



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, Piedmont, 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

REGULAR MEETING

DATE: May 30, 2025

TIME: 10:00 a.m.

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

MINUTES

1. Call to Order/Roll Call

Chair King called the meeting to order at 10:00 a.m.

Present: J. Aguiar, A. Averiett, J. Calabrigo, K. Carlson, J. Ezell, R. Filice, N. Gallo, J. King, D. McNaughton, M. Nichelini, M. Rodriguez, M. Salinas, S. Shaw, M. Shorr, C. Silva, K. Stepper

Absent: G. Beaudin, M. Casten, D. Haubert, J. Johnson, S. Muranishi

2. Introductions and Recognition

2.1 New Board Members

3. Public Comments – None.

4. Consent Calendar

Item 4.3 on the consent calendar was removed from the consent calendar vote for separate discussion by Bms. Silva and Stepper.

On motion of Bm. Silva, seconded by Bm. Stepper, and by unanimous vote, the Board approved items 4.1 and 4.2 on the consent calendar as recommended.

4.1 Approval of Minutes from the Board Meeting of February 28, 2025

Recommendation: Approve the minutes of February 28, 2025.

4.2 Receive Status Report on System Operations

Recommendation: Receive report on system usage.

4.3 Approve the Write-Off or Revision of Certain Invoices

Recommendation: Approve write-off or revision of certain invoices.

Write-offs

Table 1

Organization	Invoice	Date	Amount
CA Department of Corrections	20230108	07/01/22	\$240.00
Lawrence Livermore Lab	20220170	07/1/21	\$780.00
Livermore Pleasanton Fire Dept	20220171	07/15/21	\$900.00
Lawrence Berkeley National Lab	20190133	12/03/18	\$372.00
CoCo Community College District	201900127	12/03/18	\$30.00
City of Union City	201700032	10/26/16	\$600.00
City of Pleasanton	201700027	10/26/16	\$2,200.00
		Total	\$5,122.00

Adjustments

Table 2 – El Cerrito Radio Counts

Year	Radio count	Invoice	Adjusted Count	New Invoice
2017	200	\$112,200	179	\$85,920
2018	204	\$106,064	179	\$92,364

Bms. Silva and Stepper requested a further explanation regarding the write offs for the cities of El Cerrito and Pleasanton. Executive Director Swing stated that El Cerrito's radio count in 2019 was reduced but service payments were not adjusted accordingly and the credit will be applied to the overall invoiced amount. Pleasanton's adjustment is also reflective of a reduced radio count.

On motion of Bm. Silva, seconded by Bm. Shaw, and by unanimous vote, the Board approved item 4.3 as recommended.

5. **Written Communications** – None.

6. **Public Hearings** – None.

7. **Action Items**

7.1 Consider Adoption of the Fiscal Year 2025/26 Operating and Capital Budget

Recommendation: Adopt the Fiscal Year 2025/26 Operating and Capital Budget.

Craig Boyer provided an overview of the current operating and capital budgets noting that the total reserve balance is projected at approximately \$15.2 million. He clarified that the use of reserve funds will be used for capital projects or unexpected operational needs or equipment failures. Operating revenues will cover operating expenses. He also clarified that there are no

other capital projects not contemplated and the budget is reflective of all items anticipated in the fiscal year.

On motion of Bm. Calabrigo, seconded by Bm. Salinas, and by unanimous vote, the Board approved the budget as recommended with a notation that the approved budget also approves an increase from \$31 to \$34 dollars in subscriber fees per radio per month.

7.2 Consider Adoption of a Resolution to Approve the Revised By-Laws of the East Bay Regional Communications System Authority

Recommendation: Adopt Resolution No. 25-04 to approve the revised By-Laws of the East Bay Regional Communications System Authority.

Executive Director Swing provided an overview of the proposed changes to the By-Laws. The Board asked how the term designee is defined and how members are appointed for County Sheriff's Offices and County Administrators. Executive Director Swing stated that the County Sheriffs and County Administrators select their own primary and alternate members.

The Board discussed methods for selecting alternates on the two standing committees with a preference for designating committee alternates at the first meeting of the year.

The Board recommended additional changes:

- In the description of the Committee membership, remove the word "designee"
- Revise language in 7.3 to replace the word "group" with "an entity," and the word "concurrent" with "consecutive"

On motion of Bm. Salinas, seconded by Bm. Carlson, and by unanimous vote, the Board approved the item with additional changes as directed.

