

**INTERAGENCY COMMUNICATIONS  
INTEROPERABILITY SYSTEM  
JOINT POWERS AUTHORITY**

**Special Meeting of the Governance Board  
Glendale Police Community Room,  
131 N. Isabel Street, Glendale, CA 91206  
June 28, 2007 at 1:00 p.m.**

**MINUTES**

**1. REGULAR BUSINESS AGENDA -**

Chair Eastman called the meeting to order at 1:10 p.m.

**a. Roll Call**

Beverly Hills – Frank Salcido

Burbank – Greg Simay

Culver City – Chief Eastman

Glendale - absent

Montebello – Steve Huson

Pomona - absent

Recording Secretary Cordova reported that the Agenda for the June 28, 2007 Special Meeting was posted on June 22, 2007 on the bulletin board outside Glendale City Hall.

**2. ORAL COMMUNICATIONS**

None

Chair Eastman announced that the Governance Board is honored to have Chief Huson attend today's meeting since he is now officially retired from the City of Montebello.

**3. REPORTS – INFORMATION**

**a. Reports Regarding Changes in Project Status from Previous Month**

Beverly Hills reported that they go on line around July 11, 2007. They are having minor delays. Beverly Hills has offered to coordinate a demonstration with all six cities around August 2007.

Burbank system is working well.

Montebello reported that they received a grant for their dispatch center.

Culver City is having a few problems with bringing their system up and running while their regular system is up.

**b. Report from Technical Committee**

Steve Hronek, Chair of the Technical Committee reported due to scheduling issues there was no Technical Committee meeting for June 2007. The master site has been ordered.

Pomona requested that the Technical Committee conduct a study to determine whether the addition of La Verne to the Pomona cell would cause any loading issues. In order to do this study they located the Peak Busy Hour (PBH) during the past 12 months. That PBH included 915 Push-to-talk (PTT's) and 5050 seconds of airtime. Using the Erlang-C model, that level of traffic loading requires five voice channels for 99% of calls to complete without a busy condition. Using the airtime estimate received from La Verne, the PTT's increase to 1065, and airtime increases to 5950 seconds. This increases the required number of voice

channels to six to ensure users do not experience a busy condition. In conclusion, the addition of La Verne without adding one voice channel will essentially utilize the resources available on the cell to their maximum potential and reduce system availability without blocking to 96%. We strongly recommend adding one voice channel to the cell to accommodate the additional traffic from La Verne.

#### 4. CONSENT ITEMS

##### a. Approval of Minutes for May 3, 2007 Regular Meeting

Motion to approve the minutes of May 3, 2007 regular meeting.

Motion – Burbank

Second – Beverly Hills

3-0-1 (Montebello abstained)

#### 5. ACTION ITEMS

##### a. Discussion Regarding Affiliation with LA RICS

Chair Eastman reported that it was a busy month regarding LA RICS, he is now involved with the Legislative Advocacy Committee, Governance Steering Committee, L.A. Area Fire Chiefs. There was a joint meeting with L.A. Area Fire/Police Chief's; he thanked Don Wright and Steve Hronek for their participation in the meeting. He informed the Governance Board that ICIS is considered part of the team with LA RICS. There is now an effort being started to outreach to other cities and groups, a website has been set up, [www.la-rics.org](http://www.la-rics.org). Chair Eastman also passed out copies of the *Charter of the LA RICS Steering Committee* to the Governance Board.

Some of the questions asked by the Governance Board regarding the Charter were: how would the ICIS system work with the County system? Executive Director Wright explained that it is difficult to integrate into a system that is not known; until that is defined, there is no answer. What would be the benefit of ICIS joining in with LA RICS? Chair Eastman answered that its time to move forward, the LA RICS charter does not hold ICIS to anything financially, it shows that ICIS supports the concept of a region-wide interoperable network.

Executive Director Wright agreed with Chair Eastman. He sees the Charter as an endorsement of the concept and it does not bind ICIS to anything else. Are grant monies from UASI going to LA RICS only? Lt. Charles Smith, County of LA Sheriff's Office answered that the majority of the monies will be going to LA RICS and three other companies. Executive Director Wright informed the Governance Board that in the initial meeting LA RICS came forward and requested all the funds. ICIS can request money from SHSGP. There was a suggestion that an ICIS representative be included on the LA RICS BOARD. Chair Eastman responded that he is on the Governance and Advocacy Committees, Executive Director Wright is on the Technical Committee, the Financial Committee will mainly have LA City and County representatives and the Operations Committee has not yet been formed. Chair Eastman will be representing ICIS on all the Committee's he is on and welcomes input/direction from the Governance Board.

Chair Eastman and Executive Director Wright went over what ICIS is able to offer to LA RICS. For instance, ICIS has physical plants and sites. In addition, smaller cities are part of ICIS now, and getting the experience in an operable system, will make it easier for cities to go thru the process once the LA RICS system is up and running. As a partner agency, when requests for funding go forward it is important that ICIS shows their support to legislators. Chair Eastman informed the Governance Board that city's will be allowed to have all their general government radios on the system, i.e. Public Works, etc.

