

**INTERAGENCY COMMUNICATIONS
INTEROPERABILITY SYSTEM
JOINT POWERS AUTHORITY**

**MINUTES OF THE
REGULAR MEETING
OF THE GOVERNANCE BOARD
February 7, 2013**

1. REGULAR BUSINESS AGENDA

Chair Rosales called the meeting to order at 1:08 p.m.

a. Roll Call

Pomona – Dave Keetle

Beverly Hills – Tim Scranton

Culver City – Chris Sellers

Pasadena – Lisa Rosales

Montebello – absent

Burbank – Greg Simay

Glendale – Theresa Goldman

The Agenda for the February 7, 2013 Regular Meeting was posted on February 4, 2013, on the Bulletin Board outside Glendale City Hall.

2. ORAL COMMUNICATIONS

No speakers

3. REPORTS – INFORMATION

a. Reports Regarding Changes in Project Status from Previous Month

Pomona reported the FCC granted their radio frequency modifications.

Steve Hronek reported that Glendale cell has completed installation at the Civic Center and Adams Hills sites and Motorola is working on Mount Thom now with an estimated end date of August 2013. Glendale will be fully P-25, or at least capable, by the end of 2013.

b. Report from Technical Committee

Steve Hronek, Chair of the Technical Committee thanked Pasadena and Gordon Arnold for being the Technical Committee's secretary. During the period of change over, the minutes will be delayed a month.

Beverly Hills has fully migrated over to P-25. The Technical Committee monitored the new system and it is ready for roaming traffic. They will report the number of talk groups permitted on the system after further evaluation.

Glendale has upgraded its central logging recorder in the core, it was at 100% and now it is at 16%. They have issued a PO to upgrade Genesis Statistical Recording System and a data warehouse. They are also going to acquire Clone Watch which will alert if a radio appears on two shows up on two cells with the same ID.

They have done research on pricing for the new Claremont site UPS Antenna. There was one for dramatically cheaper, but it was refurbished and out of stock. The price Motorola gave of \$29,000 is actually reasonable and very much a necessity.

They will be monitoring the Glendora cell as it comes online very closely for interference issues and roaming issues which will ultimately be problematic for Montebello and Pomona. Steve Page will be providing Glendora the technical assistance they need as they begin.

Technical Committee asked for direction from the Operations Committee on which talk groups are authorized by which ICIS cities for air support units so that roaming issues can be assessed.

Technical Committee representatives and ICIS cities should be looking at their System Upgrade Agreements (SUA) with Motorola as they are crucial when moving forward into P-25.

The committee is currently waiting on quote and design from Motorola on the connection from Station 21 to Mt. Thom. The new fiber will be assigned to Glendale's Wireless Communication Division. No action required by Board.

Pomona reported that La Verne has 3 compatible frequencies which can work into our system, as an item to consider.

c. Report from Legislative Committee

Lianne McGinley, Chair of the Legislative Committee, was absent. Report was included in the agenda packet asking that the April 24 Sacramento trip be discussed. The trip coincides with League of Cities activities. Pasadena, Burbank, and Glendale said they would be in attendance. Meetings with elected officials, their staff, and CalEMA have been scheduled. Hotel reservations for Washington DC trip need to be made individually.

d. Report from Operations Committee

Don Wise, Chair of the Operations Committee, reported LA Sheriff, LAPD Air Support, and Riverside PD have radios capable of joining the ICIS network on a needed basis, such as events or mutual aid. There are inconsistencies between allowing affiliations for the mutual aid and the establishment of a formal agreement should be considered. Many cities already have radios capable of communication, should the decision be made to turn their IDs on and allow them onto the talk groups. 615 of these capable radios were purchased and moved about LA County through a grant given by the Fire Chiefs' Association. These other cities would not pay fees because they would not be affiliates. They would only use the system during mutual aid and use the specific talk group permitted by the city they are assisting.

Mr. Wise would like to utilize the ICIS website for training materials that the Glendale Fire Department is already developing. Verdugo has already created a reporting system for radio issues which allows for statistics and trends in problems. This would be beneficial for ICIS as well.

