

SAN RAMON VALLEY FIRE PROTECTION DISTRICT

Administration
Phone: 925-838-6600
Fax: 925-838-6629
www.firedepartment.org

**1500 Bollinger Canyon Road
San Ramon, California 94583**

Fire Prevention
Phone: 925-838-6600
Fax: 925-838-6696
Inspections: 925-838-6680

MEMORANDUM

Date: August 22, 2012
To: Board of Directors
From: Steve Call, Technology Systems Manager
Subject: Contra Costa County Microwave Services Agreement

Section 5.3 of District Ordinance 20 requires that purchases in excess of \$25,000 have specific approval by the Board of Directors. The following purchase requires such authorization.

Background:

The District utilizes emergency communications microwave and radio equipment located at four hilltop sites owned or leased by Contra Costa County. The District has an agreement with Contra Costa County to lease space at each of the radio sites to house the District's emergency communications equipment. The agreement allows for ingress or egress and the rights to install equipment, antennas, cables, conduits and wires as necessary to support the needs of the District. Contra Costa County charges the District per rack unit to lease space at each of the hilltop sites.

The microwave services and lease fees for fiscal year 2012-2013 total \$38,017.00.

Recommendation:

Staff recommends the District authorize a payment of \$38,017.00 to the Contra Costa County Department of Information Technology for microwave services.

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MEMORANDUM

Date: August 22, 2012
To: Board of Directors
From: Steve Call, Technology Systems Manager
Subject: First OnScene Software Maintenance

Section 5.3 of District Ordinance 20 requires that purchases in excess of \$25,000 have specific approval by the Board of Directors. The following purchases require such authorization.

Background:

The District utilizes First OnScene software products for incident, fire prevention, training, controlled substance, pre-incident aerial survey, hydrant inspection and hose testing records management and reporting. First OnScene software maintenance and support for FY 2012-2013 totals \$30,000.

Recommendation:

Authorize staff to pay First OnScene for FY 2012-2013 software maintenance and support in the amount of \$30,000.

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MEMORANDUM

Date: August 22, 2012
To: Board of Directors
From: Robert Leete, Administrative Services Director
Subject: Motorola Solutions, Inc. Payment for Mobile Radios

Section 5.3 of District Ordinance 20 requires that purchases in excess of \$25,000 have specific approval of the Board of Directors. The following purchase requires such authorization.

Background

In May 2012 the Board approved the purchase of up to 342 mobile radios for the Federal Emergency Management Agency Assistance to Firefighters Grant radio project. Some of the radios were purchased and received (quantity 276). Per the purchase terms, the District was required to pay the invoice in the amount of \$1,307,324.37 within 30 days in order to avoid finance charges.

The regular August 2012 Board meeting was cancelled. As a result, the Motorola invoice was taken to the Finance Committee meeting on August 2, 2012. The Finance Committee approved payment to Motorola. Payment was made on August 10, 2012.

Recommended Action

Staff recommends the Board ratify payment to Motorola Solutions, Inc. in the amount of \$1,307,324.37.

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MEMORANDUM

Date: August 22, 2012

To: Board of Directors

From: Robert Leete, Administrative Services Director
Gloriann Sasser, Finance Supervisor

Subject: Mobile Radio and Base Station Installations - East Bay Regional
Communications System

Background

The District is a member of the East Bay Regional Communications System Authority (EBRCS). EBRCS is a joint exercise of powers authority organized for the purpose of establishment of a P25 compliant communications system. This communications system will provide fully interoperable communications to all public agencies serving Contra Costa and Alameda Counties. EBRCS includes 40 member agencies serving a population of over 2.5 million people.

In December 2011, the District was awarded a Federal Emergency Management Agency (FEMA) Assistance to Firefighters Grant. The grant is a regional grant that includes 10 of the Contra Costa EBRCS agencies. The grant may only be used to purchase and install base stations and mobile radios as part of the EBRCS project. The total project cost for the grant is \$2,383,353. The federal grant will pay for 80% of the project cost or \$1,906,683. The 10 local agencies are responsible to pay a local agency match of 20% of the project cost or \$476,670. The District is host agency and responsible for administration of the grant. The District's cost of the local agency match is \$97,610.

As host agency, the District is responsible to manage the purchase and installation of 342 mobile radios and 78 base stations throughout Contra Costa County. The grant requires all mobile radios and base stations to be purchased, installed and operable by December 22, 2012. The District is also responsible to pay for the mobile radio and base station purchases, obtain reimbursement from FEMA for the federal share and obtain

reimbursement from the participating agencies for the local share. Included in this purchase are 76 mobile radios and 10 base stations for the District. In May 2012 the Board approved the purchase of up to 342 mobile radios and up to 78 base stations. To date, 276 mobile radios have been purchased. No base stations have been purchased due to a pending environmental review. Once the environmental review is complete and approved, the base stations will be purchased. Budget adjustments are necessary to reflect the revised timing of the radio purchases and associated grant revenue.

In June 2012 a Request for Quotation for base station and mobile radio installations was issued. The District received quotations from six vendors. Quotation results are attached.

Due to the number of required installations, location of installations throughout Contra Costa County and the grant required completion date of December 22, 2012, it is recommended that contracts with three vendors be awarded. The low bidder for both mobile and base station installations is Responsive Communication Services, Inc (Responsive). Responsive can complete up to 90 mobile and 20 base station installations by December. The next lowest bidder for mobile radio installation is Red Cloud, Inc. Red Cloud can complete up to 200 mobile radio installations by December. Finally, the next lowest bidder for base station installations is Emergency Access Controls (EAC). EAC can complete up to 76 base station installations by December. By contracting with multiple vendors, the District will have the ability to assign installations in the most efficient manner while ensuring the work is completed by the grant deadline.

