

**INTERAGENCY COMMUNICATIONS
INTEROPERABILITY SYSTEM
JOINT POWERS AUTHORITY
REGULAR MINUTES
OF THE GOVERNANCE BOARD**

August 4, 2011

1. REGULAR BUSINESS AGENDA

Chair Goldman called the meeting to order at 1:05 p.m.

a. Roll Call

Beverly Hills – Theresa Goldman

Burbank – Lianne McGinley

Culver City – Chris Sellers

Glendale – Ray Edey

Montebello – Dominic Hebert

Pasadena – absent

Pomona – Paul Capraro

The Agenda for the August 4, 2011, Regular Meeting was posted on July 29, 2011, on the Bulletin Board outside Glendale City Hall.

2. ORAL COMMUNICATIONS

No cards

3. REPORTS – INFORMATION

a. Reports Regarding Changes in Project Status from Previous Month

Steve Page reported for Pasadena that they are moving forward quickly; tower has been completed, foundation for building has been poured. The building was placed, inspection will be this week. Within the next two weeks IT will be installing batteries for the backup power system, and Motorola will come in on the 15th for equipment installation, which has a time frame of two to three weeks. After the equipment installation Motorola will be performing the upgrades to bring it up to version 7.9, to match the Master Site, alignment and optimization procedures will then start.

b. Report from Technical Committee

Steve Hronek, Chair of the Technical Committee passed out an updated list of shovel ready projects to the Governance Board; this was worked on with Executive Director Wright and Member Edey. He is waiting for more information from Motorola on the costs, lumped with several other links, work with them have more information/revision at the September 2011 meeting.

Mr. Hronek introduced Robert Stoffel, Emergency Communications Coordinator with the Orange County Sheriff/Coroner Department.

Mr. Stoffel shared his experience regarding the outage on their county wide system which has similar technology platform as ICIS.

No significant outages on the system but during a routine data base upload the system went into site trunking; calls on the digital side were not being processed. Their system has the

Fire Department on analog, everyone else digital. Radios were saying site trunking but not working. Some of the agencies on their system knew what to do, some did not. Training is very important for everyone, a monthly newsletter also goes out regarding “what to do” when there is a system failure.

He is willing to share the manual language with ICIS agencies, also offered visits to their main site.

c. Report from Legislative Committee

Lianne McGinley, Chair of the Legislative Committee reported at the last meeting discussed was the plan for a demonstration in October of the ICIS system to include Representative Karen Bass (Culver City). Suggestion is to also bring in Senator Diane Feinstein to participate in the demonstration. Executive Director Wright feels that this would be a good opportunity to get other members of Congress interested in ICIS.

Legislative Committee is continuing to discuss a State legislative trip, also discussing the annual strategic planning session, and attached in the report are news articles re LA RICS.

It was suggested that a letter be drafted to Congressional Members letting them know that ICIS system is not affected by the situation with LA RICS.

d. Report regarding LA RICS

Chair Goldman and Attorney Varpetian attended this morning’s meeting; LARICS is aggressively developing an RFP for presentation by September 1, 2011, giving vendors a 30- day response time, hopeful to have a contract recommendation by early December 2011.

4. CONSENT ITEMS

a. Approval of the Minutes for the June 29, 2011 Special Meeting.

A motion was made to approve the minutes of the Special Meeting on June 29, 2011 as presented.

Motion – Glendale

Second – Montebello

6-0-0 (Pasadena absent)

5. ACTION ITEMS

a. Discussion Regarding UASI Funds

The LA RICS project it has been taken back to the development stage of the request for proposal (RFP), due to the errors made in the procurement process. It is anticipated that this process will take several months to complete.

The Urban Area Securities Initiative (UASI) funds have come to the greater Los Angeles area for the purposes of interoperable communications.

Executive Director Wright feels that the timing is right for a letter requesting funds to improve the ICIS system using UASI funding.

The focus of the letter is to encourage everyone that has grants to keep the money in communication improvement.

A motion was made authorizing the Chair, Executive Director, and other designee to author letter or letters to representatives of City of Los Angeles, County of Los Angeles, LARICS and other grant administrators encouraging them equitable share grant funding and radio spectrum with the ICIS JPA radio system.

Motion – Glendale

Second - Pomona

6-0-0 (Pasadena absent)

b. Discussion Regarding Funding for ICIS Insurance

ICIS continues to acquire additional equipment and develop relationships with others outside of the Joint Powers Authority (JPA). As a result of this, and in order to protect the ICIS JPA and its members, staff has begun productive and informative discussions with members of the insurance industry to determine a reasonable level of coverage. The focus will be on coverage that protects the ICIS owned assets in an event of loss affecting sites; this will also assure that ICIS is

protected in the event the equipment causes a loss for others. The JPA gives the Executive Director the flexibility to commit up to \$5,000 for expenses without approval of the Governance Board, anything greater than this amount needs formal approval from the Governance Board.

A motion was made giving authorization to the Executive Director to commit to coverage and not to exceed \$5,000.

Motion – Burbank

Motion amended by Burbank after discussion by the Governance Board.

Motion made giving authorization to the Executive Director to seek insurance quotes for the ICIS JPA and report back to the Governance Board.

Motion – Burbank

Second – Culver City

6-0-0 (Pasadena absent)

c. Discussion Regarding Audit Services by McGladrey & Pullen, LLP

The ICIS Joint Power Authority was formed in 2003; one of the requirements for the JPA is an Annual Report to the Governance Board members of the financial details and transactions. As of this meeting date there has not been a report.

The City of Glendale’s Treasurer is also the Treasurer for the ICIS JPA; Chair Goldman and Executive Director Wright met with him to discuss options. The City of Glendale has a contract with McGladrey & Pullen, LLP that does their annual financial audits. Due to this relationship between ICIS and Glendale, McGladrey & Pullen, LLP has been asked to provide a proposal for performance of an audit for the ICIS JPA (attached to report)

A motion was made to authorize the Executive Director to enter into an agreement with McGladrey & Pullen LLP to audit finances for the ICIS JPA and cost not to exceed \$8,900.

Motion – Culver City

Second - Glendale

6-0-0 (Pasadena absent)

d. Discussion Regarding Agreement with Claremont for Use of Radio Site Space

This item was on the June 29 Agenda.

A motion was made to strike 5b from the Agenda.

Motion – Montebello

Second - Burbank

6-0-0 (Pasadena absent)

6. BOARD MEMBER COMMENTS

Member Edey thanked the Technical Committee for all their work; he attended the last meeting and he was impressed with their knowledge.

Member Hebert informed everyone that LA Impact just signed a subscriber agreement, their concern was funding previously.

Member Capraro giving this as “information only” that CAL OSHA is investigating them regarding radio issues; member agencies might get calls from them if any similar problems in their agencies.

Chair Goldman announced that the next Independent Cities meeting is on August 18th in Long Beach.

7. STAFF COMMENTS

Executive Director Wright thanked Ms. Varpetian for all of her hard work on the ICIS JPA agreements that she does.

8. ADJOURNMENT

Meeting adjourned at 2:50 p.m.