



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, Oakland, 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: March 5, 2021

TIME: 10:00 a.m.

PLACE: Alameda County Office of Homeland Security and Emergency Services,
Room 1013
4985 Broder Blvd., Dublin, CA 94568

Meeting Procedure During Coronavirus (COVID-19) Outbreak:

In keeping with the guidelines provided by the State of California and Alameda County Department of Public Health regarding gatherings during the coronavirus (COVID-19) outbreak, and recommendations to follow social distancing procedures, the East Bay Regional Communications System Authority (EBRCSA) will adopt the following practices during upcoming Board of Director meeting:

- The EBRCSA Board of Directors will hold the meetings remotely via Zoom Video Communications.
- The Public will have access to the meeting via a telephonic option.
- The Public will have access to the meeting by calling:
Dial in Number: 16699009128
Meeting ID: 967 5933 9176:
Passcode: 522778
- The Public will have access to all materials via the EBRCSA Web Site, <http://www.ebrcsa.org/default.page>. The material will be under the header Calendar, then Finance Committee, and then September 4th date.
- The Public will be asked if there is any comment or question concerning the meeting during the Public Comment Period and as each item is discussed.
- The Speaker may provide their name for the record, if they so choose

AGENDA

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|----|--|-------------------------|
| 1. | <u>Closed Session:</u> (None) | Time: N/A |
| 2. | <u>Call to Order/Roll Call:</u> (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 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 comments. Please limit comments to a maximum of three (3) minutes.

5. **Presentations:** None

6. **Approval of Minutes**

6.1 Approval of Minutes from the Board Meeting of December 4, 2020

7. **Written Communications:** None.

8. **Public Hearings:** None.

9. **Action Items:**

9.1 Adoption of Budget Adjustment FY 20/21

9.2 Adopt Revised 2021 EBRCSA Calendar Committee and Board Meetings

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:**

11.1 Receive an Update on the City of Vallejo's Transition to EBRCSA

11.2 Receive an Update on the City of Benicia JPA with Solano County

11.3 Receive an Update on the City of Antioch Development at Walton Lane Site

11.4 Receive an Update on TDMA – Time Division Multiple Access

11.5 Receive an Informational Report on New Land Mobile Radio Site for the City of San Ramon

11.6 Receive an Informational Report on Department of Justice Encryption Requirement

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.



Tom McCarthy
Executive Director
Dated: 02/25/2021

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Communications
System Authority**



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AGENDA ITEM NO. 6.1.

**AGENDA STATEMENT
BOARD OF DIRECTORS MEETING
MEETING DATE: March 5, 2021**

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

FROM: Thomas McCarthy, Executive Director
East Bay Regional Communications System Authority

SUBJECT: Approval of Minutes of the December 4, 2020 Board of Directors Meeting

RECOMMENDATIONS:

Approve the minutes of the December 4, 2020 Board of Directors meeting.

SUMMARY/DISCUSSION:

The Board of Directors will consider approval of the minutes of the December 4, 2020 Board of Directors meeting.

RECOMMENDED ACTION:

It is recommended that the Board of Directors approve the minutes of the December 4, 2020 Board of Directors meeting.



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BOARD OF DIRECTORS MEETING

REGULAR MEETING

DATE: December 4, 2020

TIME: 10:00 a.m.

PLACE: Alameda County Office of Homeland Security and Emergency Services,
Room 1013
4985 Broder Blvd., Dublin, CA 94568

DRAFT MINUTES

A Regular meeting of the East Bay Regional Communications System Authority was held on December 4, 2020, remotely via Zoom Video Communications.

1. **Closed Session:** None.
2. **Call to Order/Roll Call:** 10:04 a.m.

Boardmembers Present: G. Ahern, C. Andersen, J. Calabrigo, M. Casten, A. Ciaburro, J. Diaz, T. DuPuis, J. King, N. Luby, R. McBain, P. Meyer, P. Mulligan, C. Nice, S. Perkins, E. Reiskin, M. Roberts, C. Silva, L. Smith, J. Tudor, D. Twa

Staff Present: T. McCarthy, L. McKinney, C. Boyer, C. Soto

Public: G. Poole, Motorola

3. **Report on Closed Session:** None.
4. **Public Comments:** None.
5. **Presentations:** None.

6. **Approval of Minutes**

6.1 **Approval of Minutes from the Board Meeting of June 19, 2020**

On motion of Bm. Twa, seconded by Bm. Silva and by majority vote (Bm. Reiskin abstaining), the Board of Directors approved the minutes of the Board meeting of June 19, 2020, with the correction of the attendance of Bm. Cindy Silva.

7. **Written Communications:** None.

8. **Public Hearings:** None.

9. **Action Items:**

9.1 **Approval of First Amendment to the Contract with the Executive Director Regarding Contract Compensation**

On motion of Bm. Mulligan, seconded by Bm. Perkins, and by majority vote (Bm. Reiskin abstaining) the Board of Directors adopted **Resolution No. 20 – 08** Approving an Amendment to the Standard Services Agreement with Thomas G. McCarthy to Provide Services as Executive Director and Authorizing Its Execution.

9.2 **Adoption of Budget Adjustments for FY 19/20 and FY 20/21**

Director McCarthy stated this item would only cover the FY 19/20 budget adjustment discussed in the staff report. The FY 20/21 budget adjustment would be brought before the Committees in February 2021.

