

Agenda

Telephone Emergency Notification System Selection Committee

11/13/2012
2:00 PM to 3:05 PM
651 Pine Street
Room 101
Martinez

Meeting called by: Randy Sawyer

Attendees: Supervisor John Gioia, Supervisor Federal Glover, Katherine Hern, Tony Semenza, Catherine Gerk, Henry Clark, Howard Adams, Ralph Sattler, Frank Gordon, Andrés Soto, Torm Nompraseurt, Tony Lloyd

Agenda topics

5	Introductions	All
30	Overview of the Telephone Emergency Notification System	Katherine Hern
15	Process for Moving Forward	All
10	Review Action Items	Randy Sawyer
5	Next Meeting	All

Special notes: The purpose of the meeting is to understand the existing Telephone Emergency Notification System (TENS), what actions that have been taken at replacing the existing system provider, and to develop a process on how a new TENS provider will be selected and how this system will be tested.

5	Introductions	All
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Discussion: This was the first meeting of the TENS Selection Committee. All of the committee members were present with the exception of Dr. Henry Clark. Randy Sawyer and Supervisor Gioia gave opening remarks to the committee.

30	Overview of the Telephone Emergency Notification System	Katherine Hern
<p>Discussion: Katherine Hern gave a report on the background of the existing TENS provider. She reported that a new temporary vendor has been hired while the committee selects a final vendor. This vendor will be the primary TENS provider with the old TENS provider being a backup. This will be the arrangement until a final TENS provider is selected by the Selection Committee.</p> <p>Katherine reported on the RFP process that the CWS group did and how the best four proposals were selected for further consideration. She let the group know that the cost of this service ranged from \$30,000 to \$150,000 without any real difference in what the vendors say they can deliver.</p>		
15	Process for Moving Forward	All
<p>Discussion: Katherine developed follow up questions for the final four and the best two based on the results on the responses to the follow up questions will be selected to be interviewed by the committee. A live test is being developed that the final two vendors will test their capabilities. Then based on the interview and the test results the final vendor will be selected.</p> <p>The group discussed some of the options for providing the messages in multiple languages. Supervisor Gioia asked if a person could register their phone number and be called in a different language than English. This can be done but there is a concern about liability, since the existing language that protects emergency response actions does not include delivering messages in languages other than English.</p>		
<p>Conclusions: The final four TENS providers will be reduced to two based on the follow-up questions. The TENS Committee members will have until the end of business on Friday, 11/16 to get their comments to Katherine. Katherine will narrow the final four to the final two when the TENS providers respond to the follow up questions by November 30. Interviews of the final two are scheduled for December 7 between 9:00 AM and 12:00 PM. An hour will be allowed for each interview.</p>		
<p>The TENS Selection Committee may also wish to review in the future the TENS zones that have been developed for the refineries and chemical facilities</p>		
Action items:		Person responsible:
Send out Katherine contact information to the committee to supply their comments on the follow up questions		Randy
Send comments to Katherine on the follow up questions		All
		Deadline:
		11/13/12
		11/16/12
10	Review Action Items	Randy Sawyer
<p>Discussion: The group went over the action items, which are shown above highlighted in green.</p>		
5	Next Meeting	All
<p>Discussion: The next meeting will be for interviewing the final potential TENS providers and is set for December 7, 2012 from 9:00 AM to 12:00 PM at 651 Pine St., Room 108, Martinez.</p>		
Action items:		Person responsible:
Send out agenda for the December 7, 2012 Meeting		Randy
		Deadline:
		11/30/12