

**BAY AREA REGIONAL INTEROPERABLE COMMUNICATIONS SYSTEMS
(BayRICS) JOINT POWERS AUTHORITY**

Meeting Location: Alameda County Sheriff
Office of Emergency Services
4985 Broder Blvd, Room 1013
Dublin, CA 94568

Meeting Date: Thursday August 14, 2014, 1:30 PM

Regular Meeting Minutes (Draft)
Documents available at: <http://www.BayRICS.net>

1)	<p>CALL TO ORDER ROLL CALL</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20%;">Director</td><td style="width: 50%;">Alameda County</td><td style="width: 30%;">Richard T. Lucia</td></tr> <tr><td>Director</td><td>State of California</td><td>Karen Wong</td></tr> <tr><td>Director</td><td>Marin County</td><td>Lee Ann Magoski</td></tr> <tr><td>Director</td><td>Contra Costa County</td><td>Candace Andersen</td></tr> <tr><td>Director</td><td>City of Oakland</td><td><i>Absent</i></td></tr> <tr><td>Director</td><td>San Francisco County</td><td>Anne Kronenberg</td></tr> <tr><td>Director</td><td>San Francisco City</td><td><i>Absent</i></td></tr> <tr><td>Director</td><td>City of San Jose</td><td>Michelle McGurk</td></tr> <tr><td>Director</td><td>San Mateo County</td><td><i>Absent</i></td></tr> <tr><td>Director</td><td>Santa Clara County</td><td>Bert Hildebrand</td></tr> <tr><td>Director</td><td>Sonoma County</td><td>Dennis Smiley</td></tr> <tr><td>Director</td><td>South Bay Hub</td><td>Dan Winter</td></tr> <tr><td>Director</td><td>East Bay Hub</td><td>Joe Calabrigo</td></tr> <tr><td colspan="3"><i>Simple majority (currently seven) physically present constitutes a quorum.</i></td></tr> </table>	Director	Alameda County	Richard T. Lucia	Director	State of California	Karen Wong	Director	Marin County	Lee Ann Magoski	Director	Contra Costa County	Candace Andersen	Director	City of Oakland	<i>Absent</i>	Director	San Francisco County	Anne Kronenberg	Director	San Francisco City	<i>Absent</i>	Director	City of San Jose	Michelle McGurk	Director	San Mateo County	<i>Absent</i>	Director	Santa Clara County	Bert Hildebrand	Director	Sonoma County	Dennis Smiley	Director	South Bay Hub	Dan Winter	Director	East Bay Hub	Joe Calabrigo	<i>Simple majority (currently seven) physically present constitutes a quorum.</i>		
Director	Alameda County	Richard T. Lucia																																									
Director	State of California	Karen Wong																																									
Director	Marin County	Lee Ann Magoski																																									
Director	Contra Costa County	Candace Andersen																																									
Director	City of Oakland	<i>Absent</i>																																									
Director	San Francisco County	Anne Kronenberg																																									
Director	San Francisco City	<i>Absent</i>																																									
Director	City of San Jose	Michelle McGurk																																									
Director	San Mateo County	<i>Absent</i>																																									
Director	Santa Clara County	Bert Hildebrand																																									
Director	Sonoma County	Dennis Smiley																																									
Director	South Bay Hub	Dan Winter																																									
Director	East Bay Hub	Joe Calabrigo																																									
<i>Simple majority (currently seven) physically present constitutes a quorum.</i>																																											
<i>General Public Comment</i>																																											
2)	<p>GENERAL PUBLIC COMMENT: Members of the public may address the BayRICS Board on items within the jurisdiction of the Authority.</p> <p>No public comment.</p>																																										
<i>Recurring Business</i>																																											
3)	<p>APPROVAL OF THE AGENDA: The Board reviewed the agenda for the August 14, 2014 meeting. No changes to the agenda were proposed or adopted.</p>																																										
4)	<p>APPROVAL OF MINUTES: The Board reviewed the minutes from the JPA meetings that were held on April 10, 2014 and June 12, 2014.</p> <p>Director Anderson moved to approve the minutes for April 10, 2014 and June 12, 2014, second by Director Kronenberg. Motion carried unanimously with all members in attendance voting aye.</p>																																										