C. Boyer, Auditor, stated the adjustments were to finalize the FY 19/20 budget. The adjustments include a \$3,000 increase for HVAC maintenance due to unplanned repairs, a \$16,000 increase for microwave maintenance, and a \$12,000 increase for utilities.

On motion of Bm. Silva, seconded by Bm. Mulligan and by unanimous vote, the Board of Directors adopted **Resolution No. 20 – 09** Adopting and Implementing an Adjustment to Administrative Budget for Fiscal Year 2019/2020.

On motion of Bm. Silva, seconded by Bm. Casten and by unanimous vote, the Board agreed to continue the budget adjustment item for FY20/21 to March 2021.

9.3 **Adopt a Resolution Approving Replacement and Upgrade of the East Bay Regional Communications System Authority's Obsolete Microwave Network from T-1 Circuits to Ethernet and Adding Multi-Protocol Label Switching (MPLS) Routing Protocol**

Director McCarthy presented the staff report and advised that this item would move the System from an obsolete network to Ethernet and MPLS. This needs to be done before the next Service Update Agreement upgrade. Motorola will work with Aviat, the Authority's microwave provider, to complete this upgrade at a cost of \$8,575,759.

The microwave system also needs to be upgraded. A subcommittee of the Finance Committee was formed to discuss the project. The subcommittee advised that the project go to Motorola, and should be combined with the remaining cost of the current TDMA lease agreement. Financing for both would be at a cost of \$11,817,950. There is one payment left on the TDMA agreement before it gets rolled over. There will be two payments of \$1,663,030, and five payments of \$1,871,240. There is no budget change at this time, but will be brought forth with the new budget for FY 20/21.

Bm. Reiskin asked the difference in security going from T-1 to Ethernet, and why not pay cash instead of financing.

Director McCarthy stated it was more secure and moved information faster, to the exact location where it needs to go.

Bm. Calabrigo stated the Finance Committee has been working on a plan for capital equipment replacement, and because the Authority does not know what it coming in terms of replacement, the capital reserve is needed.

On motion of Bm. Perkins, seconded by Bm. Mulligan and by majority vote (Bm. Silva not responding), the Board of Directors adopted **Resolution No. 20 – 10** Authorizing the Chair to Execute and the Executive Director to Implement a Contract Change Order with Motorola Solutions, Inc. to Transition the EBRCSA Microwave Network From T-1 Circuits to Ethernet and Adding Multi-Protocol Label Switching (MPLS), and **Resolution No. 20 - 11** Authorizing the Chair to Execute and the Executive Director to Implement Lease Agreement #24974 with the Motorola Solutions, Inc. to Refinance Existing Debt Under Lease Agreement #24267 and Finance Costs Associated with Change Order Number 33.

9.4 Adopt 2021 EBRCSA Calendar Committee and Board Meetings

Director McCarthy stated this item is for adoption of the 2021 EBRCSA Calendar of Committee and Board meetings.

On motion of Bm. Nice, seconded by Bm. Smith and by majority vote, the Board approved the 2021 EBRCSA Calendar of Committee and Board meetings.

9.5 Annual Election of Board Chair and Vice Chair as required by the JPA Agreement and Bylaws

Bm. Nice nominated G. Ahern for Chair of the Board.

Bm. Perkins nominated P. Meyer for Vice Chair of the Board.

On motion of Bm. Nice, seconded by Bm. Mulligan and by majority vote, (Bms. Diaz and Silva not responding, Bm. Meyer abstaining,) the Board of Directors appointed G. Ahern for Chair and P. Meyer as Vice Chair of the Board, for the next year.

10. Committee Updates:

10.1 Receive Informational Report on Recent Finance Committee Activities

Bm. Casten stated a DOJ bulletin regarding encryption, and entities not paying fees, were discussed, in addition to the items on this agenda.

10.2 Receive Informational Report on Recent Operations Committee Activities

Chair Ahern stated they discussed encryption, TDMA MPLS, and the budget.

11. Reports:

11.1 Receive an Update on the City of Vallejo

Director McCarthy stated the City of Vallejo coming on the System had gone well. They had been on the System a couple of times for emergencies. They will come on the System once their dispatch consoles are fully equipped.

11.2 Receive an Update on the City of Antioch

Director McCarthy stated the City of Antioch had asked to expand and improve coverage in the James Donlan area. A site had been determined, but the City of Antioch water department had removed shelters and all electrical at the site. Now it required 875 feet of trenching to reinstall electrical. A quote was received but was very high, so now there will have to be a full RFP for trenching. The City of Antioch is responsible for the cost of getting electrical to the site.

11.3 Receive Information on Public Safety Power Shutdowns and Impact to EBRCSA

Director McCarthy stated there were no impacts to radio service during recent PSPS. All generators and batteries worked fine.

11.4 Receive an Update on TDMA – Time Division Multiple Access

Director McCarthy stated 20,000 radios had to be touched to upgrade. They were currently working on transition; there are still about 400 that need to be upgraded. It had been delayed due to COVID restraints.

11.5 Receive Information regarding California Department of Justice Bulletin regarding Encryption

Director McCarthy stated the Authority had received a State Department of Justice bulletin requiring personal info not be transmitted over the airwaves, requiring radio channels be encrypted if transmitting personal information. Every radio would have to be touched. Motorola had given a quote of \$743 per radio, not the cost of the shop to touch it, only for the encryption code, multi-key, and over the air programming. Member agencies are responsible for cost of radio. The Authority did own 208 dispatch consoles, and if it is connected to radios, it also needs to be encrypted. The

Committees will need to discuss equipment and costs associated with encryption. In the meantime, the Director is going to recommend the Authority adopt a CHP training bulletin for now that works around the issue. He recommends asking for two years to allow for the Authority time to encrypt the System.