7.3 Consider Adoption of a Resolution of a Comprehensive Fiscal Policy for the East Bay Regional Communications System Authority

Executive Director Swing provided an overview that this item is intended to consolidate policies created last year and to add current budget development practices.

The Board provided direction on additional changes to the Comprehensive Fiscal Policy as follows:

- Section V(g): Revise bullet point 4 to state "The amount owed is \$25,000 or 50% of the invoiced amount, whichever is less"
- Section VI(2): Add a third bullet point to state that the Executive Director has authority in times of emergency or catastrophic outage to exceed the spending authority to ensure the system remains operational. The Executive Director will notify the Chair and Vice Chair as soon as feasible after the occurrence absent the ability to notify the Chair or Vice Chair in advance. Notification may be made by phone.
- Section VII(1): Add that the fiscal policy will be reviewed on an annual basis.

On motion of Bm. Stepper, seconded by Bm. Silva, and by unanimous vote, the Board continued this item to the next Board of Director's meeting to review the changes requested.

7.4 Consider Adoption of a Resolution of a Radio Encryption Policy for the East Bay Regional Communications System Authority

Recommendation: Adopt Resolution No. 25-05 approving a Radio Encryption Policy for the East Bay Regional Communications System Authority.

Executive Director Swing reported that as of this meeting, all but one member agency intends to proceed with encryption. Implementation testing will be conducted before the encryption is turned on which is planned for August or September 2025. This applies to police agency members and subscriber agencies, including the CHP.

On motion of Bm. Ezell, seconded by Bm. Salinas, and by unanimous vote, the Board approved the item as recommended.

7.5 Consider Adoption of a Resolution to Increase the Hourly Rate of the Secretary to the Board to \$107.00

Recommendation: Adopt Resolution No. 25-06 approving the First Amendment to the Agreement with Jocelyn Kwong for Secretary to the Board services with the East Bay Regional Communications System Authority.

On motion of Bm. Shorr, seconded by Bm. Rodriguez, and by unanimous vote, the Board approved the item as recommended.

8. Committee Updates

8.1 Receive Informational Report on Recent Finance Committee Activities

Bm. Salinas reported out on the budget item that was discussed by the Committee and as agendaized on this meeting's Consent Calendar.

8.2 Receive Informational Report on Recent Operations Committee Activities

Bm. King reported out on the Committee's discussion on improving system capacity.

9. Reports:

9.1 Request interested parties for Finance Committee

Executive Director Swing requested that any members interested on serving on the Finance Committee to contact the Board Chair due to upcoming vacancies and adopted revisions to the by-laws.

9.2 Receive Informational Report on Walton Radio Site

Executive Director Swing reported that he met with the City of Antioch's new interim City Attorney to request that the lease be brought as a priority item to the City Council for consideration.

9.3 Receive Informational Report on Pearl Radio Site Shelter

Executive Director Swing reported that this is a parallel project that requires temporary equipment be set up using the Walton Lane Site equipment. He is working with both the City of Richmond and EBMUD to get permits approved.

9.4 Receive Informational Report on Meeting with Motorola for Extension of Support

Executive Director Swing reported that, as directed by Board action, the letter from the Authority requesting extension of support was signed and sent. However, Motorola did not agree to extend its support dates for the radios but intends to provide a migration plan for the impacted equipment and devices. Executive Director Swing has asked, and Motorola agreed, to change the billing frequency to a quarterly billing cycle from annual billing so more funds are available to the Authority to accrue investment earnings.

9.5 Receive Informational Report on Tracy PD/EBRCSA

Executive Director Swing reported that the City of Tracy's Police department has sent a formal letter of intent/interest to join the Authority. He clarified that the inclusion of City of Tracy as a subscriber will need to be a cost-neutral addition to the Authority and will not be a board governance agency.

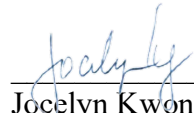
10. Agenda Items for Next Meeting – None.

11. Board Comments and Recognitions

The Board recognized outgoing Bm. Joe Calabrigo on his retirement.

12. Adjournment

There being no further business, the meeting was adjourned at 11:31 a.m.



Jocelyn Kwong, Board Secretary