

City of Milpitas
Approved Minutes
Telecommunications Commission
March 19, 2007

I. Call to Order & Roll Call:

Telecommunications Commission Chair Albert Alcorn called the meeting to order.

Members Present: Albert Alcorn, D. Gupta, R. Shaw, H. Tran, I Munir, S. Bilgrami, N. Gupta, V. Mathur, and W. Lam

City Council: A. Gomez

I.S. Staff: B. Marion, E. Pasion

Members Absent: P. Peterson, S. Bansal,

II. Pledge of Allegiance:

The members of the Commission recited the Pledge of Allegiance.

III. Announcements:

Staff informed the commissioners of the need to submit the annual Form 700 documents. Staff has scheduled for the commission-working group to meet at the City Hall committee conference meeting room on the first floor.

IV. Approval of the Agenda:

Motion to approve the agenda as submitted.

M/S D. Gupta / R. Shaw Ayes: 9

**V. Approval of the Minutes
March 19, 2007**

Motion to approve the minutes as amended.

M/S D. Gupta / W. Lam Ayes: 9

VI. Citizen's Forum

No comments made for the record.

VII. Continued-New Business:

1. Review of Cable Studio Policy Working Group

Staff noted that the commission-working group did not formally meet to discuss policy review. Commissioner D. Gupta added that a meeting has been scheduled for March 20 at City Hall for the working group to review the

documentation regarding the public access studio procedures. He distributed a sign up sheet for other members to participate in the discussion.

Chair Alcorn that is item will be a continuing item of discussion for the commission to review.

Motion to note receipt and file.

M/S N. Gupta / R. Shaw

Ayes: 9

2. Cable Studio Equipment and Training.

Staff updated the commission on the installation process on the cable access studio.

Staff and Drew Kutlik, with Magic Wave productions, provided a report on the installation of the and live cablecast of the city and school district meetings on cable channel 15 and cable channel 26. Staff noted that the City Council budget work session events were televised live as planned and several noted of improvements have been noted to correct for future use. Staff reported to the commission that the equipment has been working and has been undergoing testing for software debugging and equipment integration. Magic Wave noted that cable switching could be handled via that patch access panel in the public access studio control room. Chair Alcorn noted that concern that and an inadvertent switching of cable 15 and cable 26 could happen and can a improved process or security lock be added to prevent an accidental switching of cable channels.

The commission reiterated that it is a security concern and it must be addressed. Staff noted that adding a software security lock system would be extremely expensive and time consuming. A simple Plexiglas cover and key lock would work best for the immediate future. The larger question is who is authorized to use and access the programming modes for server access.

Chair Alcorn suggested that a simple cover and key lock be set up and access to the switching panel to be limited to training and qualified users.

The commission asked the question of the possibility of inadvertently showing a program. Staff noted that the switcher must be set up in a given mode in order to show program.

On the matter of training, Magic Wave will be providing hands-on training to the overall studio operation and control room operations to staff and members of the commission. The training would be staged for introduction of the system, to intermediate usage and finally advanced user knowledge. In time, a user's manual will be produced for staff and commission

members and will be updated as users find items to be included documentation.

Magic Wave noted that it hopes to have a majority of the system completed by mid-April. They are still waiting for vendor equipment to be delivered for installation.

Vice Chair N. Gupta asked of the status of ID access cards. Staff noted that the ID access cards could issued at anytime. Staff currently has the photos for all the commissioners that can be used for the access badges.

Commissioner Mathur and Gupta sought in put on the matter of service contacts on the equipment from city staff. Bill Marion, the city's director of information technology, noted that city has standard contract language that can be applied if the commission seeking in establishing service contract for maintenance.

The commission asked of establishing a service contract with Magic Wave in order to provide a comfort level of assistance in the event that assistance is needed. Staff noted that any service work on the equipment is covered through the manufactures limited warrantee, which is any where from 90 days to one year. Separately, Magic Wave covers the installation and wiring workmanship of the facility for two years.

Commissioner Lam asked if a contact email is available for sending general messages. Staff noted that an email address has been set up through the MilpitasTV.org website address. Magic Wave suggested that this be used as a primary method of contact in the event that a service matter or question for assistance is needed for the studio. Staff can then schedule time to help address the matter in detail if it is needed.

Motion to note receipt and file.

M/S N. Gupta / D. Gupta Ayes: 9

Motion to direct staff on developing a future service contract for the public access studio equipment and facility.

M/S N. Gupta / D. Gupta Ayes: 9

3. February '07 I.S. Monthly Report.

Bill Marion, Director of Information Services, reported on the highlights of the Information Services Department.

He reiterated the fact that a live cablecast of meetings where shown on cable 15 and 26 on February 27th.

Earthlink WiFi service would be expanding its marketing campaign on its services and conducting informational desks throughout the city. Additionally, Earthlink would be providing free WiFi Internet service at several public buildings in Milpitas. The Milpitas sports center, teen center and new library will have free limited WiFi service. The city's Police and Fire vehicles would also be integrated onto the Earthlink WiFi network as part of its operational features on the city's network. Staff added that there will be a three-hour time limit access to deter excess use by any one user for these locations.

Staff currently is receiving hands-on training on the city's new online permitting system that would allow the city's building, planning and fire inspection department's timely access to planning data. It is anticipated that the services would go live late spring of this year.

As reported at the February meeting, information services are currently working on a regional 911 emergency systems involving Milpitas, San Jose and Santa Clara County. Milpitas is hosting the CAD system and demo capabilities of the system. The future ability to hand off computer aided dispatch incidences throughout the county is part of the overall project. Homeland Security is the funding of the test project and will allow an added layer of communications for the local agencies to better handle its resources.

Feather WiFi product by Earthlink is also adding further outreach for its wireless network product. Other wireless providers have been interested in providing wireless Internet service in Milpitas. Those providers would need to access the city's wireless nodes through Earthlink who would have whole sale access to the wireless network. Staff noted that further education to the using public is also needed to better understand how wireless internet connectivity works. Staff noted that Metro FI is still another possible WiFi provider that has requested to establish its network in Milpitas.

Motion to note receipt and file.

M/S N. Gupta / V. Mathur Ayes: 9

4. Round Table Discussion

Chair Alcorn requested Councilmember Gomez to provide a update with the City Council. Councilmember Gomez noted the council has appreciated that work of the commission's work in coordinating the establishment of the new public access studio. The commission sought direction on providing regular or semi-annual report to the city council on priorities that the commission is interested in pursuing. Chair Alcorn added that it would like to be involved in the new library technology that is being implemented in the new city facility.

Vice Chair N. Gupta asked if Comcast will be present at the public access studio grand opening. Staff noted that it was important for them to be part of that grand opening event. Staff also noted that it has not received information on the replacement for Comcast's representative to the city. When that has been updated to the city then staff will work with that person to invite them to the next commission meeting.

Staff reiterated the need for the commission to review another cellular application from T-Mobile. Chair Alcorn noted that commission would review the application but since the technology is the same for other T-Mobile application.

VIII. Adjournment of Meeting

The Commission adjourned the meeting to Monday, April 16, 2007.

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