12. Board Comments

Bm. Calabrigo stated it was Bm. Twa's last meeting, and thanked him for his service. Monica Nino would take his place.

Bm. McBain stated this was his last meeting and expressed his thanks.

Bm. Ciaburro stated he wanted to thank the Authority for the efforts that have been made in Eastern Contra Costa County.

13. Next Action Steps

None.

14. Adjournment: With no further business coming before the Board, the meeting was adjourned at 10:55 a.m., in honor of Bms. McBain and Twa.

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AGENDA ITEM 9.1.

**AGENDA STATEMENT
BOARD OF DIRECTORS
MEETING DATE: March 5, 2021**

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

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

SUBJECT: Budget Adjustment Fiscal Year 2020/2021 Administrative Budget

RECOMMENDATIONS:

Adopt a Resolution adopting and implementing adjustment to the Fiscal Year 2020/2021 Administrative Budget for the East Bay Regional Communications System Authority.

SUMMARY/DISCUSSION:

Craig Boyer, Alameda County Auditor's Office, has prepared FY 20/21 Budget Adjustment which was presented to the Finance and Operations Committees. The Committees discussed the proposed Budget Adjustment and recommended that the Board of Directors adopt a Resolution approving the proposed adjustment to the FY20/21 Administrative Budget, as set forth in the Attachment A.

RECOMMENDED ACTION:

It is recommended that the Board of Directors of the East Bay Regional Communications System Authority adopt a Resolution Adopting and Implementing Adjustment to the Fiscal Year 2020/2021 Administrative Budget for the EBRCSA, as outlined in Attachment A.

Attachments:

“A” – Proposed FY 20/21 Budget Adjustment

“B” -- Resolution FY 20/21 Adjustment



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AGENDA ITEM 9.1A.

AGENDA STATEMENT BOARD OF DIRECTORS MEETING MEETING DATE: MARCH 5, 2021

SUMMARY:

Adjust the fiscal year 2020-2021 budget for the following:

1. Increase administration budget due to approved increase in the Executive Director compensation rate effective January 1, 2021.
2. Increase maintenance budget due to unplanned generator costs and higher than expected HVAC and microwave maintenance costs.
3. Increase utilities budget to account for utilities provided at various Alameda County radio sites.
4. Decrease capital budget due to MPLS upgrade and refinancing of TDMA upgrade.

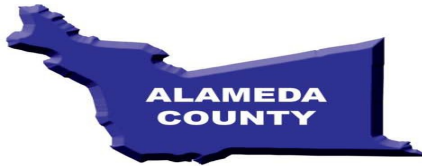
Below is a summary of the proposed budget adjustments for FY2020-21:

REVENUES	
Operating Payments	<u>72,000</u>
Total	<u>\$ 72,000</u>
EXPENSES	
Administration	19,000
Maintenance	4,000
Utilities	50,000
TDMA Upgrade	<u>(1,000)</u>
Total	<u>\$ 72,000</u>

Operating payment revenues were budgeted in excess of appropriations for expenses for the fiscal year. After the current budget amendment, budgeted revenues in excess of budgeted expenses total \$700,000. Actual revenues in excess of expenditures will be applied to reserves in accordance with the Authority's reserve policies.

RECOMMENDED ACTION:

Staff recommends that the Board approve the budget adjustment for fiscal year 2020-21.



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BUDGET
FISCAL YEAR 2020-21

Revenues

Operating payments	\$ 6,450,000
Service payments	1,232,000
Interest	<u>188,000</u>
Total revenues	<u>7,870,000</u>

Expenses

Administration	433,000
Audit fees	20,000
Insurance	40,000
Lease	70,000
Legal	20,000
Licenses and permits	30,000
Membership fees	10,000
Maintenance	3,605,000
Security	12,000
Utilities	210,000
Website hosting	<u>4,000</u>
Total operating expenses	<u>4,454,000</u>
Capital	2,066,000
Debt Service	<u>650,000</u>
Total expenses	<u>7,170,000</u>
Net Income	<u>\$ 700,000</u>

**EAST BAY REGIONAL COMMUNICATIONS SYSTEM
EXPENDITURE DETAIL
FISCAL YEAR 2020-2021**

OPERATING EXPENSES	FY20-21 <u>Approved</u>	FY20-21 <u>Amendment #1</u>	FY20-21 <u>Amended</u>
Administration			
Executive director	\$ 225,000	\$ 19,000	\$ 244,000
Administrative assistant	40,000	-	40,000
Planning	134,000	-	134,000
Travel	5,000	-	5,000
Miscellaneous	10,000	-	10,000
Audit fees	20,000	-	20,000
Insurance	40,000	-	40,000
Lease	70,000	-	70,000
Legal	20,000	-	20,000
Licenses and permits	30,000	-	30,000
Membership fees	10,000	-	10,000
Maintenance			
Service agreement	1,080,000	-	1,080,000
Software maintenance (SUA II)	974,000	-	974,000
Network administration	262,000	-	262,000
HVAC maintenance	20,000	1,000	21,000
Generator maintenance	40,000	2,000	42,000
ALCO general maintenance	600,000	-	600,000
COCO general maintenance	230,000	-	230,000
CSI telecommunications	200,000	-	200,000
Microwave maintenance	180,000	1,000	181,000
Miscellaneous	15,000	-	15,000
Security	12,000	-	12,000
Utilities	160,000	50,000	210,000
Website hosting	4,000	-	4,000
Total expenses	<u>4,381,000</u>	<u>73,000</u>	<u>4,454,000</u>
CAPITAL EXPENDITURES			
TDMA Upgrade	1,665,000	(1,000)	1,664,000
DC Power Upgrade	250,000	-	250,000
Dispatch Consoles	152,000	-	152,000
Total expenditures	<u>2,067,000</u>	<u>(1,000)</u>	<u>2,066,000</u>
DEBT SERVICE			
Principal	492,000	-	492,000
Interest	158,000	-	158,000
Total expenses	<u>\$ 650,000</u>	<u>\$ 72,000</u>	<u>\$ 650,000</u>

