

## INTERAGENCY COMMUNICATIONS INTEROPERABILITY SYSTEM JPA

### MINUTES OF THE SPECIAL MEETING OF THE GOVERNANCE BOARD – April 8, 2004

Item 1. - Meeting was called to order at 1:14 p.m. at the Glendale City Council Chambers.

**In attendance (Governance Board):**

Beverly Hills	-	Frank Salcido (d)
Burbank	-	Greg Simay (d)
Glendale	-	Don Wright (a)
Torrance	-	Absent
Pomona	-	Lilian Myers (d)
Montebello	-	Jim Cox (d)

**Item 2. - Oral Communications**

No one addressed the Board during oral communications.

**Item 3. a. Reports Information**

a. Introductions and Report of Status of Project Implementation by Each Member.

Pomona reported that the City Council approved the contract with Motorola on March 15<sup>th</sup>. It is anticipated that that project will take 12 to 15 months to complete.

Burbank reported that their project is still on schedule, with equipment scheduled to be delivered in May. Subscriber units are anticipated to be distributed to Police and Fire personnel in December.

The Glendale cell has been up and running for several months now. System upgrades have been occurring on an ongoing basis. Glendale is looking forward to the addition of the Montebello cell.

The Beverly Hills City Manager has been updated regarding the project. They are determining the scale of the project, if it will just be for Police and Fire, or for all city departments.

b. Elaine Aguilar provided the legislative sub-committee report. The Legislative Chair Lianne Parker was unable to attend the meeting due to illness. Elaine Aguilar provided a summary of the March delegation to Washington DC and stated that Congressman Schiff has submitted the project to the Commerce-Justice-State committee for funding consideration. The request is also being forwarded to Homeland Security committee. Representatives from all of the ICIS cities have agreed to sign on to the request. Information was also provided regarding HR 3266, a resolution authorizing funds for the Department of Homeland Security for grants to Police, Fire and emergency workers and is going to change the way the money is distributed. The legislation will consolidate First Responder grants into a single program under the Department of Homeland Security. Additional appropriation bills in the

Department of Defense, Homeland Security and Military Construction, which the ICIS lobbyist is watching closely in the event it is possible to include the ICIS request in one of these other bills. Lastly, the next ICIS Washington DC delegation is anticipated to occur in mid-September. Additional details will be provided. Lastly, today's Legislative Sub-Committee is cancelled due to the absence of the Sub-Committee Chair.

#### Item 4. Consent Items

##### a. Approval of Minutes

The minutes for the February 5, 2004 Governance Board meeting were unanimously approved.

#### Item 5. Action Items

##### a. Discussion Regarding Allocation of Costs

###### i. Motion Directing Staff Regarding the Apportionment of Costs for the Federal Legislative Advocate

The Governance Board discussed different methods to allocate the \$48,000 in annual costs for the Federal Legislative Lobbyist. It was decided that the cities which submitted an appropriations request share the costs. This would include the Cities of Burbank, Glendale, Montebello and Pomona. Beverly Hills indicated that they may consider a contribution in the future. If Beverly Hills decided to contribute at a future date, each City's portion would be recalculated. With four participating cities, the cost is \$1,000 per month per city.

###### ii. Alternatively Resolution Apportioning Costs for the Federal Legislative Advocate

After discussion it was moved by Burbank and seconded by Montebello to approve a resolution that: allocates the cost to four cities (Burbank, Glendale, Montebello and Pomona) in the amount of \$1,000 per month per city, for five months in Fiscal Year 2003-04 and for twelve months for Fiscal Year 04-05. The Fiscal Year 03-04 amounts are due within 30 days from approval of the resolution. The Fiscal Year 04-05 amounts are due by July 31, 2004. The resolution shall state that the funds are for "Federal Advocacy Services" and not identify a particular consultant. Glendale Assistant City Attorney Varpetian read the resolution into the record. The resolution was approved 5-0.

###### iii. Motion Directing Staff Regarding the Apportionment of Costs for the Master Site Maintenance Agreement

There was discussion regarding the Master Site Maintenance Agreement and the timing of the contract. It was stated that ICIS does not currently have a contract for maintenance with Motorola. Before approving a contract it is necessary to determine how to apportion the costs and how to fund the contract. After obtaining funding the contract would be authorized. The fund would need to be established in August 2004, with the first payment to occur in September 2004 for services effective October 1, 2004. The contract should be effective for nine months in Fiscal Year 04-05 and for a full twelve months in Fiscal Year 05-06. The total cost of the Maintenance Agreement is \$67,000. There was discussion regarding the various ways that the maintenance costs could be apportioned, such as based upon percentage of use, or number of channels tied into the master site. (Burbank 9 channels, Montebello 9 channels, Pomona 6 or 8, Glendale 10 channels) A representative from Motorola explained that the site is fundamental to each

of the systems and it doesn't really matter how many channels each city uses. It was decided to apportion the costs equally, 25% for each city with a system or each city which will soon hook up to the system. (Burbank, Glendale, Montebello and Pomona) A distinction was also made between system maintenance costs to be incurred by Glendale and to be paid by Glendale, verses maintenance for the master site.

