

## Hybrid Meeting - Analysis of equipment and options

We continue to research necessary equipment and facilities for Zoom meetings. The County has, to date, provided no guidelines on equipment or public health requirements (e.g. testing, ventilation), and I have requested such. Below are some examples of the equipment used for Zoom Room meetings, which the HMB Chamber of Commerce purchased for about \$7,000, and of the approach taken by MWSD. We have been working with GCSD and conducted a test with PCTV to determine our capabilities and needs. Together with GCSD we have available:

1. Wall Projector
2. Display screen for projected images
3. Microphones and mixer
4. Speakers
5. A 24" monitor
6. Plenty of chairs and tables
7. PCTV provides its own camera and PC for connectivity and recording

We are missing: a laptop with HDMI port to join the projector with the meeting and PCTV recording. The 24" monitor is inadequate for 7 council members and an audience to jointly view and interact with Zoom participants.

What has been recommended by PCTV, HMBCC, and other agencies and organizations are:

A. A large monitor - HMBCC has 52"

B. A sturdy rolling stand with platform for a controller or laptop which links the screen into Zoom

C. (optional) a camera to track the council and audience and link the speaker's audio/visual into Zoom. *Note the combined feature speaker/camera/mic in the Zoom Room hardware below.*

PCTV has indicated they will try to make things as turnkey as possible for us, but I do not have a final decision. I have put PCTV in touch with the County Executive's office, but as of this writing I do not have any commitments. GCSD has been open to the idea of sharing the costs of some equipment, for example a large monitor and rolling stand, which their sources also indicated were needed. I recommend cost-sharing with GCSD where possible, and the MCC has already provided the projector screen and chairs for their conference room, so there is precedent for that approach.

As the Council knows, I have pursued changes to the Brown Act to exempt members with immuno-compromised family members from in-person attendance. The current law requires in-person meetings to start in March. Given the tight timeframe and the degree of uncertainty in both law and approach, I am requesting the MCC authorize me to expend up to \$1,500 for equipment necessary for hybrid meetings and to reimburse me upon delivery of the equipment and presentation of receipts for those expenditures. If further discovery should indicate that \$1,500 is insufficient for a complete, installed solution, I will expend nothing and return with a request for the appropriate funding. There is a possibility that we shall discover additional requirements for effective community participation, which would be discussed and authorized separately.

- Gregg Dieguez, Chair, 2/21/23

Below are some sources describing hybrid meeting equipment:  
<https://www.airmeet.com/hub/blog/hybrid-event-equipment-checklist/>

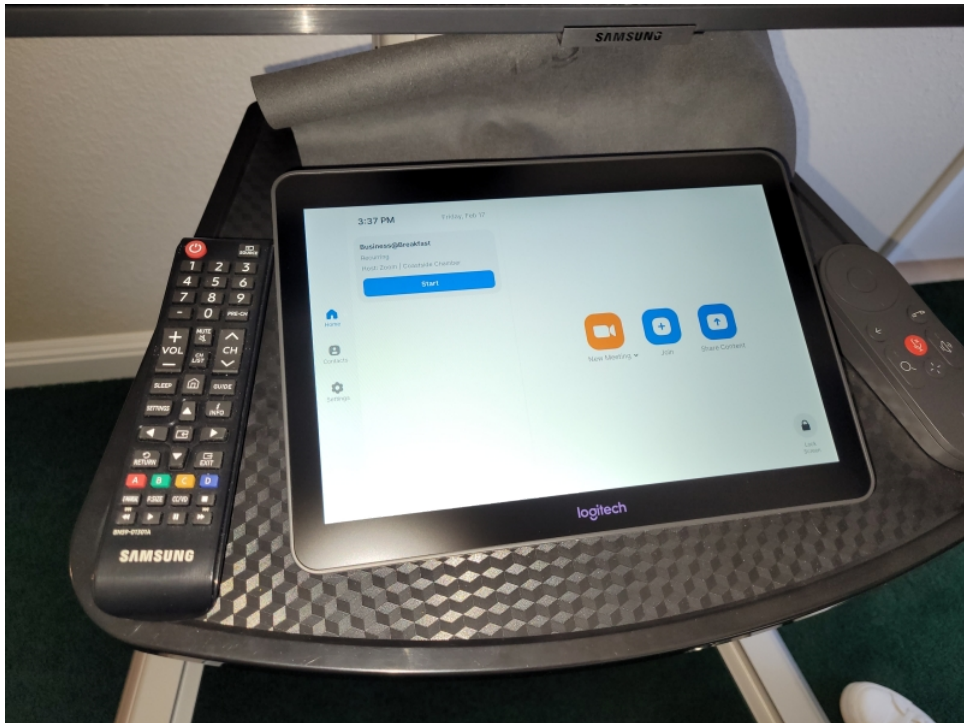
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<https://zoom.us/hardware/item?name=Logitech%20Rally%20Bar%20PC%20Based%20Solution>

*^ Rally Bar creates a natural, frictionless meeting experience with motorized pan/tilt lens and both optical and digital zoom. An AI Viewfinder persistently views the room, ensuring all meeting participants are captured and framed to perfection.*

Zoom Rooms requires a display and the following main components. This product includes:

- Computer
- Camera
- Speaker
- Microphone
- Controller





## MWSD Approach to Hybrid Meetings:

MWSD plans to sit the public outside in an enclosed tent with a screen and heaters. Inside their offices, they are implementing spacing and ventilation measures as described below. One member of the public at a time will be invited in to speak for public comment. Things may change, but below are shares from the GM of MWSD.

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Hi Gregg,

Current idea is to get airflow in the MWSD boardroom going with box fans in the windows and opening the emergency exit at least partially, as well as the front door. Additionally we will have two "rabbit" style air filters in the corners of the map wall.

We'll have a CO2 monitor with large display central in the board room.

Seating arrangement will be changed from T style to U style to give as much space as possible between directors. Staff will sit where the public used to sit. Only cameraman, Tracy (*secretary*) and myself in this section of the board room.

The public will be viewing the meeting outside in the parking lot via large screen tv, under a roof tent and with infrared heater. To speak to the board we'll let them in one by one. I haven't run this portion by Christine yet.

Inside the board room we will also install infrared heaters and possibly heat blankets.

We will Mount two large screen tv's for the board to see zoom participants. PCTV stated that the camera will appear as zoom window. Therefore the cameraman to focus in on speakers inside the room.

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Gregg,

The below may give you an idea about the budget. This does not include the Co2 monitor(s) and any additional large screen tv's. We already have some at MWSD so I need to look into what we really need.

Also, not sure if our electrical circuits can handle the additional watts from the heating elements. I plan to return what can't be supported. For now, I think about 4 heating elements in the board room and two outside.

All in all, I think we can get the board room as airborne pathogen safe as any outdoor environment for \$2,000-\$4,000.

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I forgot to mention another detail. We ordered a small smoke machine that can be used to check airflows quickly anywhere in the room.

[Amazon.com: WHATAVAL Mini Fog Smoke Machine Fogger Maker Wireless Remote Control Volume Adjustable Generator Kit for Photography Cosplay Airflow Testing : Musical Instrument](#)

Thanks,


Clemens

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