Mr. Wise also reported that there was minimal turn out at their last meeting. The possibility of alternates, or two representatives per city, should be considered. Operations Committee will begin meeting on a monthly basis, instead of on an as needed basis.

e. Report regarding LA RICS

LA RICS discussed ramifications of 3630 as it relates to broadband. They believe all BETOP projects will proceed without waiting for national standards issues to be resolved. They are striving for 99% coverage indoors vs 95% outdoors. There will be extensions for the grants through the end of this year for the \$74.5 million in grants.

f. Report regarding ICIS owned equipment
No updates from the Technical Committee

Director Edey would like to provide an entire inventory including member cities, subscribers and channels in addition to equipment. Depreciation values will also be incorporated into these types of reports. The first live report would be available in April.

4. CONSENT ITEMS

a. Approval of the Minutes for the January 3, 2013 Regular Meeting.

A motion was made to approve the minutes of the regular meeting of January 3, 2013 as presented.

Motion made by Burbank, seconded by Beverly Hills. All in favor.

5. ACTION ITEMS

a. Discussion Regarding 2012 SHSGP Award and Grants Management Process

Director Edey reported that \$3 million in funding was requested for migration of Montebello site of P-25. All of LA County was only awarded \$10 million and was the money was not pre-allocated. Of the requested funding, ICIS only received \$336,000 Priority list includes a microwave length from Mt. Thom to Fire Station 21 which will cost \$195,000, second is the Claremont site UPS Antenna which is \$37,000. Director Edey recommended the Board use the money for these priorities. The Board should also consider diverting the money directly to the cities which will be maintaining the new equipment. It will avoid the need for audits and procurement on the part of ICIS.

Pomona was concerned about the issues that arose from the Claremont/Glendora grant money. The Board was confident those issues will be avoided in all future projects because it will be more aggressive in redirecting funding.

Mr. Hronek requested the \$80,000 remote programming of radio fleets be added into the list of items covered in the SHSGP funding.

Pasadena motioned that Director Edey create a spending plan of the grant, Pasadena seconded. All in favor.

b. Discussion Regarding ICIS Board Secretary Position

The City of Glendale will provide staffing for the position for the next two fiscal years, ending in June of 2014. Tamar Hadjimanoukian will be the interim secretary until term renewals in June.

Motion made by Burbank, seconded by Pomona. All in favor.

c. Discussion Regarding LA-RICS Request for FCC Waiver

The sale of the T-Band would result in the necessity of migration which would be unfunded. There is also no location available for the users in the Los Angeles to migrate to. Concerns were raised from the Board on LA RICS waiver to absorb the reserved 700 narrowband, as there is not

enough for everyone. The Board is considering their own requests after staff report on future needs. The Board has decided to take no action on LA RICS Waiver.

d. Discussion Regarding Contract Services for Certain ICIS Functions

Chair Rosales introduced the discussion on making ICIS more of an independent entity and less reliant on their cities. Audit services, legal services, and staffing were called into question. A list of services will be identified and the costs of this prioritized list will be created to determine how these items will be paid for and if they are necessary.

Pomona motioned for the report to be written by April, Burbank seconded. All in favor.

e. Discussion and Report from Recruitment Committee

Items that were already specified in the job specifications for the position of the Executive Director will now also be mentioned in the job flyer. These include: travel requirements, attending regional meetings regarding radio initiatives, grant management, public relations and website monitoring, creating an annual business report and a quarterly performance report. This position will be publicized through services available to ICIS cities.

No action required currently.

f. Discussion Regarding Regularly Scheduled July 4, 2013 Meeting
Meeting will be cancelled.

Motion made by Pomona, seconded by Culver City. All in favor.

6. BOARD MEMBER COMMENTS

Burbank reported LA RICS has design drawings, but no funding to move forward with infrastructure.

7. STAFF COMMENTS

Lucy Varpetian requested that new forms be completed by all members indicating who the representative is of each city and appropriate alternate. The director is appointed by the city manager. Committee members are appointed by directors.

8. ADJOURNMENT

Glendale motioned to adjourn the meeting at 2:58 p.m.