

**INTERAGENCY COMMUNICATIONS
INTEROPERABILITY SYSTEM
JOINT POWERS AUTHORITY**

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

AUGUST 1, 2013

1. BUSINESS AGENDA – 1:00 pm

Meeting called to order by Chair Goldman at 1:04 pm.

a. Roll Call

Pomona – Paul Capraro

Beverly Hills – Erick Lee

Montebello – Dominic Herbert

Glendale – Theresa Goldman

Culver City – Chris Sellers

Burbank – Greg Simay

Pasadena – Lisa Rosales

b. Report of Staff, re: Posting of Agenda. The Agenda for the August 1, 2013 Governance Board Meeting was posted on July 29, 2013, on the ICIS Web Site and the Bulletin Board outside Glendale City Hall.

2. ORAL COMMUNICATIONS

Discussion is limited to items NOT a part of this agenda. Each speaker is allowed five minutes. Members may question or respond to the speaker but there will be no debate or decision.

-No Speaker Cards -

3. REPORTS - INFORMATION

Item “c” taken out of order at request of Executive Director

c. Report from Legislative Committee

Lianne reported that Minutes from the last Legislative Committee meeting are in the packet presented to the Board. Executive Director Edey announced that Motorola was chosen as vendor. Edey stated the Legislative Committee is working diligently on the T-Band issue.

a. Reports Regarding Changes in Project Status from Previous Month

Pomona reported that they fully cut over this month and are running on P-25. The cutover was seamless; the crew worked eight hours and only had minor blimps in the first couple hours of the

next day. Pomona is now open for roaming and serves as the book end for the San Gabriel Valley along with Pasadena.

Montebello thanked Pasadena for their support of Montebello's radio shop during the extended illness of one of their employees.

Glendale reported that six out of the seven sites have been installed. Glendale is seeking approval for the downtown site (site seven). Glendale is attempting to secure power supplies at all sites, testing will be done in late October / early November.

Montebello / Pasadena update provided by Steve Paige. Montebello had one channel at one site that was not seen by Motorola but was noticed by Fire and Police. The hardware for this channel was replaced the following day. Pasadena believes a bad radio that was causing issues was located. Steve Paige also reported that Pasadena has installed Russ Bassett cabinets. If any other city is considering installing them, contact the Technical Committee and they will assist as there are a few tips which make the change over easier.

Executive Director Edey reported that Arcadia was interested in evaluating the ICIS system. A P-25 radio was loaned to them on Mutual Aid 5.

b. Report from Technical Committee

Steve Hronek reported that the Technical Committee was dark in July. The Committee was able to successfully correct the intermittent microwave failures. They rebuilt the Civic Center side of microwave and were still experiencing failures and then went to Mt. Thom. At Mt. Thom it was discovered the inside of the microwave was extremely hot. The case was taken off the microwave and aired out and it has since not failed. Pending Board Action, the Technical Committee has Purchase Orders ready for the mini loop from Mt. Thom to Fire Station 21 to the Civic Center and back to Mt. Thom. Motorola believes it will take three months to complete.

d. Report from Operations Committee

Steve Paige reported that Don Wise is absent and there is no report for this month. The next meeting is Thursday.

e. Report Regarding LA RICS

Greg Simay reported that the LA RICS Finance Committee gave a report in which they stated they wanted a 3rd party to do their Finance Report. Even with the Motorola bid, there is still the daunting amount of funding needed because neither the city nor state can afford to fund it. This project will need to secure more federal money because solely grants will not cover it. The position of LARICS with respect to the T-Band auction is unclear. The LARICS Chair, Mr. Fujioka, is credited with having advised the police chiefs that LARICS was possibly to abandon objections to the T-Band auction of given advance federal funding.

f. Report Regarding San Gabriel Valley Project

The SGV project is progressing and equipment will soon be in the staging mode. There is also the possible addition of a 6th city – West Covina has expressed interest to become part of the ICIS sites. The draft JPA is being reviewed by the six cities.

g. Report Regarding ICIS Inventory and Asset Assessment

Executive Director presented a spreadsheet in the Board packet (3g) for the Board's review. This will be the spreadsheet used for the assessments unless there are objections.

h. Report Regarding Subscriber, Affiliate, and Direct Subscriber Agreement Forms

Executive Director presented three draft documents for the Board's review in the packet. Subscribers, Affiliates & Direct Subscribers are completely at their discretion. The forms will serve as reference materials only, but will not dictate how cities run their own business. Only direct ICIS subscribers need to adhere to ICIS agreements.

4. CONSENT ITEMS

a. Approval of the Minutes for the June 6, 2013 Regular Meeting

Motion to approve made by Pasadena, seconded by Culver City. All in favor.

