



**Telecommunications Commission  
Meeting Minutes**

**October 1, 2008 3:00- 5:00 p.m.**

**City Computer Training Room, 600 A Street**

Commissioners Present: Jesse Drew, Jim Frame, Bob Kehr, Stephen McMahon, Zackary O'Donnell, Darrick Servis, Amy Slavich

Commissioners Absent: none

Staff Present: Rick Guidara, Information Services Manager (Liaison)  
Robert Schulz, Media Services Technician  
Samantha Wallace, Assistant Community Services Director



***Minutes in bold and italics***

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- 3:00 PM 1. Welcome by Steve
- 3:35 PM 2. Approve Agenda ***–by consensus***
- 3:40PM 3. Approved Minutes from 9/3/8 ***–by consensus***
- 3:40 PM 4. Commissioner Announcements-
  - a. ***Amy Slavich’s term is expired however she wishes to continue serving on the commission***
  - b. ***Long time DCN supporter and network administrator, Jack Crowell passed away.***
- 3:40 PM 5. Public Comments – *n/a*
- 3:45 PM 6. Updates
  - a. I-net (Rick Guidara/Bob Kehr) – ***No changes with core i-net. County proposed to use fibers to backhaul City phone system and county data access via i-net fibers. Since they want 6 strands to the library site the commission wants exact wording on the use of these fibers with dates of withdrawal and language to insure the i-net use needs override County needs.***
  - b. 101.5 Radio Frequency Update (Jeff Shaw) – ***Frequency Moved, working well! Need to setup City Emergency Alerting System (EAS)***
  - c. Pending City Telecomm Requests (Rick Guidara/Samantha Wallace) – *n/a*
  - d. Power Backup for DMA Building – ***nothing to report***
- 7. **Presentations/Discussions:**
  - a. Update timelines/plans for Upcoming year:
    - Timeline**
    - June – Assessment Review – what info do we need to have that we don’t have
    - July – General needs discussion
    - August – General needs discussion
    - September – **Review Current budgets based on general needs discussion**
    - October-December: **Public Forum on 11/13** plus draft goals for reviews by entities
    - January/march – Draft Staff report
    - April – Draft staff report to council
  - b. Discuss Format and setup of Public Meeting scheduled for 11/13
    - i. ***Need Press release (Samantha can distribute) to educate what is in place now, how the \$ are being used, what would they like to see? get feedback on priorities of attendees***
    - ii. ***Need a power point at the meeting – Steve to compile***
  - c. Discussion of each entities budgets and how they are currently being allocated to meet the needs as we outlined? ***Discussed Goals for next fiscal year, Need***

*workplans and priorities for the December Meeting based on results of public meeting so we can discuss how these fir into our current mission.*

4:30 PM

5:00PM

**8. Adjourn**

- a. Proposed: Next Meeting November 5, 3:00-5:00.
  - i. Potential topics for Next Meeting (TBD) –
    1. update timelines
    2. ***Plan Public Meeting***
    - 3.

Organization Goals – **DRAFT** from 7/2/8 Telecommunications Commission Meeting

<b><u>DCN</u></b>	<b><u>UCD</u></b>	<b><u>City</u></b>	<b><u>DJUSD</u></b>	<b><u>DMA</u></b>
<ul style="list-style-type: none"> <li>• Digital Literacy</li> <li>• Digital Divide</li> <li>• Capacity Building for local organizations (on-line)</li> <li>• Emergency Communications</li> </ul>	<ul style="list-style-type: none"> <li>• Course Content</li> <li>• Special Events</li> <li>• Community Outreach</li> <li>• Emergency Communications</li> </ul>	<ul style="list-style-type: none"> <li>• Public Meetings</li> <li>• Gov trans</li> <li>• Outreach</li> <li>• Public Education</li> <li>• Info Repository</li> <li>• Training</li> <li>• Internal Communications</li> <li>• Emergency Communications</li> <li>• Digital Literacy</li> <li>• Digital Divide</li> <li>• Quality of Life</li> </ul>	<ul style="list-style-type: none"> <li>• Public Meetings</li> <li>• Communications &amp; Outreach</li> <li>• Digital Delivery of curriculum</li> <li>• Professional Development – training</li> <li>• Digital Divide</li> <li>• Digital literacy</li> <li>• Emergency Communications</li> <li>• Broadcasting Events</li> </ul>	<ul style="list-style-type: none"> <li>• Media Literacy</li> <li>• Media Reform</li> <li>• Community Discourse</li> <li>• Media production training</li> <li>• Outreach</li> <li>• Local media archive of Davis history</li> <li>• Live coverage of events</li> <li>• Emergency Communications</li> </ul>

<u><b>Emergency Communications</b></u>	<u><b>Public Meetings</b></u>	<u><b>Events</b></u>	<u><b>Outreach &amp; Education</b></u>	<u><b>Digital literacy/divide Media Literacy</b></u>
<ul style="list-style-type: none"> <li>• Consistency</li> <li>• Timeliness</li> <li>• availability</li> </ul>	<ul style="list-style-type: none"> <li>• live</li> <li>• archive</li> <li>• capacity of</li> <li>• venues</li> <li>• record keeping</li> </ul>	<ul style="list-style-type: none"> <li>• live</li> <li>• archive</li> <li>• capacity of</li> <li>• venues</li> </ul>	<ul style="list-style-type: none"> <li>• Timeliness</li> <li>• On demand</li> <li>• Promotion/awareness</li> <li>• Quality/consistency</li> </ul>	<ul style="list-style-type: none"> <li>• Facilities/equipment</li> <li>• Access to tools</li> <li>• Education</li> <li>• Underserved constituencies</li> <li>• <i>Net Neutrality</i></li> </ul>
<u><b>Training &amp; Professional Development</b></u>	<u><b>Community Capacity Building</b></u>	<u><b>Public Participation Category</b></u>		
<ul style="list-style-type: none"> <li>• On demand</li> <li>• facilities</li> </ul>	<ul style="list-style-type: none"> <li>• Community memory</li> <li>• Organizational capacity building</li> <li>• Community identity</li> <li>• Issue awareness</li> </ul>			