



East Bay Regional Communications System Authority



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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

OPERATIONS COMMITTEE MEETING

REGULAR MEETING

DATE: August 31, 2018

TIME: 9:30 a.m.

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

MINUTES

1. Call to Order/Roll Call: 9:30 am

G. Ahern, Sheriff, Alameda County Sheriff's Office
C. Nice, Assistant Sheriff, Alameda County Sheriff's Office
N. Luby, Deputy Chief, Oakland Fire Department
P. Meyer, Fire Chief, San Ramon Valley Fire Authority
C. Simmons, Assistant Sheriff, Contra Costa County Sheriff's Office

Staff:

T. McCarthy, Executive Director
C. Soto, Administrative Assistant

Public:

G. Poole, Motorola

2. Public Comments: None.

3. Approval of Minutes of the April 27, 2018, Operations Committee Meeting

On motion of Bm. Nice, seconded by Bm. Simmons and by unanimous vote, the Operations Committee approved the minutes of the April 27, 2018 Operations Committee meeting.

4. Review Draft Policy and Procedure for Records Management/Retention/Destruction

Director McCarthy presented the Staff Report and advised that this item would create a Records Retention and Destruction Policy for the East Bay Regional Communications System Authority (Authority). With the recent scanning and imaging of the Authority's documents, the Policy would allow for destruction of a large portion of paper documents that could now be viewed electronically. The Policy included destruction dates and conditions in accordance with State regulations.

On motion of Bm. Nice, seconded by Bm. Meyer and by unanimous vote, the Operations Committee agreed to recommend for adoption to the Board of Directors, a Records Retention and Destruction Policy for East Bay Regional Communications System Authority (EBRCSA).

5. Review Lease with East Bay Municipal District for Seneca Site in Oakland

Director McCarthy presented the Staff Report advised that this was a lease with East Bay Municipal Utility District (EBMUD) for the Seneca Site in Oakland. It was for \$15,000 per year, with an increase of 3% per year, with a term starting January 2018 and ending December 31, 2023.

On motion of Bm. Nice, seconded by Bm. Luby and by unanimous vote, the Operations Committee agreed to recommend for adoption to the Board of Directors, entering into a non-revocable lease agreement with EBMUD for East Bay Regional Communications System Authority equipment located at the Seneca Reservoir, Seneca St., Oakland.

6. Review Aviat Care Services & Support Agreement

Director McCarthy presented the Staff Report and advised that this agreement would provide for Aviat technicians to come out to work on the System within four hours of a call for service, 24-hour monitoring, and a yearly inventory of System equipment.

Our current Budget for FY 2018/2019 has a line item of \$115,000 for the Aviat 7X24 Technical Support/Repair Service. This new contract from October 2018 through September 2021 will be \$98,221 annually for the 7X24 Support/Repair Services which provides technical assistance when needed via telephone and parts replacement. The Corrective Maintenance, Preventative Maintenance, and 7X24X365 Monitoring is \$165,662 annually, and \$496,986 for the three year contract for these services. The increase to the FY 2018/2019 budget for Microwave Maintenance will be \$148,883. The future line item cost for Microwave Maintenance, Monitoring, and Preventative Maintenance will be \$263,883 per year for the three years of the contract through September 30, 2021.

The Committee agreed to recommend amending the agreement to include a penalty if Aviat did not meet the reporting timeframe terms of the contractual agreement.

On motion of Bm. Nice, seconded by Bm. Simmons and by unanimous vote, the Operations Committee agreed to forward to the Board of Directors for approval, that East Bay Regional Communications System Authority enter into an agreement with Aviat Care for Services & Support.

7. Receive an Update concerning the Multi-Year Plan of System Equipment Replacement and Upgrade

Director McCarthy advised that he had located Dr. Ballard who written the original AECOM CTA analysis of the System, and would ask if he could write the next phase of replacements for the System. He had also contacted CSI for the same replacement information, and was looking for a third vendor for an informal bid process for a multi-year equipment replacement plan.

8. Receive an Update on the Time Division Multiple Access (TDMA) Upgrade

Director McCarthy advised that the installation of the TDMA hardware was almost complete. They were ahead of schedule. The hardware installation should be completed by next week.

9. Discuss Faria Preserve Project, City of San Ramon

Director McCarthy advised that there was a new development project, Faria Preserve, in San Ramon which might need a tower to provide complete radio coverage. The City charter provided that any development within the City required the developer cover the cost to keep the radio communication level at 95%. Motorola had provided a quote regarding using the Rocky Ridge as a radio site, of approximately. \$950,000. The City Manager would take that cost to the developer, to cover that cost. There were also ongoing costs to consider and he did not believe they could make the developer pay for those costs.

10. **Adjournment:** With no further business coming before the Operations Committee, the meeting was adjourned at 10:01 a.m.



Caroline P. Soto
Authority Secretary