to the EBRCSA and Authorization of its Execution and Implementation

RECOMMENDATIONS:

Adopt a Resolution approving a Second Amendment to the Standard Services Agreement with Heather Tannehill-Plamondon to provide administrative support to the EBRCSA and authorizing the Chair to sign the agreement and the Chair or Interim Executive Director to implement the agreement.

SUMMARY/DISCUSSION:

The EBRCSA was formed as a joint powers authority which has very specific administrative requirements under state statute. The EBRCSA must meet all Brown Act requirements and is required to follow all FPPC filing rules and regulations followed by cities and counties. The administrative responsibilities include reviewing staff reports, preparing agendas and minutes for the meetings of the Board, and the Operations and Finance Committees, posting all documents on the web site, and keeping the web site up to date. Additional responsibilities include tracking the FPPC compliance of Directors, Alternates, and Consultants, and the filing of over 50 FPPC documents each year, as well as providing general administrative support to the Executive Director of the EBRCSA. During FY13/14 Heather Tannehill-Plamondon provided these services under a standard services agreement. The proposed Second Amendment would extend the term of Heather's services through FY 14/15

Heather's billing rate is \$70 per hour. Based on the hours that Heather dedicated to the EBRCSA last year, it is anticipated that her services will be needed on average about 8-10 hours per week. The work load is not consistent over the month; as we move closer to the Board and Committee meetings, the work load increases, and in months where we have no Board or Committee meetings, there is very little work.

The 2014-2015 budget for the EBRCSA proposes budgeting \$40,000 for the year to cover administrative support. Given last year's experience with Heather's time, this amount should be sufficient to cover Heather's time.

RECOMMENDED ACTION:

It is recommended that your Board adopt a resolution approving a Second Amendment to the Standard Services Agreement with Heather Tannehill-Plamondon to provide administrative support to the EBRCSA and authorizing the Chair to sign and the Chair or Interim Executive Director to implement the amendment.

2345196.1

RESOLUTION NO. 14-___

**A RESOLUTION OF THE
EAST BAY REGIONAL COMMUNICATIONS SYSTEM AUTHORITY**

**RESOLUTION APPROVING A SECOND AMENDMENT TO STANDARD SERVICES
AGREEMENT WITH HEATHER TANNEHILL-PLAMONDON FOR
ADMINISTRATIVE SUPPORT SERVICES, AND AUTHORIZING THE CHAIR TO
EXECUTE AND THE CHAIR OR INTERIM EXECUTIVE DIRECTOR TO
IMPLEMENT SUCH AMENDMENT**

WHEREAS, as of July 1, 2012, the East Bay Regional Communications System Authority (“EBRCSA”) entered into a Standard Services Agreement (“Agreement”) with Heather Tannehill-Plamondon for administrative support services including the preparation of agendas and minutes for meetings of the EBRCSA Board of Directors, the Operations Committee and the Finance Committee; Brown Act and Political Reform Act compliance; and general administrative assistance to the Executive Director; and

WHEREAS, as of June 21, 2013, the EBRCSA and Heather Tannehill-Plamondon entered into a First Amendment to the Agreement to extend the term through Fiscal Year 2013-2014, at the consultant rate of \$70 per hour, for a total amount not to exceed \$40,000; and

WHEREAS, the EBRCSA desires to further extend the term of the Agreement to provide for services through Fiscal Year 2014-2015, at the consultant rate of \$70 per hour, for a total amount not to exceed \$40,000; and

WHEREAS, Heather Tannehill-Plamondon is willing to provide such services through such term at such compensation.

NOW, THEREFORE, BE IT RESOLVED THAT, good cause appearing therefor, the Board of Directors of the East Bay Regional Communications System Authority hereby: (1) approves a Second Amendment to the Standard Services Agreement with Heather Tannehill-Plamondon, extending the term thereof through Fiscal Year 2014-2015 at an amount not to exceed \$40,000; and (2) authorizes the Chair to sign, and the Chair or Interim Executive Director to take such other and further action as necessary to implement said Amendment.

On motion of xx, seconded by xx, the foregoing Resolution was passed and adopted this 24th day of October, 2014, by the following votes:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

ATTEST: _____
Heather Tannehill-Plamondon, Secretary

2345168.1