1. Motorola service agreement increased due to a new 4 year contract
2. Network administration contract increased
3. TDMA Upgrade Expense is the annual payment for the Change Order approved by the Board of Directors
4. DC Power Upgrade Expense is an annual amount to replace the batteries in various locations

**EAST BAY REGIONAL COMMUNICATIONS SYSTEM
PROJECTED CASH RESERVE BALANCES
FISCAL YEAR 2020-2021**

	FY19-20 Final Budget	FY19-20 Actual	FY20-21 Budget
Operating Reserve			
Beginning Balance	\$ 1,733,162	\$ 1,733,162	\$ 2,012,311
Operating Payments	6,400,000	6,097,330	6,450,000
Initial Payments	-	4,400	-
Interest	80,000	191,428	188,000
Operating Expenses	(4,384,000)	(4,024,621)	(4,454,000)
Transfer to Capital Reserve	(1,637,162)	(1,989,389)	(1,969,311)
Ending Balance	<u>2,192,000</u>	<u>2,012,311</u>	<u>2,227,000</u>
Debt Service Reserve			
Beginning Balance	1,000,000	1,000,000	1,000,000
Service Payments	1,190,000	1,123,988	1,232,000
Debt Service	(650,000)	(648,024)	(650,000)
Transfer to Capital Reserve	(540,000)	(475,964)	(582,000)
Ending Balance	<u>1,000,000</u>	<u>1,000,000</u>	<u>1,000,000</u>
Capital Reserve			
Beginning Balance	7,943,576	7,943,576	8,588,225
Grants	167,000	142,778	-
Transfer In	2,177,162	2,465,353	2,551,311
Capital	(2,067,000)	(1,963,482)	(2,066,000)
Ending Balance	<u>8,220,738</u>	<u>8,588,225</u>	<u>9,073,535</u>
Total Reserve Balance	<u>\$ 11,412,738</u>	<u>\$ 11,600,535</u>	<u>\$ 12,300,535</u>

1. Operating Reserve Balance is equal to 50% of the next fiscal years Operating Budget
2. Debt Reserve Balance is set to equal \$1,000,000 every fiscal year
3. Capital Reserve Balance is the projected remaining cash after the Operating and Debt Reserve requirements have been met

EAST BAY REGIONAL COMMUNICATIONS SYSTEM AUTHORITY
10 YEAR CASH FLOW PROJECTION

	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029-30
	Actual	Budget	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
Operating Reserve											
Balance - beginning	\$ 1,733,162	\$ 2,012,311	\$ 2,227,000	\$ 2,198,060	\$ 2,259,223	\$ 2,318,244	\$ 2,387,791	\$ 2,467,925	\$ 2,533,209	\$ 2,609,205	\$ 2,695,982
Receipts from members	6,293,158	6,638,000	6,655,400	6,655,400	6,655,400	6,655,400	6,655,400	6,655,400	6,655,400	6,655,400	6,655,400
Payments to suppliers	(4,024,621)	(4,454,000)	(4,396,120)	(4,518,445)	(4,636,488)	(4,775,582)	(4,935,850)	(5,066,417)	(5,218,410)	(5,391,963)	(5,536,212)
Transfer to Capital Reserve	(1,989,389)	(1,969,311)	(2,288,220)	(2,075,793)	(1,959,891)	(1,810,271)	(1,639,416)	(1,523,700)	(1,360,994)	(1,176,661)	(1,047,064)
Balance - ending	2,012,311	2,227,000	2,198,060	2,259,223	2,318,244	2,387,791	2,467,925	2,533,209	2,609,205	2,695,982	2,768,106

Debt Service Reserve											
Balance - beginning	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	-	-	-
Service payment	1,123,988	1,232,000	1,222,248	1,222,248	1,222,248	1,222,248	1,222,248	1,222,248	-	-	-
Principal	(473,000)	(492,000)	(512,000)	(532,000)	(553,000)	(576,000)	(600,000)	(623,000)	-	-	-
Bond interest	(175,024)	(158,000)	(138,000)	(118,000)	(97,000)	(74,000)	(50,000)	(27,000)	-	-	-
Transfer to Capital Reserve	(475,964)	(582,000)	(572,248)	(572,248)	(572,248)	(572,248)	(572,248)	(1,572,248)	-	-	-
Balance - ending	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	-	-	-	-