References were verified for the three vendors. A spreadsheet is attached that details the revenue and expenditures for this grant project.

Recommended Action

Staff recommends the Board approve the following:

- Authorize staff to contract with Responsive Communication Services, Inc., Red Cloud, Inc. and Emergency Access Controls in an amount not to exceed \$600,552 to install up to 342 mobile radios and 78 base stations.
- Authorize the following 2012-13 budget adjustments in the Federal Grant Capital Projects Fund:
 - Increase Federal Grant Intergovernmental Revenue in the amount of \$1,330,400
 - Increase Other Intergovernmental Revenue in the amount of \$246,327 for the Local agency share of the installation costs
 - Increase Capital Outlay expenditures in the amount of \$1,933,802 for mobile radio and base station purchases and installation costs.
- Authorize a Transfer Out of the General Fund and a Transfer In to the Federal Grants Capital Projects Fund and budget adjustments in an amount not to exceed

\$46,139 for the District's local agency match and additional costs for the installation of the mobile radios and base stations.

Installation Price Quotation Summary Base Stations

| | <u>Base Station Install</u> | <u>VHF Antenna Install</u> | <u>700/800 Install</u> | <u>Line Performance Test</u> | <u>Other</u> |
|---|-----------------------------|----------------------------|------------------------|------------------------------|--|
| Responsive Communication Services, Inc. | 325.00 | 475.00 | 425.00 | 125.00 | |
| Emergency Access Controls | 405.00 | 1,335.00 | 1,325.00 | 165.00 | |
| Red Cloud, Inc. | 190.00 | 1,986.00 | 1,928.00 | 145.00 | |
| Day Wireless Systems | 555.00 | 2,092.18 | 2,309.64 | 125.00 | |
| Delta Wireless, Inc. | 899.42 | 2,792.49 | 2,883.63 | 920.00 | Additional travel costs for certain stations |
| | | | | 172.50 if on site | |
| Wattco | Did not quote | Did not quote | Did not quote | Did not quote | |

Installation Price Quotation Summary Mobile Radios

| | <u>Mobile Radio - No Interface</u> | <u>Mobile Radio - Interface New Cable</u> | <u>Mobile Radio - Interface Existing Cable</u> | <u>Other</u> |
|---|------------------------------------|---|--|--|
| Responsive Communication Services, Inc. | 290.00 | 495.00 | 415.00 | |
| Red Cloud, Inc. | 335.00 | 820.00 | 700.00 | |
| Emergency Access Controls | 460.00 | 725.00 | 675.00 | |
| Wattco | 708.00 | 962.00 | 792.00 | Additional conditions @ \$118/hour |
| Day Wireless Systems | 825.62 | 1,135.13 | Did not quote | |
| Delta Wireless, Inc. | 879.29 | 1,895.78 | 1,392.92 | Additional travel costs for certain stations |

**San Ramon Valley Fire Protection District
East Bay Regional Communications System Authority
Federal Grant Capital Projects Fund
Mobile Radio and Base Station Grant**

| | <u>2011-12 Preliminary</u> | <u>2012-13 Projected</u> | <u>Total</u> |
|---|--------------------------------|------------------------------|------------------|
| Revenue: | | | |
| Federal Grant | | \$1,906,683 | \$1,906,683 |
| Local Agency Match | \$245,151 | 133,909 | 379,060 |
| District Share Local Agency Match - Transfer In | 81,471 | 16,139 | 97,610 |
| Local Agency Share of Additional Costs | | 310,802 | 310,802 |
| District Share Additional Costs - Transfer In | | <u>30,000</u> | <u>30,000</u> |
| Total Revenue and Transfer In | <u>326,622</u> | <u>2,397,533</u> | <u>2,724,155</u> |
| Expenditures: | | | |
| Mobile Radio/Base Station Equipment Purchases | | 2,022,603 | 2,022,603 |
| Mobile Radio/Base Station Installation Costs | | 360,750 | 360,750 |
| Additional Radio Costs | | 101,000 | 101,000 |
| Additional Installation Costs | | <u>239,802</u> | <u>239,802</u> |
| Total Expenditures | <u>0</u> | <u>2,724,155</u> | <u>2,724,155</u> |
| Net Grant Activity | <u>\$326,622</u> | <u>(\$326,622)</u> | <u>\$0</u> |

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MEMORANDUM

Date: August 22, 2012
To: Board of Directors
From: Robert Leete, Administrative Services Director
Subject: Discussion of Fire Chief Recruitment
Selection of Executive Search Firm

Background:

The Board of Directors directed staff to issue a request for proposals for an executive search firm to assist the District with the recruitment for the position of Fire Chief. Staff prepared a request for proposals that was issued on July 26, 2012, and sent to five (5) companies. Proposals were received from four (4) executive search firms:

- Teri Black & Company
- Bob Murray & Associates
- Ralph Andersen & Associates
- Emergency Services Consulting International (ESCi)

Recommended Board Action:

Direct staff with regard to the recruitment/selection for the position of Fire Chief.

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MEMORANDUM

Date: August 22, 2012
To: Board of Directors
From: Steven J. Hart, Assistant Fire Chief, Support Services
Subject: Discussion and Consideration of appropriation of funds for completion of the Training Site Remodel Project.

Background:

Staff identified in the FY 11/12 budget the need to remodel the existing Training Site at 6100 Tassajara Rd. with a modern classroom facility. The District allocated \$300,000 from the Training Facility Fund to fund all aspects of this project, architect, engineering, permits and construction.

On June 30, 2012, we had spent \$193,000.00 of the budget allocated. In order to complete the project, staff is requesting authorization to spend \$60,000 of the balance.

Recommended Board Action:

District staff recommends approval of \$60,000.