5. ACTION ITEMS

a. Discussion Regarding Amended FY 2013-2014 Budget

Executive Director Edey asked that this item be pulled and re-calendared at a later time. Final numbers have not yet been received.

b. Discussion Regarding Formation of "Integration Feasibility Committee"

Executive Director Edey stated there has been a very large influx of interest in ICIS. He has received inquiries about requirements from 12 out of the 46 individual police chiefs. Edey requested assistance with the inquiries as each city has variables such geographical location, impact on others, and size which determine the complexity of the project. These requests previously came in 1-2 a year, but recently Arcadia, Santa Monica, multiple South Bay cities, and Torrance are seriously considering evaluating ICIS as a solution. Edey would like to establish of quick assessment with estimated figures with the assistance of Operations and Technical committee members. The two or three members will help provide timely and educated responses to the requesting cities. Rosales suggested ICIS updates the website with a spec sheet with which cities may fill out the basic information and ICIS may process and evaluate quickly. Lucy Varpetian suggested that Edey appoint committee himself if there are no objections from board.

Motion authorizing Executive Director to take necessary steps to formulate committee to respond to requests from potential vendors was made by Pasadena, seconded by Burbank. All in favor.

c. Discussion Regarding Status of T-Band and Position of Board

Executive Director reported the FCC has still provided no feedback on their request for comments. He stated ICIS needs to escalate action. Edey asked for the Board's official position on the matter.

Motion to oppose T-Band provisions and to support and authorize Executive Director to move forward with opposition was made by Burbank, seconded by Montebello. All in favor.

d. Discussion Regarding Request by City of El Monte to enter Direct Subscriber Agreement for

eight (8) Police Department Narcotics Unit Portable Radios with ICIS System Roaming. El Monte Narcotics works throughout LA County with moving surveillance and would like to take advantage of the non-restricted roaming of ICIS. The Technical Committee recommends with authorization to have El Monte as a direct subscriber of ICIS.

Motion Directing Staff & Authorizing Chair to enter a formal agreement with El Monte made by Burbank, seconded by Beverly Hills. All in favor.

5.b. was reintroduced by Simay. He inquired about the availability of spectrum and whether or not it should be a factor when considering new cities. He asked if the FCC can do anything on an administrative level. Steve Hronek stated the FCC has an embargo on expanding the spectrum footprint. Homeland security may be able to provide additional licensing but there is no additional T-Band to provide to us.

e. Discussion Regarding Annual Audit Process

Executive Director Edey stated the JPA agreement and State call for annual audit and financial audit.

Motion Directing Staff & Authorizing Chair to take appropriate action to fulfill audit requirements was made by Pasadena, seconded by Culver City. All in favor.

Edey stated the County Auditor-Controller informed ICIS that they do not have the JPA's audits on file from 2008-2012. Glendale included ICIS in their audited CAFR from 2008-2011 and these CAFR's will be forwarded to the County. The Auditor-Controller is being advised that ICIS has taken steps to hire outside auditors for the 2012-13 audit. They expect an audit by November. ICIS has a very modest number of vendors and processes few invoices, so there is no complexity to the finances to be audited.

Motion to have Chair respond to Audit letter was made by Montebello, seconded by Beverly Hills. All in favor.

f. Discussion Regarding Scope and Costs of Services Provided to ICIS by City of Glendale
Chair Goldman stated she met with Glendale City Manager Scott Ochoa regarding setting the price value of the resources and services provided by Glendale. Ochoa stated he understands value of ICIS as a whole and he is in support of having Glendale continue to provide assistance to ICIS. Chair Goldman would like to provide cost recovery to Glendale, as the dues structure is increasing in 2014-2015 and the potential of additional agencies coming on the board, ICIS will have additional financial resources.

No motion necessary.

g. Discussion Regarding staff recommendation to dispense with competitive bidding and enter into an Agreement with Motorola Solutions for the procurement of communications logistics, consisting of microwave technologies and over the air programming (OTAP) systems, to be procured via the 2012 State Homeland Security Grant Program. Said sole source approval is necessitated by the proprietary nature of the technologies and further deemed appropriate by the

ability to extend the terms of contract pricing to the JPA via the City of Glendale Contract with Motorola Solutions.

Motion to approve Sole Source was made by Burbank, seconded by Culver City. All in favor.

6. BOARD MEMBER COMMENTS

Beverly Hills announced that Chief Scranton has retired. Erick Lee will be the official Board Member and Greg Barton will serve as alternate.

7. STAFF COMMENTS

Executive Director Edey congratulated Theresa Goldman for her new position as Glendale's first Commander.

8. ADJOURNMENT

Motion to adjourn was moved by Pasadena, seconded by Culver City. All in favor.

Meeting adjourned at 2:35 pm

Next Regular Meeting will be held
Thursday, September 5, 2013 at 1:00 p.m.
Council Chambers, City Hall, 613 E. Broadway, Glendale