Capital Reserve											
Balance - beginning	7,943,576	8,588,225	9,073,535	10,020,973	10,755,984	11,375,092	11,844,581	12,143,215	13,326,133	12,774,096	13,700,757
Grants	142,778	-	-	-	-	-	-	-	-	-	-
Transfer In	2,465,353	2,551,311	2,860,468	2,648,041	2,532,139	2,382,519	2,211,664	3,095,948	1,360,994	1,176,661	1,047,064
Capital	(1,963,482)	(2,066,000)	(1,913,030)	(1,913,030)	(1,913,030)	(1,913,030)	(1,913,030)	(1,913,030)	(1,913,030)	(250,000)	(250,000)
Balance - ending	8,588,225	9,073,535	10,020,973	10,755,984	11,375,092	11,844,581	12,143,215	13,326,133	12,774,096	13,700,757	14,497,820

TOTAL RESERVE BALANCE	\$ 11,600,535	\$ 12,300,535	\$ 13,219,033	\$ 14,015,206	\$ 14,693,336	\$ 15,232,372	\$ 15,611,140	\$ 15,859,341	\$ 15,383,301	\$ 16,396,738	\$ 17,265,926
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SUPPLEMENTARY SCHEDULE FOR PAYMENTS TO SUPPLIERS

Administration	\$ (240,143)	\$ (433,000)	\$ (307,970)	\$ (317,209)	\$ (326,725)	\$ (336,527)	\$ (346,623)	\$ (357,022)	\$ (367,733)	\$ (378,765)	\$ (390,128)
Audit fees	(10,657)	(20,000)	(20,600)	(21,218)	(21,855)	(22,511)	(23,186)	(23,882)	(24,598)	(25,336)	(26,096)
Insurance	(25,902)	(40,000)	(41,200)	(42,436)	(43,709)	(45,020)	(46,371)	(47,762)	(49,195)	(50,671)	(52,191)
Lease	(68,364)	(70,000)	(72,100)	(74,263)	(76,491)	(78,786)	(81,150)	(83,585)	(86,093)	(88,676)	(91,336)
Legal	(9,661)	(20,000)	(20,600)	(21,218)	(21,855)	(22,511)	(23,186)	(23,882)	(24,598)	(25,336)	(26,096)
Licenses and permits	(3,264)	(30,000)	(30,900)	(31,827)	(32,782)	(33,765)	(34,778)	(35,821)	(36,896)	(38,003)	(39,143)
Membership fees	(8,446)	(10,000)	(10,300)	(10,609)	(10,927)	(11,255)	(11,593)	(11,941)	(12,299)	(12,668)	(13,048)
Maintenance											
Customer svc. agmt.	(1,064,291)	(1,080,000)	(1,088,000)	(1,099,000)	(1,131,970)	(1,165,929)	(1,200,907)	(1,236,934)	(1,274,042)	(1,312,263)	(1,351,631)
SUA II	(957,763)	(974,000)	(980,000)	(1,009,400)	(1,039,682)	(1,070,872)	(1,102,998)	(1,136,088)	(1,170,171)	(1,205,276)	(1,241,434)
System management	(303,877)	(262,000)	(264,000)	(267,000)	(275,010)	(283,260)	(291,758)	(300,511)	(309,526)	(318,812)	(328,376)
HVAC	(22,914)	(21,000)	(21,630)	(22,279)	(22,947)	(23,635)	(24,344)	(25,074)	(25,826)	(26,601)	(27,399)
Generators	(46,338)	(42,000)	(43,260)	(61,558)	(45,895)	(47,272)	(65,690)	(50,151)	(51,656)	(70,206)	(54,802)
ALCO maintenance	(600,000)	(600,000)	(618,000)	(636,540)	(655,636)	(675,305)	(695,564)	(716,431)	(737,924)	(760,062)	(782,864)
COCO maintenance	(193,180)	(230,000)	(236,900)	(244,007)	(251,327)	(258,867)	(266,633)	(274,632)	(282,871)	(291,357)	(300,098)
CSI telecommunications	(79,174)	(200,000)	(206,000)	(212,180)	(218,545)	(225,101)	(231,854)	(238,810)	(245,974)	(253,353)	(260,954)
Microwave maintenance	(195,089)	(181,000)	(186,430)	(192,023)	(197,784)	(203,718)	(209,830)	(216,125)	(222,609)	(229,287)	(236,166)
Miscellaneous	(9,444)	(15,000)	(15,450)	(15,914)	(16,391)	(16,883)	(17,389)	(17,911)	(18,448)	(19,001)	(19,571)
Security	(10,697)	(12,000)	(12,360)	(12,731)	(13,113)	(13,506)	(13,911)	(14,328)	(14,758)	(15,201)	(15,657)
Utilities	(171,734)	(210,000)	(216,300)	(222,789)	(229,473)	(236,357)	(243,448)	(250,751)	(258,274)	(266,022)	(274,003)
Web site hosting	(3,683)	(4,000)	(4,120)	(4,244)	(4,371)	(4,502)	(4,637)	(4,776)	(4,919)	(5,067)	(5,219)
Payments to suppliers	\$ (4,024,621)	\$ (4,454,000)	\$ (4,396,120)	\$ (4,518,445)	\$ (4,636,488)	\$ (4,775,582)	\$ (4,935,850)	\$ (5,066,417)	\$ (5,218,410)	\$ (5,391,963)	\$ (5,536,212)

RESOLUTION NO. 21 – XX

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

**ADOPTING AND IMPLEMENTING AN ADJUSTMENT TO ADMINISTRATIVE BUDGET
FOR FISCAL YEAR 2020/2021**

WHEREAS, on June 19, 2020, the East Bay Communications System Authority (“EBRCSA”) Board of Directors adopted the Fiscal Year 2020/2021 Administrative Budget for the EBRCSA; and

WHEREAS, the EBRCSA Finance Committee and Operations Committee have identified an increase in costs for utilities performed on the EBRCSA System as discussed in the associated staff report incorporated herein by reference, and have recommended that the EBRCSA Board of Directors so adjust the Fiscal Year 2020/2021 Administrative Budget; and

WHEREAS, the EBRCSA Board of Directors Finance Committee has identified an increase to the FY 2020/2021 budget; and

WHEREAS, the EBRCSA Board of Directors has reviewed and considered the proposed budget adjustment, has reviewed EBRCSA’s current revenues and expenses, has heard all comment thereon, and finds good cause therefor.

