

**INTERAGENCY COMMUNICATIONS  
INTEROPERABILITY SYSTEM  
JOINT POWERS AUTHORITY  
MEETING OF THE GOVERNANCE BOARD  
GLENDALE CITY COUNCIL CHAMBERS  
613 E. BROADWAY,  
GLENDALE, CA 91206**

**SEPTEMBER 5, 2013**

**1. BUSINESS AGENDA – 1:00 pm**

Chair Goldman called the meeting to order at 1:11 pm

a. Roll Call

Pomona – Dave Keetle

Beverly Hills – Greg Barton (alternate)

Montebello – Dominic Herbert

Glendale – Theresa Goldman

Culver City – Chris Sellers

Burbank – Greg Simay

Pasadena – Lisa Rosales (arrived at 1:58 pm)

b. Report of Staff re: Posting of Agenda. The Agenda for the September 5, 2013 Governance Board Meeting was posted on August 30, 2013, on the ICIS Web Site and the Bulletin Board outside Glendale City Hall.

**2. CLOSED SESSION [moved to after item 5]**

a. Public Employee/Independent Contractor Performance Review

**3. ORAL COMMUNICATIONS**

**No public speakers.**

**4. REPORTS - INFORMATION**

a. Reports Regarding Changes in Project Status from Previous Month

*Pomona* – The Claremont site is up and working.

*Beverly Hills* – No Update

*Montebello* – Steve Paige reported that during the heat wave on August 30 one of the temporary air conditioning units failed. This caused the microwave link at the Whittier Reservoir to fail and one of the channel banks to fail, causing a reduction in capacity in the system. This occurred just as 3<sup>rd</sup> alarm brush fire. They opened the room and cooled down the microwave link and the radios down. Since that incident everything has been running as normal.

*Glendale* – Steve Hronek reported that they have replaced Glendale Police Department's consoles. MCC 7500 has caused some level fluctuation issues that Motorola is aware of and

GPD has been logging. Some headsets have automatic gain control which transmits audio fluctuations much more dramatically than the Gold Elite.

*Culver City* – No Update

*Burbank* – Next Tuesday, City Council will accept the redirected UASI funds. This should be completed by the February deadline.

*Pasadena* – Not Present

b. Report from Technical Committee

Steve Hronek reported that the troublesome Harris microwave path is believed to be under control now. In the past, when the weather was hot, the microwave would fail, and it did not experience any issue during the recent heat wave. The new, redundant, microwave links have been ordered, and implementation of the project will take approximately 3 months.

Motorola remains committed to completing the East San Gabriel Valley Cell by the end of the year. The Cell is in staging next week.

Steve reported that once the system has been upgraded to version 7.13 or higher, Motorola will no longer be the only option for dispatch consoles, and the Technical Committee will be looking at Project 25 CSSI compliant consoles from other manufacturers. This is especially important considering there are issues with the MCC7500 consoles. It takes 10-15 seconds for a red X to appear, informing the operator there is an issue, and then another 10 seconds for the backup radios to become available. The delay could be as short as 20 seconds and as long as 27 seconds before dispatch can make contact again. Motorola understands this is unacceptable and will be implementing a fix in a future version. The changes will probably be implemented in 7.15 or 7.16 at the earliest. We are also working with Motorola to find a way to knockdown multiple simultaneous emergency alerts on one talk group, or on multiple console resources.

Application has finally been filed with the FCC for the license at Oat Mountain. Jamie Jones is working with the FCC to expedite the issuance of the license.

c. Report from Legislative Committee

No report, update will be provided at the next meeting.

d. Report from Operations Committee

There was no Operation Committee meeting due to the lack of quorum.

e. Report Regarding LA RICS

Board Member Simay reviewed the LA-RICS Agenda of this same date. This included the development of the LA-RICS Finance Plan, LA-RICS continued reliance on the T-Band spectrum, the JPA's issuance of letters for site access for their Broadband development, and general business. There was continued concern expressed regarding an agency's ability to subscribe to LA-RICS Broadband services vs. the LMR system, or both. No costs or policies have as yet been developed by LA-RICS.

f. Report Regarding San Gabriel Valley Project

Executive Director Edey reported that Glendora Police Chief will be traveling to Schaumburg Illinois to visit the Motorola headquarters. The entire process of full staging, hardware, final inspection, and installation of the tower for the six cities of the San Gabriel Valley JPA will be live by February 1, though they are aiming for the end of the year.

