



**INTERAGENCY COMMUNICATIONS  
INTEROPERABILITY SYSTEM  
JOINT POWERS AUTHORITY**

**MEETING OF THE GOVERNANCE BOARD  
GLENDALE CITY COUNCIL CHAMBERS  
613 E. BROADWAY, GLENDALE, CA 91206**

**PLEASE TURN OFF CELLULAR  
AUGUST 7, 2014**

**1. BUSINESS AGENDA – 1:00 pm**

a. Roll Call

The meeting was called to order by Chair Goldman at 1:00 pm

Beverly Hills – Erick Lee

Burbank – Greg Simay

Com-Net JPA – Tim Staab

Glendale – Theresa Goldman

Culver City – Dave White

Montebello – Herbert Dominic

Pasadena – Seaton King

Pomona – Michael Ellis

b. Report of Staff, re: Posting of Agenda. The Agenda for the August 7, 2014 Governance Board Meeting was posted on August 4, 2014, on the ICIS Web Site and 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

Beverly Hills – No report

Burbank – No report

Com-Net JPA – Five of the six JPA cities have cut over. West Covina is the final city due to some technical issues.

Glendale – No report

Culver City – No report

Montebello – No report

Pasadena – No report

Pomona – No report

3b. Report from Technical Committee

Edey reported on behalf of on Technical Chair Ron Derderian. Grant funds from 2012 were used to purchase over the air programming system, which was procured and delivered in April from Motorola. The radios will physically need to be brought to Glendale for programming. The VPN will be used for remote access, which was procured on July 24. It is expected to be up and running by tomorrow and once it is tested conductivity over the air programming will be possible. Full access is expected by next week.

ICIS was successful in the 2014 SHGP process. \$390,000 was allocated for the 7.14 Master Site upgrade. Every city, except the Com-Net JPA, has allocated and is ready for cut over. Com-Net is working on allocation. The cut over will imminently follow the County providing ICIS with the funding.

On June 16 there was a RadMux system failure at Verdugo. This resulted in a significant service disruption. This is one of few external components to Motorola but this will not be required for the new sites. RadMux has upgraded equipment and this will be fixed by end of next week. ICIS should not experience any further issues.

Executive Director Edey also reported that he ICIS is continuing to work with Claremont to become a subscriber via Pomona. Motorola has been discussing this matter and it will be simple to bring Claremont in because there is already a site in the city.

Board member Lee inquired if there was an update with the Santa Monica / UASI funding. Executive Director Edey reported that the UASI will be meeting with ICIS and LA RICS to discuss how the funding should be addressed. Santa Monica has a consultant that they are working with as well. The ICIS allocation is \$5 million, with \$3 million designated for Santa Monica and \$2 million for Montebello.

### 3c. Report from Legislative Committee

The Committee did not meet in August of July, there was no report.

### 3d. Report from Operations Committee

Pasadena operations committee representative reported that LA County Fire has been testing with Pasadena to improve communication between the two agencies. There has been discussion between members and cities on what code fire departments should be using with law enforcement. Fire departments use clear text while law enforcement using 10 codes. Each city however uses their own 10 code. There needs to be a succinct way to communicate because problems and miscommunication arise with different modes of communication. The committee is leaning toward ICIS using clear speech. Chair Goldman inquired if the Operations Committee should come back with a recommendation. She thanked the committee for undertaking such a large task and believed it was a worthy cause.

### 3e. Report Regarding LA RICS

Board member Simay reported that a number of LA RICS members have withdrawn including Calabasas, Azusa, Pomona, Palos Verdes, Torrance, Glendora, and Glendale. Revenue impact is 3.5%. In speaking with other board members, there will be many more defections in August and September. November 24 is the last date to withdraw. The Finance Committee will look at the impact of these changes.

