



INTERAGENCY COMMUNICATIONS
INTEROPERABILITY SYSTEM
JOINT POWERS AUTHORITY

GOVERNANCE BOARD MINUTES
July 7, 2005

1. REGULAR BUSINESS AGENDA

Chair Salcido called the meeting to order at 1:09 p.m.

a. Roll Call

Beverly Hills -- Frank Salcido
Burbank - Greg Simay
Glendale - Ron DePompa
Montebello - Jim Cox
Pomona - Darrel Cummings
Torrance - absent

B. Secretary Aguilar read that the Agenda for the July 7, 2005 meeting was posted on June 30, 2005 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

Montebello is still on schedule with a September cut-over date.

Pomona is still progressing and they also anticipate a September cut-over date. They had a meeting with the cities of Claremont and La Verne; both are interested in the ICIS system.

Dennis Gibbons from Burbank reported that their system fully operational, and they have not had any microwave problems. They are moving over the users, ~~Police Department~~ should be on the system in about two months.

Glendale has no changes in their system. *Power Plant.*

Ron Derderian from Beverly Hills reported that they are in the DDR phase of their project. They are still dealing with the permit process for the Beverly Glen site. The system should be operational by the first of the year. The microwave link is now working between Beverly Hills and Glendale.

b. ICIS Budget Status Report

Interim Executive Director Wright reported that there are no new expenditures, and adequate funds are available for all anticipated expenditures.

c. Report Regarding Progress Made in Obtaining Letters of Support

Ms. McGinley informed the board that they have letters from the following: Sheriff Lee Baca, Fire Chiefs Association, Police Chiefs Association, Department of General Services, and Homeland Security.

Member DePompa spoke regarding obtaining an updated letter from Sheriff Baca. Staff feels it is still possible to get an updated letter. He is also exploring the possibility of obtaining a support letter from Chief Braton of Los Angeles.

Interim Executive Director Wright commented on the letter from Department of General Services and the success of the recent trip to Sacramento.

d. Report regarding the Status of DHS Paramedic Pilot Project

Interim Executive Director Wright reported that Chief Cox has volunteered Montebello's system as the test project site. The project will involve Long Beach Memorial Hospital. Once Montebello's system is operational, the pilot project can be initiated.

e. **Report from Technical Committee**
Mr. Hronek informed the Board that the Technical Committee met on June 9th. They discussed subscriber roaming, narrow band issues, and fully digital systems. This subject will come back to the Governance Board at a future meeting. The Committee recommended waiting until the Montebello and Culver City systems are on the network before considering a change to narrow band. The majority of costs will be manpower related, and there might be some cost to the ICIS system. Also discussed was the ICIS system build-out toward the east, and membership levels.

f. **Report from Operations Committee**
Interim Executive Director Wright reported that the Operations Committee did not meet this month. A meeting will be scheduled in the next month.

4. **CONSENT ITEMS**

a. **Approval of Minutes for June 2, 2005 Regular Meeting**
Motion by Glendale and seconded by Montebello to approve the minutes as presented with one minor amendment of the spelling of Ron DERDERIAN from the City of Beverly Hills. There was consensus to approve the minutes with the amendment.

5. **ACTION ITEMS**

a. **Discussion Regarding Addition of the City of Culver City as New Member in the ICIS Joint Powers Authority**

1. **Resolution Adding the City of Culver City as a New Member of the ICIS Joint Powers Authority**
Motion by Burbank to add the City of Culver City as a new member of the ICIS Joint Powers Authority. The motion was seconded by Glendale. There was unanimous consensus by the Board Members present.

Culver City Fire Chief J. Eastman thanked the Governance Board. The city is excited about joining ICIS. Secretary Aguilar informed the Chief that the Designation Form needs to be completed and received before the Culver City Delegate can participate in the meeting.

b. **Election of Chair and Vice Chair of the ICIS Governance Board**

Secretary Aguilar explained the election process to the Governance Board. Secretary Aguilar opened nominations for position of Governance Board Chair; Board Member Simay nominated Chair Salcido, no other nominations were made. A roll call vote was conducted for Member Salcido as Chair. There was unanimous consensus of the Board Members present, and Chair Salcido was re-appointed.