NOW, THEREFORE, BE IT RESOLVED THAT the Board of Directors of the East Bay Regional Communications System Authority does hereby adopt a budget adjustment to the Fiscal Year 2020/2021 Administrative Budget for the EBRCSA by increasing the line item for Utilities regarding the EBRCSA System, and authorizes the Executive Director to implement such change to the Fiscal Year 2020/2021 Administrative Budget.

On motion of XX, seconded by XX, the foregoing Resolution was passed and adopted this 5th day of March 2021, by the following votes:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

ATTEST:

Caroline Soto, Secretary



**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 NO. 9.2.

**AGENDA STATEMENT
BOARD OF DIRECTORS MEETING
MEETING DATE: March 5, 2021**

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

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

SUBJECT: Approval of Revised 2021 Meeting Schedule

RECOMMENDATIONS:

Approve the Revised 2021 Meeting Schedule attached hereto as Exhibit A.

SUMMARY/DISCUSSION:

The Board of Directors will review the Revised 2021 Meeting Schedule for the Board of Directors, Finance Committee, Operations Committee, and Technical Advisory Committee meetings.

RECOMMENDED ACTION:

Staff recommends the Board of Directors Meeting scheduled for September 24, 2021 be changed to October 1, 2021. It is recommended that the Board of Directors approve the proposed Revised 2021 Meeting Schedule attached hereto as Exhibit A.

Attachment "A" – Draft Revised 2021 Meeting Calendar

3702023.1



East Bay Regional Communications System Authority



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2021 EBRCSA Board and Committee Meeting Schedule

Board of Directors

March 5	10:00-12:00	Assembly Room, Alameda County OES
May 7	10:00-12:00	Assembly Room, Alameda County OES
October 1	10:00-12:00	Assembly Room, Alameda County OES
December 3	10:00-12:00	Assembly Room, Alameda County OES

Committees:

February 19

Operations Committee	10:00-11:00	Room 1013
Finance Committee	11:00-12:00	Room 1013

April 2

Operations Committee	10:00-11:00	Room 1013
Finance Committee	11:00-12:00	Room 1013

September 3

Operations Committee	10:00-11:00	Room 1013
Finance Committee	11:00-12:00	Room 1013

November 5

Operations Committee	10:00-11:00	Room 1013
Finance Committee	11:00-12:00	Room 1013

TAC Meetings: First Thursday of the Month 09:30-11:00 in Room 1013 (if available) or 40% side

January 7

February 4

March 4

April 1

May 6

June 3

July 1

August 5

September 2

October 7

November 4

December 2

Revised: 02/23/2021



**East Bay Regional
Communications
System Authority**



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AGENDA ITEM 11.5.

**INFORMATIONAL REPORT
BOARD OF DIRECTORS
MEETING DATE: March 5, 2021**

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

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

SUBJECT: Land Mobile Radio Site for the City of San Ramon

RECOMMENDATIONS:

Receive an Informational Report regarding the development of a new Land Mobile Radio (LMR) Site for the City of San Ramon.

SUMMARY/DISCUSSION:

The City of San Ramon has a residential development being built by Lennar Homes named "The Preserve". CSI Telecommunications and the Contra Costa County Department of Information Technology performed Land Mobile Radio (LMR) radio testing in "The Preserve" and determined that due to shadowing from the surrounding foothills, Public Safety could not communicate in parts of "The Preserve" and additional LMR radio infrastructure is necessary.

The San Ramon Valley Fire District has an ordinance #206 which states:

Prior to vertical building construction, the Applicant shall provide telecommunications radio infrastructure to the satisfaction of the San Ramon Police Department and San Ramon Valley Fire Protection District to meet the prescribed design standards of the East Bay Regional Communication System Joint Powers Authority (EBRCSA JPA). This may include but is not limited to, tower, vault, HVAC, Antennas, microwave, cabling, power, transmit and receive

modules, emergency power (battery and generator), access and other resources to provide and effective emergency radio communications system, that can be sustained by the EBRCSA JPA.

The San Ramon Fire District has contracted CSI Telecommunications to assist in identifying the location for the tower and LMR equipment to provide the necessary coverage. The San Ramon Valley Fire District and Lennar Homes have included the Executive Director of the East Bay Regional Communications System Authority (EBRCSA) in discussion concerning the site and requirements for the LMR. The San Ramon Valley Fire District intends to have Lennar Homes build the LMR site and then transfer ownership and sustainment of the site and equipment to EBRCSA.

The Executive Director will update the Operations and Finance Committee's concerning the project. No commitments will be made without approval of the EBRCSA Board of Directors.

FISCAL IMPACT:

The San Ramon Valley Fire District is discussing the ongoing cost for the location. The information will be shared with the EBRCSA Committees and Board of Directors when the details are provided to the EBRCSA Executive Director.