There has been increased property value for LA RICS sites. Decisions will need to be made by end of month on definite no's for sites by cities. The 2014-2015 budget is \$175 million and they will be spending \$41 million this year. Most of the money for broadband will be spent on construction. Of the \$175 million, \$161 million of it is grant revenue. LA RICS is also asking for an extension on the 2010 -11 and 2012 UASI grant funding. Technical difficulties include some of the microwave sites which are not performing well due to tall trees. This is also affecting radio sites.

LA City Representative stated they had not designated money for LA RICS. Member obligations will be deferred to next fiscal year. \$13 M in VPTOP cash match which LA County is prepared to cover.

3f. Report Regarding 2012 and 2013 FY Audits by McGladrey LLC

In the packet, there is a letter from McGladrey to Board of their findings for 2011- 12 and 2012-13 fiscal years. One correction was found – a \$10,000 asset needed to be listed as a liability. That item has been corrected. These reports were due in February – but it fell through the cracks at the firm. The invoice is for \$18,000, which is \$9,000 per audit. It has now been completed and filed. There will be some adjustments in next year’s fiscal reports which will come forward in September.

**4. CONSENT ITEMS**

4a. Approval of the Minutes for the April 3, 2014 Meeting

Motion made by Beverly Hills, seconded by Montebello

Beverly Hills – aye

Burbank – aye

Com-Net JPA – no

Culver City – aye

Montebello – aye

Pasadena – aye

Pomona – abstain

Glendale – aye

4b. Approval of the Minutes for the June 5, 2014 Meeting

Motion made by Beverly Hills, seconded by Burbank.

Beverly Hills – aye

Burbank – aye

Com-Net JPA – aye

Culver City – aye

Montebello – aye

Pasadena – aye

Pomona – aye

Glendale – aye

All in favor

**5. ACTION ITEMS**

5a. Discussion of affiliation process for Los Angeles County Police Chiefs Association mutual aid agencies

1. Motion to approve affiliation to specific cells and talk groups

Executive Director Edey reported that this would be similar to the discussions approved for LA County Fire agencies. Mutual aid affiliations will be approved to move forward on a case by case basis with approval of Chair, Executive Director, and Operations Committee. This action is limited to municipal agencies for mutual aid only. The Technical and Operations Committees will also authorize talk groups.

This will streamline the 20+ agencies that are not members but have shown interest. This will also eliminate the necessity of coming to board each time. If an agency violates the mutual aid agreement, ICIS will remove them. This agreement will not provide the new agencies full access, it will be limited to mutual aid with their member agencies. If they

talk to any other agencies they may be removed. Only specific talk groups will be allowed to them. Each month a radio report will be run to ensure there is no abuse. LA City Fire is an affiliate and LA County is carrying ICIS radios in command cars.

Motion made by Burbank, second by Culver City

Beverly Hills – aye

Burbank – aye

Com-Net JPA – aye

Culver City – aye

Montebello – aye

Pasadena – aye

Pomona – aye

Glendale – aye

All in favor

5b. Discussion regarding Agreement with auditor for annual audit reports

1. Motion to approve Agreement with Vavrinik, Trine, Day & Co., LLP.

ICIS and Glendale put out requests for auditors. Vavrinik's bid for \$8000 was \$1000 less than prior years. They are capable, reputable, and thorough. It is recommended that the the JPA agree to a three year term. Vevrinik also conducts Glendale's audit. Board member Lee inquired why ICIS was using the same auditor as Glendale. Executive Director Edey reported that up until FY 2011-12, ICIS was included in Glendale's annual CAFR. The first audits were conducted independently with McGladry for 2012 and 2013. Glendale is responsible for ICIS's books and the lower price seems to be reflective of the two being submitted together. Quotes for conducting an audit separate from Glendale's auditor have been between \$14,000 – 30,000. It was also beneficial for Glendale Finance staff to work with one auditor.

