

**INTERAGENCY COMMUNICATIONS  
INTEROPERABILITY SYSTEM  
JOINT POWERS AUTHORITY**

**MINUTES  
OF THE REGULAR MEETING OF THE  
GOVERNANCE BOARD**

**June 7, 2012**

**1. REGULAR BUSINESS AGENDA**

Chair Capraro called the meeting to order at 1:05 p.m.

a. Roll Call

Beverly Hills – Tim Scranton

Burbank – Greg Simay

Culver City – Chris Sellers

Glendale – Ray Edey

Montebello – Dominic Hebert

Pasadena – Karen Peterson (1:10pm)

Pomona – Paul Capraro

The Agenda for the June 7, 2012 Regular Meeting was posted on June 4, 2012 on the Bulletin Board outside Glendale City Hall.

**2. ORAL COMMUNICATIONS**

None

**3. REPORTS - INFORMATION**

a. Reports Regarding Changes in Project Status from Previous Month

No changes from previous month for any agencies.

b. Report from Technical Committee

Stephen Page, Vice Chair of the Technical Committee reported that last month's meeting was limited due to program technical training regarding the new P25 system and APX system. Jim Walls from Glendale was very knowledgeable in his training and everyone felt that the class was very informative

c. Report from Legislative Committee

Executive Director Wright thanked Lianne McGinley for all of her hard work on setting up the meetings for the trip back to Washington DC; follow up thank you letters and emails to various legislators and staff are being completed. ICIS staff is doing additional work with Congressman Schiff's staff regarding HR 3630 because of his offer to carry on regarding that bill.

Contact has been made with agencies around the country; working on putting a seminar together and inviting the FCC and NITA. The plan is to send a consistent message to Capitol Hill of the impact this bill will have on the various regions.

d. Report from Operations Committee

Don Wise, from Verdugo Communications gave the first Operations Committee meeting's report. Elected to offices are as follows: Don Wise and Karen Peterson are the Co-Chairs, Steve Page is the Technical Liaison, and Tim Cooper is Secretary. Meetings will be quarterly or as needed. Recommendations were to meet with Steve Page for basic training program development, and to meet with the Technical Committee members to help resolve concerns/issues.

e. Report regarding LA RICS

Board Member Simay reported he attended the Finance Committee, topics discussed were regarding UASI monies that go unspent, ICA also asked for reports on how money is spent. The July 2012 regular board meeting is scheduled for 2pm.

**4. CONSENT ITEMS**

a. Approval of the Minutes of the Regular Meeting of May 3, 2012.

A motion was made to approve the minutes of the regular meeting of May 3, 2012 as presented.

Motion – Glendale

Second – Beverly Hills

7-0-0

**5. ACTION ITEMS**

a. Election of Chair of the ICIS Governance Board

Motion to nominate Pasadena as Chair of the ICIS Governance Board

Motion - Glendale

Second - Pomona

7-0-0

b. Election of Vice Chair of the ICIS Governance Board

Motion to nominate Culver City as Vice Chair of the ICIS Governance Board

Motion – Glendale

Second - Pomona

7-0-0

c. Election of Secretary of the ICIS Governance Board

Motion to nominate Dana Cordova to continue as Secretary of the ICIS Governance Board

Motion - Pomona

Second – Glendale

7-0-0

d. Discussion Regarding Five Year Business Plan

Executive Director Wright reported that Board Member Simay is taking the lead on the Business Plan, asking that the Governance Board members review and send questions or comments to them both.

Board Member Scranton would like to see incorporated into the document the goals, time line and responsibilities of committees. He would like more details and thoroughness on where ICIS is at and looking towards the future. Also, if monies are handed to ICIS is there a plan on how to spend the money.

Board Member Simay suggested that the membership fees cover maintenance and use the grants monies for capital improvement; this would be more towards improving for existing members and depreciation down for five years.

No action taken; bring back to July 2012 meeting.

e. Discussion Regarding Federal Advocacy

Executive Director Wright is recommending that they continue with David Turch & Associates, and continue using Jamie Jones as their legislators in Washington DC. They do an excellent job in representing ICIS.