RECOMMENDED ACTION:

It is recommended that the Board of Directors of the East Bay Regional Communications System Authority accept the informational report concerning the Land Mobile Radio Site development to provide LMR coverage in "The Preserve". No further action is necessary until Terms and Conditions of this project can be presented to the EBRCSA Committees and Board of Directors.

Attachments:

Attachment "A": San Ramon Valley Fire District Ordinance

The Preserve

200. The design must conform to the City of San Ramon Security Ordinance, No. 227, Section C2-1 through C2-20 for the Building & Safety Services Division.
201. A Certificate of Occupancy will be issued upon final inspection and approval by the San Ramon Valley Fire Protection District, Planning Services Division, Engineering Services Department and Building & Safety Services Division.
202. Work hours for this Project shall be as specified in City Ordinance No. 73 for emission or creation of noise beyond certain levels, or as modified herein (see also Condition No. 7).

Police Services Department

203. Prior to building permit issuance, the Applicant shall submit to the Building Official and the Crime Prevention Specialist a detailed lighting plan for review and approval. This plan shall indicate the location, design, and/or construction details and illumination levels of these fixtures. Light sources shall be required at all exterior doors to each home, and in all alleys, walkways, and private roads. Lighting for alleys should be mounted on each home at the rear. The minimum surface illumination recommendations provided by the Illuminating Engineering Society of North America are 5 foot-candles for pedestrian walkways and 5-8 foot-candles for building entrances and exits. Enough lighting shall be provided that an individual may be identified from a distance of 25 feet away.

Transportation Services Division

204. Traffic Impact Fees including the Citywide, Southern Contra Costa JEPA, Southern Contra Costa Regional, and Tri-Valley Transportation Development fees shall be paid per City Council Resolution No. 13-034 which was in effect at the time the Vesting Tentative Map application was deemed complete, November 4, 2013.

San Ramon Valley Fire Protection District

205. NOTE ON FIELD PLAN: Fire apparatus roadways (public or private streets or roads used for vehicle access) shall be installed and fire hydrants in service prior to commencement of framing; PRIOR TO COMMENCEMENT OF FRAMING, CONTACT THE SAN RAMON VALLEY FIRE PROTECTION DISTRICT TO SCHEDULE AN INSPECTION OF ROADWAYS AND FIRE HYDRANTS.
206. Prior to vertical building construction, the Applicant shall provide telecommunications radio infrastructure to the satisfaction of the San Ramon Police Department and San Ramon Valley Fire Protection District to meet the prescribed design standards of the East Bay Regional Communication System Joint Powers Authority (EBRCS JPA). This may include but is not limited to, tower, vault, HVAC, antennas, microwave, cabling, power, transmit and receive modules, emergency power (battery and generator), access and other resources to provide an effective emergency radio communications system, that can be sustained by the EBRCS JPA.



**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 11.6.

**INFORMATIONAL REPORT
BOARD OF DIRECTORS
MEETING DATE: March 5, 2021**

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

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

SUBJECT: California Department of Justice Bulletin 20-09, Criminal Justice Information Services, Encryption

RECOMMENDATIONS:

Receive an Informational Report regarding the California Department of Justice Bulletin 20-09, Criminal Justice Information Services, Encryption Requirement (“Bulletin”).

SUMMARY/DISCUSSION:

The California Department of Justice provided California Law Enforcement with the Bulletin requiring Law Enforcement inquiries to Criminal Justice Information Services (CJIS) and Personally Identifiable Information (PII) meet the following new standard:

Only authorized law enforcement, criminal justice personnel or their lawfully authorized designees may use a CLETS (California Law Enforcement Telecommunications System) or have access to information derived from CLETS. Any information from the CLETS is confidential and for official use only. Access is defined as the ability to hear or view any information provided through the CLETS.

The Bulletin added the word “hear” to protect confidential CJIS and PII information broadcast over the Land Mobile Radio (LMR) Network (“Confidential Information”). The only way to maintain the confidentiality of such Confidential Information is to encrypt the radio channels.

Currently, the Confidential Information is broadcast between the field and dispatch centers in EBRCSA's jurisdiction on unencrypted channels. The public can monitor the Confidential Information via various scanner applications on smart phones and devices which scan the Public Safety Radio Transmission. CA DOJ provided the Bulletin to Law Enforcement Leaders on October 12, 2020.

The Executive Director met with the Sheriffs and Chiefs of Police in Alameda and Contra Costa Counties to discuss the Bulletin. CA DOJ wanted an estimate by December 31, 2020, as to how long it would take to encrypt each Law Enforcement agency's systems and an implementation plan for encryption. EBRCSA provided a draft letter to each Sheriff and Chief of Police in Alameda and Contra Costa County which could be adapted as an agency response based on its estimate for encryption of all EBRCSA LMR Networks used by Member Law Enforcement agencies.

The letter informed CA DOJ that encryption would take approximately thirty (30) months as EBRCSA Member Counties and Cities are on two-year budget cycles. In addition, based on the previous update for the TDMA, encrypting 14,000 radios could take approximately two years to complete.

In order to implement encryption for the Confidential Information, it requires encryption, over-the-air-rekeying, and multi key upgrades at a cost of approximately \$743 per radio. In addition, the respective radio shop for each County will have to access each radio in order to upload the encryption key.

EBRCSA must also encrypt its MCC7500 consoles ("Consoles"). EBRCSA has approximately 200 Consoles and an inventory must be done to determine how many of those will need the encryption key and necessary hardware upgrades as some Consoles already have the necessary hardware for encryption. The consoles used by Fire Departments and Emergency Medical Services will not need encryption.

