



**INTERAGENCY COMMUNICATIONS  
INTEROPERABILITY SYSTEM  
JOINT POWERS AUTHORITY**

**MINUTES  
JUNE 3, 2010**

**1. REGULAR BUSINESS AGENDA**

The meeting was called to order at 1:12 p.m. by Chair Keetle.

a. Roll Call

Beverly Hills – Theresa Goldman

Burbank – Absent

Culver City – Chris Sellers

Glendale – Harold Scoggins (1:50pm)

Montebello – Dominic Hebert

Pasadena – Wendy Petry

Pomona – Dave Keetle

The Agenda for the June 3, 2010 Meeting was posted on May 31, 2010, 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**

Pasadena reported they are working on the 8<sup>th</sup> site and progressing well.

Culver City reported that they had a small malfunction over the weekend with the roaming and site trunking with their subscribers; they are working with the Technical Committee on that. Culver City is also on target for their narrow banding; October 2010 is project deadline. A thank you letter was also sent to Senator Feinstein from Culver City for the FY 2011 request of \$250,000.

Changes to the Glendale system include that the VPN system is now working; meaning that remote access is now available for the agencies. Also, as of June 1, 2010 South Pasadena Police Department is now a subscriber on the ICIS system.

b. Report from Technical Committee

Steve Hronek reported that the Technical Committee had a special meeting regarding the grant funded site as well as narrowbanding. A number of different locations were considered for the grant funded site and five are being presented to the Governance Board today: Vernon Water Tank, College Peak (Rio Hondo College area), BKK Landfill (Culver City), Santa Anita Ridge (above Arcadia), and Claremont City Yards.

Mr. Hronek gave a small description of each site for the Governance Board:

- 1) Claremont gives the best coverage out to Pomona and San Bernardino area but not good coverage to any other current cities.
- 2) Santa Anita Ridge doesn't provide type of coverage that the Committee thought it would and distance from Glendale cell is too great to add it. Santa Anita Ridge would

have to be a “stand alone” site and there aren’t sufficient frequencies to add them on, also coverage wouldn’t be any more than what it is now.

3) BKK Landfill has been previously discussed with the Governance Board; coverage is largely served by the County and doesn’t provide ICIS with any service.

4) College Peak is So Cal Edison sites that increases coverage for the Montebello cell and improves service other areas.

5) Vernon Water Tank is the highest point in the area; it would supply reliable coverage into Bell Gardens, Bell, and the surrounding area. It would also increase the service going into Monterey Park where there are several dead spots; a complaint from Monterey Fire to Verdugo Fire Dispatch. They would be part of the Montebello cell, and extend the service into and south of Elysian Park; this would be very beneficial to a lot of people. Vernon has expressed an interest in becoming a subscriber thru Verdugo Fire Communications.

Executive Director informed the Governance Board that the request for the SHSGP funds was to provide additional coverage for existing end users. Adding on the Vernon site as the grant funded site would benefit ICIS now and in the future with additional subscribers.

Chair Keetle commented that gaps should be filled in for member cities before any gaps are filled in for subscriber cities. He also suggested that perhaps commitments should be received from agencies in the area that ICIS is planning on building the tower; this might drive more people to join onto the system.

The Technical Committee will be submitting a report to the Governance Board for the next meeting regarding their choice on site to apply the SGSGP funds to build a new tower.

Also discussed during the meeting was the time frame of three months to program a narrow band zone in all of the subscribers; everyone is encouraged to start programming as soon as the new system ID is available.

Regarding microwave there are grant monies that will be used to put in additional links; whatever Glendale uses will be the standard for the system. Motorola provided in writing an agreement that ICIS member cities could purchase their microwave at a 27% discount in perpetuity up to 35 links. Also, Motorola has agreed on upgrading the software for the Master Site up to 7.9, this includes monitoring the Microwave 24/7.

#### **c. Reports from Legislative Committee**

Executive Director Wright gave the report for the Technical Committee in Ms. McGinley’s absence. Member cities have sent thank you letters to Senator Feinstein for the FY2011 request of \$250,000. They are in the processes of setting up a demonstration in August for Congresswoman Napolitano’s office and completing follow-up from the April DC trip.

#### **d. Report regarding LA RICS**

Executive Director Wright reported highlights from the meeting include that a set of guidelines is being established for purchasing and personnel guidelines. There will be County employees working for the JPA. There were 21 counties country wide that were given waivers for 700mhz broadband spectrum. NTIA has come forward with a grant

process that only the counties receiving the waivers can participate. Congresswoman Harmon attended the meeting and informed the board about a new initiative referred to as the Broadband Border Initiative which will include the states of Arizona, California, New Mexico and Texas.

LARICS is moving forward, still waiting on responses to the RFP, site visits have been completed, also discussed was the lack of participation from the Operations Committee, and the Finance Committee has not met for the past two months.

**4. CONSENT ITEMS**

**a. Approval of the Minutes for the May 6, 2010 Meeting.**

The May 6, 2010 Minutes are not available for approval until the July 1, 2010 meeting.

**5. ACTION ITEMS**

**a. Discussion regarding proposed budget FY 2010-2011**

Last years discussion included starting a depreciation account for ICIS; for reasons within the Policies and Procedures of the City of Glendale this cannot be done. This money will be in the ICIS fund balance each year and will be shown as money that is set aside for equipment replacement.

Executive Director Wright went over the proposed budget sheet with the Governance Board. He requested from Motorola figures for Hauser Peak and the Master Site; the book maintenance cost for the new Master Site is considerably higher than the old Master Site. This is still being worked on by Motorola, so the figures shown are only up to the end of FY 2011. Motorola has been asked to provide with a blanket estimate on the contract monitoring and maintenance project for each agency excluding Montebello.

A Motion was made approving the FY 2010-2011 Budget as proposed.

Motion – Glendale

Second - Beverly Hills

6-0-0 (Burbank absent)

**b. Discussion Regarding Updated Subscriber Policy**

Executive Director Wright went over the red-line changes on the new document, additional language under C regarding subscriber/affiliates and their eligibility to become subscriber/affiliates which were Chair Keetle's comment's from the May 2010 meeting.

Chair Keetle is requesting that a list of agency/affiliates be maintained, including if there is an agreement in place to remove them from the system if the host agency becomes unhappy with them. Also there should be a standard written policy that defines guidelines, how the affiliate comes on and notification of the board. Chair Keetle also requested that the words "subscriber" and "affiliates" be separate definitions. A report providing the amount of member cities, subscribers and affiliates and the impact on the system was requested from the Technical Committee was requested for the September 2010 meeting.

Executive Director Wright will work on a document to bring back to the July 2010 meeting a standard policy for subscribers and affiliates. Member Cities are asked to send their list of subscribers and affiliates to him. After this document has been approved by the board; he would like to have each agency formalize the document with their affiliates.

No motion

**6. BOARD MEMBER COMMENTS**

None

**7. STAFF COMMENTS**

Governance Board consensus was to meet on July 1, 2010.

**8. ADJOURNMENT**

The meeting adjourned at 2:40 p.m.