Board Member Scranton requested that the current David Turch & Associates contract be emailed to the Governance Board.

Motion – Beverly Hills  
7-0-0

Second – Glendale

f. Discussion Regarding Grant Funding, Priority Projects and Use of Any Future Grant Monies  
Board Member Simay feels that it best to do this strategically, in order to accomplish increasing coverage in the San Gabriel Valley. ICIS is very proud of the fact that everything received is important to the system and in order to attract future grant funds there has to be a strategy.

A motion was made to move this item to a later time to address it more thoroughly.

Motion – Glendale  
7-0-0

Second – Culver City

g. Discussion Regarding Draft Membership Policy

Glendale Fire Chief Harold Scoggins commented his concerns on how this would affect the Verdugo agencies, the variety of members that sit on the board and contract cities. Another concern is that a new entity would change the direction of ICIS, unclear on how this would affect contract agencies as long as they are agency members. Chief Scoggins perspective that the current member agencies have paid a flat fee, committed for a long time and a team is set. Perhaps new agencies that want to join should be separated?

Board Member Edey stated that it would not affect member agencies; agencies that are now on the Verdugo system and not members would be subject to a new fee. He has no problem with associate members having a seat on the Governance Board, but maybe limitations on it, no qualms entertaining future members.

Executive Director Wright said that they would continue to exercise waiver until that document expires, specifics on term of waiver of fees. Each member agency has brought to ICIS various components to enhance the system. Could drop associate member title and make it so that JPA allows any individual city that seeks membership and bring enough infrastructure can join ICIS. He agrees that this is a good size working group; suggested that the board might want to review case by case basis.

Glendale City Attorney Varpertian informed the Governance Board that subscriber fees for Verdugo waived, but would have to look at the resolution when it was adopted. Associate members have the same rights, only different amount of fees, should just make a distinction in the resolution where it says who pays which amount, JPA members need to pay a different fee. Resolution from 2004/05, if the Governance Board chooses they can put forward a new resolution to amend the old resolution. Associate members could have a representative on committees, influence recommendations by way of policy making but have no final vote. Ms. Varpertian stated that new members would have to go thru a process of going to their city council, adopt resolution.

Board Member Hebert also has a concern on allowing associate members to have a voice on the Governance Board, current member agencies have ten years of building the ICIS network. He agrees with Chief Scoggins regarding agencies showing commitment to ICIS and a timeline before being allowed to sit on the board.

Vice Chair Capraro likes the working size of the current Governance Board, new agencies coming into ICIS should meet qualifications or possible rotating, suggested that Executive Director find a similar situation as a model to word the policy after.

Executive Director Wright stated that ICIS is a unique organization and will look into other agencies on a national level to model policy after.

No motion, return item to the July 2012 meeting.

h. Discussion regarding D Block and HR 3630  
This item was not discussed

i. Discussion regarding Motorola maintenance contracts for Master Site and Hauser Peak.  
Executive Director Wright informed the Governance Board that the amendments are in order to move forward with the Master Site and Hauser Peak.

A motion was made to approve the Motorola maintenance contract for Master Site and Hauser Peak for FY 2012/2013.

Motion – Culver City  
7-0-0

Second - Glendale

k. Discussion Regarding moving the July 5, 2012 ICIS Governance Board Meeting  
Due to the July 4<sup>th</sup> Holiday falling on Wednesday, staff is asking the Governance Board if they would like to move the meeting to the following Thursday, July 12, 2012.

A motion was made to move the July 2012 meeting to July 12, 2012 as a Special Meeting.

Motion – Culver City  
7-0-0

Second – Montebello

**6. BOARD MEMBER COMMENTS**

Board Member Peterson requested that the Technical Committee develop a process of notifying any affected member agency when system maintenance work might affect a agency member or the system during the maintenance work.

**7. STAFF COMMENTS**

Executive Director Wright thanked Board Member Keetle for stepping into the role of Chair upon the resignation of Theresa Goldman.

**8. ADJOURNMENT**

Meeting was adjourned at 2:39 p.m.