Motion made by Pomona, second by Montebello

Beverly Hills – aye

Burbank – aye

Com-Net JPA – aye

Culver City – aye

Montebello – aye

Pasadena – aye

Pomona – aye

Glendale – aye

All in favor

5c. Discussion regarding ICIS System Subscriber and Roaming Fees

1. Resolution Amending Subscriber and Roaming Fees

Executive Director Edey proposed an amendment to the current subscriber & roaming fees which was prompted by the City of Sierra Madre request to use the full ICIS system as subscriber. ICIS has had a \$25 per radio since 2005 plus \$40 per year per radio that do not roam and an additional \$6.25 for those that do roam the system. Sierra Madre has 70 radios but on average operates on 5 radios per day. This is approximately \$30,000 per year. It seemed like an exurbanite fee for only 5 radios a day. A tiered system may be beneficial when considering: Full subscriber vs. partial user, Roams full system vs. partial roam, Entire department vs. a few radios, and a subscriber agency between systems - three or less vs. four or more of full roaming and use of the master site.

13-1 amended:

\$25 per month / per radio for partial

\$9 / for radio for full

This does not affect current subscribers because it does not apply to them, it also does not negatively affect the budget as future subscribers had not been considered. This would be limited to small agencies and only a limited number of cities which can be subscribers. There is a limited amount of spectrum.

Rates can be adjusted with resolutions. Each city charges their own subscriber rates and roaming fees come back to ICIS. For example, Glendale Community College is Glendale subscriber and pay their fees only to Glendale because they do not roam.

Sierra Madre is a small agency, the agency typically has only 5 radios on the air and would be virtually non-detectable on ICIS.

Board Member Lee suggested ICIS look at next year's budget and other fees to ensure ICIS is appropriately covering costs.

Motion by: BH Montebello

Beverly Hills – aye

Burbank – aye

Com-Net JPA – aye

Culver City – aye

Montebello – aye

Pasadena – aye

Pomona – aye

Glendale – aye

All in favor

5d. Discussion regarding Subscriber request by City of Sierra Madre

1. Resolution Approving Subscribership of Sierra Madre Police Department

Sierra Madre has requested to subscribe their remaining city resources, being the Police and Public Works. The Fire Department already operates in ICIS via Verdugo. The Operations & Technical Committees did a comprehensive study and found their load would be extremely nominal. Sierra Madre would essentially be on 4 systems – Glendale, Montebello, San Gabriel, and Pasadena – and will subscribe directly to ICIS.

Motion made by Burbank, second by Pomona.

Beverly Hills – aye

Burbank – aye

Com-Net JPA – aye

Culver City – aye

Montebello – aye

Pasadena – aye

Pomona – aye

Glendale – aye

All in favor

5e. Discussion regarding ICIS Annual Strategic Planning Session and Special Meeting

1. Motion to host Strategic Planning Session and Special Meeting December 4, 2014

Pomona has new conference facility at the Fairgrounds and suggested the session be held there.

Motion made by Pomona, second by Com-Net JPA.

Beverly Hills – aye

Burbank – aye

Com-Net JPA – aye

Culver City – aye

Montebello – aye

Pasadena – aye

Pomona – aye

Glendale – aye

All in favor

**6. BOARD MEMBER COMMENTS**

Beverly Hills – No comment

Burbank – No comment

Com-Net JPA – No comment

Glendale – LA County Sherriff's have a new director and he would like to repair the relationship between ICIS and LA County Sheriffs. It was an encouraging outreach and Chair Goldman and he had a very positive 2 hour meeting last week. He expressed desire to find a way to partner. He will also coming in in a couple of weeks to meet with Executive Director Edey.

On August 21 there will be a LA County Police Chiefs meeting and Executive Director Edey is attempting to schedule a follow up meeting September 18 at 10 am at Fire Station 21. A meeting will also be held with West San Gabriel Valley to discuss ICIS.

Culver City – No comment

Montebello – No comment

Pasadena – No comment

Pomona – No comment

**7. STAFF COMMENTS**

No staff comments

**8. ADJOURNMENT**

Meeting adjourned at 2:08 pm.

Next Regular Meeting will be held  
Thursday, September 4, 2014 at 1:00 pm.  
Glendale City Hall  
613 East Broadway, Glendale, CA 91206