The gavel was returned to Chair Salcido who conducted the election process for the position of Vice Chair. Board Member DePompa nominated Board Member Simay, no other nomination were made. A roll call vote was conducted for Member Simay as Vice Chair. There was unanimous consensus of the Board Members present, and Member Simay was elected Vice-Chair.

c. **Selection of Secretary of ICIS Governance Board**

Chair Salcido opened nominations for Secretary of the ICIS Governance Board. Chair Salcido nominated to re-appoint Secretary Elaine Aguilar. No other nominations were received. A roll call vote was conducted for Elaine Aguilar as Secretary. There was unanimous consensus of the Board Members present, and Elaine Aguilar was reappointed Secretary of the ICIS Governance Board.

d. **Legislative Sub-Committee Update**

Ms. McGinley reported that Chair Salcido, Int. Executive Director Wright and she met with representatives from the Department of General Services, Office of Emergency Services and the Office of Homeland Security. Letters of support were requested and received from of the agencies. The meetings were productive.

They also met with Majority Leader Dario Frommer and State Senator Jack Scott's office. A letter was requested from their offices detailing the eligibility issue for Federal and State Homeland Security funding. A letter will be sent to all the representatives of the ICIS cities. They also met with staff of former Assembly member Mike Gordon and with Negrete McLeod's staff regarding AB 1559. Will work with their offices in reviewing the bill and determine if a letter of support can be written.

The ICIS Federal Lobbyist has suggested that a small delegation go to Washington, DC in September. Additional information will be provided at the next meeting.

ICIS has been invited by Motorola to participate in the Motorola convention on September 8, 2005.

Lastly, Ms. McGinley reported regarding the current status of the Federal Appropriation process. An earmark was not included in the House version of the appropriations bill.

Chair Salcido asked Staff to evaluate changing the organization of ICIS to become eligible for Federal grants. He also asked the Legislative Subcommittee to begin the process of strategizing for the new Federal Fiscal Year.

Chair Salcido informed the Board that Ms. McGinley did an excellent job in setting up the Sacramento meetings and that the support letters were received the next day from the offices of Department of General Services, OES and the Office of Homeland Security.

- e. **Discussion Regarding Follow-up to June 20, 2005 First Annual City Manager's Update**
Int. Executive Director Wright informed the Board that he has received a few calls asking for more information. He stated that it was premature to begin discussing follow-up at this time. He will return to the Governance Board at the appropriate time. He thanked staff that was involved for their hard work towards the success of the luncheon.

- f. **Discussion Regarding ICIS Membership Levels and Membership Costs**
Int. Executive Director Wright presented the report regarding this item. At the request of the Board from the June 2, 2005 meeting he has returned with a draft framework regarding the membership level and costs.

The Board discussed the draft document. There was a question regarding the status of Torrance as an ICIS member. The Board requested that Torrance be contacted to determine the status of their project and their future plans. There was discussion regarding the waving of fees for cities such as Torrance. Chair Salcido indicated that he was in favor of keeping cities such as Torrance on the Board but that fees should not be waived. Board member cities would pay the full membership fee. Board Member Simay indicated that he agreed with Chair Salcido. He also requested information from Torrance, regarding their commitment to ICIS and their thoughts about paying the annual fee. There was also discussion regarding a potential tower site in Torrance and the benefit to the ICIS system.

There was Board consensus that the draft document basically addressed the Board's direction, and that Staff should meet with the ICIS attorney to develop a resolution for the Board's consideration.

1. **Motion Providing Staff with Direction Regarding ICIS Membership Levels and Membership Costs and Authorizing Staff to Prepare Resolution for Governance Board's Consideration.**
No action taken this item will come back to the board.

- g. **Consideration of Purchase of a Hadax Switch for the ICIS Master Site**
Int. Executive Director Wright informed the Board that when the Master Site was purchased, the Hadax switch was configured with sufficient capacity for Glendale's cell and the Oat Mountain IntelliRepeater site. The Hadax switch has been upgraded to accommodate the cells currently under construction. To accommodate the Hauser Peak site, and future cells, the Hadax switch would need to be expanded. The manufacture of the Hadax switch recently ceased manufacture of the switch, which forced Motorola to procure a replacement, known as the Cornet switch. As it is no longer possible to expand the capacity of the Hadax switch, ICIS needs to replace the Hadax switch with a Cornet switch. Funds are available from Executive Director salary savings and UASI funds.