- iv. Alternatively Resolution Apportioning Costs for the Master Site Maintenance Agreement It was moved by Glendale and seconded by Pomona to apportion the costs 25% to the cities of Burbank, Glendale, Montebello and Pomona and to approve a resolution indicating such. The resolution will indicate that the maintenance agreement would be for Fiscal Year 2004-2005, with payment due by July 31, 2004. Glendale Assistant City Attorney Varpetian read the resolution into the record. The resolution was approved 5-0.
- v. Motion Directing staff Regarding the Apportionment of Costs for the Microwave System The current Glendale microwave does not have sufficient capacity for the other cities to connect to the master site. Therefore ICIS needs to purchase a new microwave system that will have sufficient capacity for current ICIS cities and for future capacity for additional cities in the future. The total cost for the system is \$165,923 which was quoted approximately one year ago. Staff will obtain a current quote, but Harris has indicated that the quote should be close to the original amount. There was discussion regarding the methods that can be used to apportion the costs. It was recommended that the costs be allocated equally between Burbank, Glendale, Montebello and Pomona. Current ICIS members that haven't started their projects and other new cities that wish to join would be assessed a buy-in fee of \$42,500. This amount would be placed into a fund for on-going maintenance and operations for capital expenditures in the future. There was discussion regarding the reimbursement to the initial four cities (Burbank, Glendale, Montebello and Pomona) of a proportional share of funds when another city contributes a buy-in fee. The option of accumulating the funds for future expenditures was preferred. There was also discussion regarding a preference for all costs to be identified as soon as possible, to mitigate the need to keep returning to the various city councils requesting additional funds, resulting in the need to carry this item over to the next meeting. Some cities may prefer to request a flat amount as a membership fee for ICIS, while other cities would prefer to have the details regarding each of the individual expenditures. Regarding timing, it is important that the project be completed shortly after the start of the fiscal year, or else Burbank's and Montebello's project would be delayed.

Lilian Myers from Pomona excused herself from the meeting at 3:08 pm

- vi. Alternatively Resolution Apportioning Costs for the Microwave System Purchase It was moved by Torrance, and seconded by Burbank, for each city (Burbank, Glendale, Montebello and Pomona) to contribute \$42,500 and to request staff to return to a future meeting with a recommended method to establish a fund for future equipment replacement. The funds would be for Fiscal Year 2004-05 and would be payable by July 31, 2004. The motion failed by the following vote: 1 abstain (Beverly Hills), 3 yes (Burbank, Glendale and Montebello), 1 absent (Pomona). There was not a majority of the Board, which would have required four affirmative votes.

Staff was asked to place this item on next month's agenda and to provide information regarding the total anticipated costs this year and in Fiscal Year 2004-05.

- Item 6. New Business**  
There were no new business items.

- Item 7. Board Member Comments**  
Board Member DePompa provided an update regarding a recent meeting between Glendale Police Chief Adams and Sheriff Baca regarding the ICIS project and how it inter-relates with the County's Regional Tactical Communications System. Information was provided regarding how the two systems compliment each other. The Sheriff was complimentary of the ICIS project and what the member cities have accomplished and the leadership role that the ICIS cities have taken. The Sheriff looks forward to working together in the future for a long term solution. A commitment was made to schedule a meeting between the County Communications staff and ICIS representatives to talk about how we can collaborate. The meeting was very encouraging. The Sheriff provided information regarding a sales tax initiative that would provide funding for interoperable communications needs. Another meeting is scheduled between the Sheriff and the Mayor of Glendale and staff hopes to receive a letter of support from the Sheriff.

Alternate Board Member Wright gave an update regarding the Los Angeles Area Fire Chief's retreat. Steve Hronek and Don Wright were invited to speak at the retreat. A number of recommendations were made. There will be an effort to bring the regional radio resources on a common platform/frequency. Los Angeles City Fire is working toward bringing their radio system to within the UHF operating band.

- Item 8. Staff Comments**  
Steve Hronek informed those in attendance that the City of Glendale received a \$30,000 grant for an ACU1000 – a device to interconnect radios for interoperability. The city is building it into a vehicle that will also contain a number of radios. The vehicle will be available for ICIS member cities.

During the recent Mountain Fire in Glendale, the Fire Department needed to tear out the fence that surrounded the tower on Mt. Thom. The City received a \$73,000 grant commitment to install new fencing, an alarm system and cameras. The master site will also get cameras and an alarm.

- Item 9. Adjournment**

The meeting adjourned at 3:33 p.m.