Michael Thayer, President of Deltawrx Management Consultants spoke to the Governance Board about some upcoming challenges and potential areas of compromise. System design started last week and will be completed in January 2008. He mentioned everyone is welcome to participate in the design. There will also be a document available for review regarding the system. He hopes that ICIS is compatible with LA RICS's system. The County's Fire project will also be immersed in with LA RICS.

Chair Eastman requested Ms. Lianne McGinley, co-chair of the Legislative Committee to attend the LA RICS Legislative Committee meetings also.

No motion

**b. Discussion Regarding Annual Budget and Compensation for Executive Director and Other Staff**  
Executive Director Don Wright explained that the proposed budget was prepared prior to receipt of the Treasurer's report. A completed report will be made available to the Board.

Depending on how the proposed P25 master site improvements and structure, there might be other costs incurred. Negotiations with the manufacturer are ongoing.

The space for Hauser Peak appears to be at zero cost leases. This is a cooperative lease with Glendale and the State as they continue to share resources on sites of mutual interest. The transport of signal (microwave) on Hauser is still in negotiation.

Continuing to fund the current contribution for an Executive Director will provide a total contribution of \$75,000. A total of \$25,000 has been set aside for the last two years as well as the proposed year. Based on expectations of the Board, this figure may be adequate to provide compensation for a half-time Executive Director without increasing the contribution for the upcoming year.

Regarding the Executive Director position, Chair Eastman said that he is still negotiating with Bob McFall, Assistant City Manager of Glendale. He is hopeful that an agreement on the portion of Mr. Wright's salary to be completed by July 2007.

Motion to adopt ICIS 2007-2008 Annual Budget  
Motion – Montebello  
4-0-0

Second - Burbank

Executive Director Wright explained to the Governance Board that the figure presented in the budget report of \$67,000 has not changed from the last two years for the Motorola Maintenance Agreement.

Motion Authorizing Extension of Motorola Maintenance Agreement  
Motion – Burbank  
4-0-0

Second - Beverly Hills

**c. Discussion Regarding Bob Hope Airport**  
Item moved to the August 2007 meeting.

**d. Consideration of Resolution appropriating funds for Purchase of Hauser Peak Intellirepeater**  
Executive Director Wright explained that the resolution from FY 2004/05 is no longer correct. Attorney Varpetian is working on a modified resolution that will include FY 2006/07, also FY 2007/08, when invoiced. There is a total of \$493 thousand dollars from a Federal Appropriation. ICIS owes Motorola \$434 thousand.

Motion appropriating Funds for Hauser Peak Intellirepeater  
Motion – Burbank  
4-0-0

Second – Montebello

**e. Report from Legislative Committee**

Ms. Lianne McGinley, co-chair of the Legislative Committee went over various items from her report. Recommended dates for a Washington DC trip to follow up on the FY 2008 Appropriations and to raise the ICIS profile with Public Safety Inoperability Grant (PSIC) are July 17-19 or July 24-26, 2007.

NTIA held a public meeting regarding the PSIC Grant Program. The transcript and Q&A have been posted on its website at [www.ntia.doc.gov/](http://www.ntia.doc.gov/). Ms. McGinley stressed that it is imperative that ICIS move fast in submitting for the grant thru the Office of Homeland Security. The State keeps 20% of what comes in, and State Administrating Officer will recommend what projects are funded throughout the state.

Also discussed was the P25 growth phase, which is a slow process. \$950 thousand, is needed for one piece. The Governance Board questioning to do this process independently from LA RICS.

Motion directing that Governance Board Chair Eastman engage in discussion with LA RICS to determine the direction for attaining the funding for the P25 upgrade.

Motion – Beverly Hills  
4-0-0

Second - Montebello

Ms. McGinley, at the request of the Governance Board, will ask David Turch & Associates to present an offer at the August 2007 meeting to go quarterly billing or monthly billing.

No motion.

**f. Discussion Regarding Annual Budget Carry-Over and Authorization to Execute Relevant Duties**

The ICIS JPA allows Glendale's Finance Department authority to carry over budget year to year.

Motion authorizing the City of Glendale Department of Administrative Services to execute relevant duties.

Motion – Montebello  
4-0-0

Second - Beverly Hills

**g. Discussion re: Location and Date of future ICIS meetings**

Item moved to the August 2007 meeting

**h. Election of Chair and Vice Chair of the ICIS Governance Board**

Item moved to the August 2007 meeting

**i. Selection of Secretary of ICIS Governance Board**

Item moved to the August 2007 meeting

**6. BOARD MEMBER COMMENTS**

Beverly Hills member, Frank Salcido stressed the importance of having continuity with the staff and ICIS Governance Board members.

Montebello member, Chief Steve Huson thanked the Governance Board for the opportunity to serve. Battalion Chief Greg Mowad will be the lead person for Montebello now that he is retired.

Chair Eastman, from Culver City thanked Chief Huson for his dedication to the Governance Board and wished him a good retirement on behalf of the Governance Board.

**7. STAFF COMMENTS**

Steve Hronek informed Montebello a "Delegate Designation" form needs to be on file for BC Mowad to attend the meetings.

Executive Director Wright, on behalf of the Governance Board and staff, thanked Secretary Elaine Aguilar and Recording Secretary Cordova for their service to the Governance Board by presenting each a gift.

**8. ADJOURNMENT**

Meeting adjourned at 3:34 p.m.