



Moraga-Orinda Fire District
BOARD OF DIRECTORS
SPECIAL BOARD MEETING MINUTES
May 21, 2021
(APPROVED JUNE 16, 2021)

1. OPENING CEREMONIES

The Board of Directors convened a teleconference Open Session at **11:00 a.m.** on **May 21, 2021**, via the Zoom application <https://us02web.zoom.us/j/88451416394>, webinar id: 88451416394 and by phone 669-900-6833. Pursuant to Executive Order N-29-20, teleconferencing restrictions of the Brown Act have been suspended. MOFD is closely following the latest Public Health Order from the Contra Costa Health Services issued on March 17, 2020. At this time, all formal public meetings will continue remotely.

President Jorgens called the meeting to order and requested an attendance roll call. Present were the following Directors and Staff:

President Jorgens	Director Donner	Marcia Holbrook, District Clerk
Director Baitx (absent)	Director Jex	
Director Danziger	Dave Winnacker, Fire Chief	

2. PUBLIC COMMENT - ITEMS NOT ON THE AGENDA (audio 4:32)

President Jorgens opened Public Comment. There were no requests to address the Board. President Jorgens closed Public Comment.

3. SPECIAL AGENDA (audio 4:50)

3.1. Authorize Staff to Enter into a Software Agreement with Zonehaven, Inc. to Develop a Comprehensive Evacuation Support System in the Amount of \$627,750

Fire Chief Winnacker provided the report. The District was awarded a grant as a sub-recipient of an Urban Areas Security Initiative Grant (UASI) awarded to Contra Costa County in the amount of \$300K. The project must be completed by December 31, 2021. On January 29, 2021, the District initiated a competitive bidding process and issued a request for proposals (RFP) for Cloud-Based Evacuation Management and Community Evacuation Interface Software. The District received one proposal from Zonehaven, Inc. The Zonehaven proposal is for a term of three years (1st year \$299,250, 2nd year \$164,250, and 3rd year \$164,250, total \$627,750). On March 26, 2021, MOFD submitted a request to the Bay Area UASI for sole source approval from the California Office of Emergency Services. On May 14, 2021, the California Office of Emergency Services approved the Noncompetitive Procurement Contract with Zonehaven, Inc. for \$300K. Section 14.1 of the agreement states that the agreement may be terminated with at least 30 days' notice at the conclusion of the first year or any subsequent year without penalty. Staff plans to seek additional grant funding for years two and three of the contract and recommend terminating the contract without additional funding. Fire Chief Winnacker explained that the system will be developed and implemented with police and fire throughout the County. Staff recommended the Board authorize Staff to Enter into a Software Agreement with Zonehaven, Inc. to Develop a Comprehensive Evacuation Support System in the Amount of \$627,750.

President Jorgens inquired on the process for terminating the contract if no additional funding is available. Fire Chief Winnacker explained the provisions that allow for the cancelation of the contract. President Jorgens asked for clarification on the December 31 deadline. Fire Chief Winnacker clarified the grant funds are required to be spent by December 31, 2021. President Jorgens asked if prepayment is required before the end of the year. Fire Chief Winnacker reference attachment B, exhibit B. President Jorgens expressed his concern about making sure the District does not lose the grant money and end up with a payment due. Fire Chief Winnacker answered Staff is confident with the timing based on the vendor's assurances and added that the contract would be canceled if the timing and sequence are not achieved. President Jorgens requested for Staff to ensure a process is in place for tracking the project.

Director Danziger asked about the impact if the contract had to be canceled due to the lack of funding. Fire Chief Winnacker reviewed the two elements of the system and the existing evacuation zones the District developed in the jurisdiction and the Lafayette area. The first phase of the contract is the production of zones for the rest of the County to establish the map layer and shared term to establish interoperability between dispatch, fire, and law agencies. The second element is having access to the platform. Fire Chief Winnacker provided a demonstration of the functionality and simulation the system provides.

Director Jex asked for more information on Zonehaven. Fire Chief Winnacker described Zonehaven as a technology company based out of San Francisco, and currently provides zones to Santa Cruz County, San Mateo County, Nevada County, Yuba County, Humboldt County, City of Atascadero, Sonoma County, Napa County, Lake County, Marin County, Alameda County, Santa Clara County, and two counties in Oregon. Director Jex asked if the software needs to be developed. Fire Chief Winnacker answered the contract would be utilizing the existing system used for those other counties. Director Jex asked how the system interfaces with the current notification system used for evacuation. Fire Chief Winnacker explained that the platform digitizes the information transfer, reducing potential errors when done by cell phone or radio. Director Jex inquired about the procedures for when the system is scheduled to be down for servicing. Fire Chief Winnacker answered the zones reside in a computer-aided dispatch system. The transmission of which zones to be evacuated would be verbal if the platform were down. This method has been tested along with using the platform through evacuation exercises over the last several years.

President Jorgens asked if the contract allowed purchasing options to select portions of the platform. Fire Chief Winnacker confirmed that a la carte options include features/functionality or sub-jurisdictions if needed. President Jorgens asked for more information on the benefits of years two and three of the contract once the zones have been achieved. Fire Chief Winnacker replied future access to the platform.

Director Jex noted that the contract covers the County, and MOFD is a participant in the contract and asked if the financial activity is running through MOFD. Fire Chief Winnacker confirmed.

President Jorgens asked if the County decides not to continue with the contract, and MOFD continued how much a portion of the contract would cost. Fire Chief Winnacker answered that would need to be determined. The system's value is that it is Countywide and the platform's integration across all of the entities and Alameda County. President Jorgens inquired if the County considered the platform for future budgets. Fire Chief Winnacker stated the implementation of the platform is currently dependent on a single grant funding source. The platform would need to reside at the County OES level in the absence of funding.

Director Jex inquired if the County Board of Supervisions is supportive of the platform. Fire Chief Winnacker answered the County OES, County Sheriff, and County Fire are supportive.

President Jorgens asked if the grant funds are not available, have the other agencies considered the platform for a future budget item. Fire Chief Winnacker replied future budget considerations by other agencies are unknown. President Jorgens recommended talking to other large entities or the Board of Supervisors to assume the lead in the future once the zones and access to the platform are established. Director Jex agreed and said the County seems a logical funding source long term.

President Jorgens opened Public Comment. There were no requests to address the Board. President Jorgens closed Public Comment.

No further discussion by the Board.

Motion by Director Jex and seconded by Director Danziger to Authorize Staff to Enter into a Software Agreement with Zonehaven, Inc. to Develop a Comprehensive Evacuation Support System in the Amount of \$627,750. Said motion carried 4-0-1-0 roll call vote (Ayes: Danziger, Donner, Jex, and Jorgens; Noes: None; Absent: Baitx; Abstain: None).

4. ADJOURNMENT

At 11:28 a.m., Director Danziger motion and seconded by Director Donner to adjourn the meeting. Said motion carried 4-0-1-0 roll call vote (Ayes: Danziger, Donner, Jex, and Jorgens; Noes: None; Absent: Baitx; Abstain: None).



Marcia Holbrook,
District Secretary/District Clerk