5)	<p>BAYRICS GENERAL MANAGER’S REPORT: BayRICS General Manager Barry Fraser reported on BayRICS strategic plan initiative progress, and on the meetings and activities of the First Responder Network Authority (FirstNet), Public Safety Advisory Committee (PSAC), California First Responder Network (CalFRN), and BayRICS Advisory Groups. GM Fraser also reported on BayLoop status, BayRICS administrative and financial updates, and related news and announcements.</p> <p>No public comment.</p>
6)	<p>STATE OF CALIFORNIA UPDATE ON FIRSTNET: The Board heard a report from Director Karen Wong on planning efforts related to FirstNet and the California First Responder Network (CalFRN). Director Wong described the outcome of the CalFRN town hall meetings in Lakeport and Bakersfield, and other CalFRN meetings and activities. Director Wong also described an upcoming social network demonstration using a smartphone application to connect volunteers and the public to Emergency Operations Centers and 911 Cal Centers during large-scale emergencies.</p> <p>Director Wong also urged BayRICS members to complete the CalFRIN public safety surveys that were recently distributed.</p> <p>No public comment.</p>
7)	<p>BayRICS TECHNICAL ADVISORY COMMITTEE (TAC) STANDING REPORT: The Board heard a brief report from the TAC Committee Chair Michelle Geddes, including BayLoop maintenance and monitoring, Bay Area interoperable voice communications updates, and updates from state and national conferences and technical working groups.</p> <p>No public comment.</p>
<i>New Business</i>	
8)	<p>REGIONAL P25 SYSTEM KEY EXCHANGE GUIDELINES (<i>Action Item</i>)</p> <p>BayRICS has previously identified the need for uniform guidelines to help ensure that P25 radios placed into service by a member agency will operate on other regional P25 networks for mutual aid response. Over the past six months, BayRICS staff worked with the Bay Area P25 system operators to develop model guidelines for the secure exchange of system encryption keys required to program radios to allow operation across P25 systems. These guidelines are described in the attached System Key Exchange Guidelines Report. The Guidelines have been approved by the regional P25 system operators and the BayRICS Technical Advisory Committee (TAC).</p> <p>No public comment.</p> <p>Director Smiley moved that the Board Endorse the <i>System Key Exchange Guidelines</i> as a model for the Bay Area, direct staff to distribute the Guidelines to BayRICS Members and Bay Area public safety agencies, and encourage agencies to implement the Guidelines as part of their P25 radio programming procedures. Second by Director Winter. Motion carried unanimously with all members in attendance voting aye.</p>

<p>9)</p>	<p>SLIGP GRANT FUNDING FOR BAYWEB “LESSONS LEARNED” REPORT (<i>Action Item</i>). In August, 2013, the State of California received State and Local Implementation Grant Program (SLIGP) funding to fund the State’s planning and consultation efforts to prepare for deployment of the FirstNet nationwide public safety broadband network. The State allocated a portion of these funds to cover costs for BayRICS to prepare a “Lessons Learned and Next Steps” report and other deliverables that will be used by the State to plan and conduct the consultation process with FirstNet. GM Fraser is working with State staff to develop the scope of work and project plan, as well as the mechanism for allocating the funds to accomplish this work.</p> <p>No public comment.</p> <p>Director Kronenberg moved to authorize the BayRICS Chair or the Chair’s designee to approve the acceptance of funding support from the State of California to prepare a “Lessons Learned and Next Steps” report and related materials to assist the State in its planning and consultation process with FirstNet. Second by Director Magoski. Motion carried unanimously with all members in attendance voting aye.</p>
<p>10)</p>	<p>FEES FOR NEW BayRICS MEMBER AGENCIES. (<i>Action Item</i>)The BayRICS JPA Agreement (Section 5.01(b)) includes a procedure for accepting new members into the JPA, including a requirement that new members pay a “Subsequent Membership Fee” as a condition to becoming a Member. Section 5.01(b) also provides that “the Board shall determine the amount of each Subsequent Membership Fee, but in no event shall it be less than the Initial Membership Fee the public agency would have been required to pay to become a Member within the Initial Membership Period.”</p> <p>No public comment.</p> <p>Director Hildebrand made a motion for the Board to affirm the language in the JPA Agreement setting Subsequent Membership Fees for new members at an amount equal to the Initial Membership Fee as established in Section 5.01(a)(ii) of the JPA Agreement (\$24,500 for agencies with seats on the Board, and \$5,000 for other agencies). Second by Director Kronenberg. Motion carried unanimously with all members in attendance voting aye.</p>
<p>11)</p>	<p>TRAVEL EXPENSE REIMBURSEMENT REQUEST FOR OUT OF STATE TRAVEL (<i>Action Item</i>). In June 2013, BayRICS General Manager Barry Fraser was appointed by the National Association of Telecommunications Officers and Advisors (NATOA) to serve on the FirstNet Public Safety Advisory Committee (PSAC). GM Fraser has been invited to brief NATOA leadership and moderate a panel discussion at NATOA’s annual conference in St. Paul MN on September 30, 2014. GM Fraser requests advance approval of reimbursement of partial travel expenses to attend the briefing (some expenses will be paid by NATOA).</p> <p>No public comment.</p> <p>Director Wong moved to approve the General Manager’s request for reimbursement of out of state travel expenses, second by Director Magoski. Motion carried unanimously with all members in attendance voting aye.</p>

12)	FUTURE AGENDA ITEMS: Any Board member who wishes to request consideration of an agenda item for a future meeting may do so, and such action shall be taken if voted for by a majority of the Board. No items proposed.
13)	NEXT REGULAR MEETING DATE: Thursday October 9, 2014 at 1:30 PM Alameda County Office of Emergency Services 4985 Broder Blvd., Dublin, CA 94568
14)	<i>Adjournment</i>

If any materials related to an item on this agenda have been distributed to the Authority members after distribution of the agenda packet, those materials are available for public inspection at the Alameda County Office of Emergency Services, 4985 Broder Blvd., Dublin, CA 94568 during normal business hours. Or on the internet at: <http://www.BayRICS.net>

The Authority will hold this meeting at the Alameda County Office of Emergency Services, 4985 Broder Blvd., Dublin, CA

Disability Access

In compliance with the Americans with Disabilities Act, those requiring accommodations for this meeting should notify Barry Fraser, at least 24 hours prior to the meeting at (925) 803-7882.