1. **Motion Authorizing the Expenditure of \$22,580 for a Hadax Switch**
Motion by Burbank to authorize the expenditure of \$22,580 for a Cornet switch. The motion was seconded by Montebello. There was unanimous consensus by the Board members present.

2. **Resolution Authorizing the Expenditure of \$22,580 for a Hadax Switch**
Resolution will be brought back to the meeting of August 4, 2005 for action.

- h. **Discussion Regarding ICIS Participation at COPS West Conference and Development of Marketing and Presentation Materials**
There was discussion regarding ICIS participation at the COPS West Conference. The Board directed that this item be discussed at the upcoming Legislative Sub-Committee meeting this week. The Board suggested that a formal packet of ICIS information be prepared and that an actual marketing packet for interested cities and organizations also be developed. If a display is created, it should be prominent at all seminars that ICIS participates in. There is \$10,000 budget for marketing.

ICIS. Brian Kibler, of Motorola offered their assistance in funding and staffing. Chair Salcido requested that this be looked into if the Board feels that it's a worthwhile endeavor. He also offered Beverly Hills staff for assistance. There was general consensus by the Governance Board that this would be a good marketing tool and that the Legislative Subcommittee should return with recommendations.

1. **Motion Providing Staff with Direction Regarding Participation at COPS West Conference and the Development of Presentation and Marketing Materials**
There was a motion by Montebello to authorize staff to develop an advertising program for the COPS WEST conference, and to return to the Governance Board with a recommendation. The motion was seconded by Glendale. There was a unanimous consensus by the Board Members present.

- i. **Discussion Regarding UASI Fund Distribution Process**
Vice Chair Simay had requested that this item be placed on the agenda for discussion. He requested information regarding the method in which UASI and other grant funds would be allocated, if at all, by the Governance Board. Int. Executive Director Wright stated that project accounts have been created for ICIS. The UASI funds were allocated to Glendale to expand and fortify the network. While the Governance Board does not have direct authority over the expenditure of these funds, the Governance Board would be kept informed of the allocation of these funds. In summary, the funds are distributed and overseen by Glendale.
- j. **FY 2004/05 Federal Fund Distribution for Hauser Peak Project and Other Governance Board Directed Projects.**
Int. Executive Director Wright reported that he received a proposal from Motorola that amounted to approximately \$450,000 for this one site alone. The link is \$225,000. The amount of the Federal appropriations received this year amount to approximately \$493,000. These funds are not adequate to cover the expense for the project. Additional funds could come from UASI funds. Once the final project costs are estimated and the source of funding is finalized, staff will return to the Governance Board.

1. **Motion Providing Staff with Direction Regarding Final Hauser Peak Project Costs and Other Governance Board Directed Project Costs**
No action taken.

- k. **Discussion Regarding Potential New Members**
Int. Executive Director Wright has had several inquiries from San Gabriel Valley area cities; he is preparing to have preliminary meetings with them, and feels that ICIS is gaining momentum. He has also made several presentations to different agencies. He will report to the Governance Board as appropriate.
- l. **Consideration of the Formation of a Subcommittee to Draft ICIS Bylaws**
Int. Executive Director is seeking approval to work with the City Attorney to draft bylaws. He stated that ICIS is at the point where a formally documented operational structure is necessary. Bylaws could also include information regarding what is expected of each agency. He requested that two Board Members, the ICIS attorney, and staff be a part of the Subcommittee. Board Member Simay volunteered, Chair Salcido also volunteered himself and Secretary Aguilar.

1. **Motion Providing Staff with Direction Regarding the Formation of a Subcommittee to Draft ICIS Bylaws**
A motion was made by Glendale to authorize the formation of a By-Laws Subcommittee that will include Chair Salcido, Vice-Chair Simay, Int. Executive Director Wright, Secretary Aguilar and City Attorney Varpetian. The motion was seconded by Pomona. There was a unanimous consensus by the Board Members present.

6. **NEW BUSINESS**
Board Member Requested Agenda Items or Reports for Placement on Future Agendas.
None

7. **BOARD MEMBER COMMENTS**
None

8. **STAFF COMMENTS**
Mr. Hronek welcomed Brian Kibler, from Motorola. He also informed the Board that San Fernando PD is a subscriber on the Glendale cell, City of San Marino will also be on the Glendale cell.

- **ADJOURNMENT**
The meeting adjourned at 3:22 p.m. by Chair Salcido