The inventory of the Consoles is necessary to receive an accurate quote from Motorola to implement encryption. Encryption of the Confidential Information will further require EBRCSA to include a "Key Management Facility" (KMF) to update the encryption if or when it is necessary to update an encryption key. The KMF is used to change/update the encryption key in the radio without the technicians needing to access each radio. The initial encryption key must be loaded manually into each radio and console.

FISCAL IMPACT:


The Fiscal Impact is unknown until the inventory of the Consoles is completed. After the inventory is conducted, Motorola will then provide an estimate for encryption of the Confidential Information. If the Board approves the encryption estimate costs by Motorola, it will also need to approve an Administrative Budget adjustment to allow encryption costs to be included in the FY 20/21 Budget.

RECOMMENDED ACTION:

It is recommended that the Board of Directors of the East Bay Regional Communications System Authority accept the informational report concerning the CA DOJ Encryption requirement. No further action is necessary until further analysis as to the equipment necessary and number of Encryption Keys are identified. A budgetary outline will be presented to the EBRCSA Committees and Board of Directors for approval prior to obtaining any encryption keys or equipment.

Attachment "A" – CA DOJ Encryption Bulletin

3702068.1

<p>California Department of Justice CALIFORNIA JUSTICE INFORMATION SERVICES DIVISION Joe Dominic, Chief</p> 	<h1>INFORMATION BULLETIN</h1>	
<p><i>Subject:</i> Confidentiality of Information from the California Law Enforcement Telecommunications System (CLETS)</p>	<p><i>No.</i> 20-09-CJIS</p> <p><i>Date:</i> 10-12-2020</p>	<p><i>Contact for information:</i> CLETS Administration Section CAS@doj.ca.gov (916) 210-4240</p>

TO: ALL CLETS SUBSCRIBING AGENCIES

Law enforcement and criminal justice agencies authorized by the California Department of Justice (CA DOJ) to access the CLETS must adhere to the requirements detailed in the CLETS Policies, Practices and Procedures (PPP) and in the Federal Bureau of Investigation (FBI) Criminal Justice Information Services (CJIS) Security Policy to ensure the confidentiality and integrity of the data therein.¹ More specifically, and as detailed further below, access to certain Criminal Justice Information (CJI) and Personally Identifiable Information (PII) must be limited to authorized personnel; and the transmission of such information must be encrypted. Although generally applicable, the information in this bulletin is particularly relevant to the radio transmission of protected data.

Allowable "access" to CJI and PII, derived from CLETS, is described in CLETS PPP section 1.6.4:

Only authorized law enforcement, criminal justice personnel or their lawfully authorized designees may use a CLETS terminal or have access to information derived from CLETS. Any information from the CLETS is confidential and for official use only. Access is defined as the ability to hear or view any information provided through the CLETS.

The FBI and the CA DOJ establish policies and procedures related to the usage and protection of CJI that govern the usage of the CLETS. The policies define CJI, classify them as restricted or unrestricted, and limit the amount and types of information that can be broadcast over unencrypted radio channels in order to protect sensitive CJI and PII.

Generally, PII is information that can be used to distinguish or trace an individual's identity, such as an individual's first name, or first initial, and last name in combination with any one or more specific data elements (see FBI CJIS Security Policy section 4.3.). Data elements include Social Security number, passport number, military identification (ID) number and other unique ID numbers issued on a government document. The most common data elements encountered during field operations include a driver license number or ID number.

The transmission of sensitive CJI and PII must be encrypted pursuant to the FBI CJIS Security Policy sections 5.10 and 5.13; and access may only be provided to authorized individuals as defined under the CLETS PPP and the FBI CJIS Security Policy.

¹ For reference, please refer to the CLETS PPP at <https://oag.ca.gov/sites/default/files/clets-ppp%2012-2019.pdf> and the FBI CJIS Security Policy at https://www.fbi.gov/file-repository/cjis_security_policy_v5-9_20200601.pdf/view. See also Government Code section 15150 et seq. and California Code of Regulations, title 11, section 703.

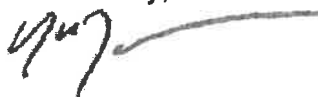
Compliance with these requirements can be achieved using any of the following:

- Encryption of radio traffic pursuant to FBI CJIS Security Policy sections 5.10.1.2, 5.10.1.2.1, and 5.13.1. This will provide the ability to securely broadcast all CJI (both restricted and unrestricted information) and all combinations of PII.
- Establish policy to restrict dissemination of specific information that would provide for the protection of restricted CJI database information and combinations of name and other data elements that meet the definition of PII. This will provide for the protection of CJI and PII while allowing for radio traffic with the information necessary to provide public safety.

If your agency is not currently in compliance with the requirements outlined herein, please submit an implementation plan to the CA DOJ, CLETS Administration Section, no later than December 31, 2020. The plan must be on agency letterhead and signed by the Agency Head (e.g., Sheriff, Chief); include a detailed description of how radio communications will be brought into compliance (e.g., encryption), or how the risks will be mitigated through policy if unable to implement the required technology; and must include the projected timeline as to when the issue will be resolved.

For questions about this bulletin, contact the CLETS Administration Section at CAS@doj.ca.gov or (916) 210-4240.

Sincerely,



JOE DOMINIC, Chief
California Justice Information Services Division

For XAVIER BECERRA
Attorney General