Executive Director Edey discussed the potential of La Verne relying on Pomona sites due to its proximity. The potential loading issues could be solved by locking La Verne out of the Pomona system and only allowing for a fingertip roam, not roam by proximity. This would involve programming the La Verne radios to only seek out San Gabriel Valley towers. This scenario will be monitored closely when the SGV system goes live. The technical engineers feel the loading will be a non-issue.

g. Report Regarding formation of Integration Feasibility Sub-Committee

Executive Director formed a subcommittee to assist with inquiries for potential membership / affiliation. There is a great deal of value of responding to inquiries quickly and three volunteers from within the technical committee have offered their assistance. Arcadia has shown interest in subscribership. They have seen enhancements in coverage by testing with Pasadena radios. The committee is looking into loading factors and considering sharing it between the Glendale and Pasadena systems.

h. Report Regarding Status of 2012 State Homeland Security Grant Program Projects. The two microwave links are in procurement. The Pomona site work in Claremont for UPS and Antennas has been completed. The OTAP program project is nearing completion.

i. Report Regarding 2013 State Homeland Security Grant Program Allocations

Executive Director Edey reported that the SHSGP approved allocation of funding IJ3. ICIS received \$600,000, of the funding LAAFCA received, \$300,000 will go to ICIS for a total of \$900,000. ICIS affiliated / future affiliated cities will be receiving \$1.5 M. LA RICS received \$500,000.

The P-25 migration of Montebello will greatly benefit from this funding. The grant money will be available in 6 months. This is only a 2 year grant and it began last March.

j. Report Regarding Financial Status End of FY 2012-2013

ICIS fared better on expenses & monthly interest than initially projected; however there was a loss due to the unexpected microwave failure from Civic Center to Mt. Thom. In June it was reported that ICIS had \$3000 in interest income reductions. Edey has asked Glendale to look at this figure again.

## **5. CONSENT ITEMS**

a. Approval of the Minutes for the August 1, 2013 Regular Meeting

Motion made by Burbank, seconded by Montebello.

Pomona – approved

Beverly Hills – approved

Montebello – approved

Glendale – approved

Culver City – approved  
Burbank – approved  
Pasadena – approved

**-Out of Order-**

**2. Closed Session.**

Meeting closed at 2:12 pm and resumed at 2:58 pm. No item to report. Performance evaluation of Executive Director will be conducted by Chair Goldman at a later time.

**6. ACTION ITEMS**

a. Discussion Regarding Executive Director Contract Terms

Board Member Rosales stated that Executive Directors in similar capacities receive a compensation package greater than that of the ICIS Executive Director. Chair Goldman stated that the workload of the Executive Director had increased in the recent past in light of the additional inquiries and new members seeking ICIS Membership. Chair Goldman further expressed her satisfaction with the Executive Directors exceptional job, especially his efforts with the grants ICIS has received.

Motion to amend contract to include a 5% increase as of September 1, 2013 made by Pasadena, seconded by Culver City.

Pomona – approved  
Beverly Hills – approved  
Montebello – approved  
Glendale – approved  
Culver City – approved  
Burbank – approved  
Pasadena – approved

b. Discussion Regarding Amended FY 2013-2014 Budget

Contractual services are increased so as to not affect the budget if there are slight increases. For example, last year's microwave issues were within budget because there was no specific account to draw from except for unencumbered contractual services.

Beginning Estimated Fund as of 7/1/13: \$829,062. Total Revenue: \$315,075. Total Expenditures: \$315,075. Total Estimated Fund Balance as of 6/30/14: \$829,092

ICIS does not actually own anything, so there are no items to depreciate. Each city is responsible for replacing their cell towers and infrastructure. The JPA does own the microwave from Civic Center to Mt. Thom but is being replaced with Grant Funding. It will be under warranty and is expected to last 10 – 15 years.

For the next budget, the Board would like to see what the Contractual Services actually include. They asked Edey to separate vendor services by name and price so it is clear how much is saved as a reserve. Edey reported there is approximately \$20,000 built in to the budget just in case of emergency and contractual increases. These will be broken out in detail in the next report.

Motion adopting amended budget made by Pomona, seconded by Pasadena.

Pomona – approved

Beverly Hills – approved

Montebello – approved

Glendale – approved

Culver City – approved

Burbank – approved

Pasadena – approved

**-Revisit 6a-**

In light of the discussion relative to the budget, Pasadena moved to rescind previous motion, seconded by Pomona.

Pomona – approved

Beverly Hills – approved

Montebello – approved

Glendale – approved

Culver City – approved

Burbank – approved

Pasadena – approved

Motion to increase the Executive Director's salary by 10% from \$100,000 to \$110,000 as of September 1, 2013 made by Pasadena, seconded by Pomona.

Pomona – approved

Beverly Hills – approved

Montebello – approved

Glendale – approved

Culver City – approved

Burbank – approved

Pasadena – approved

c. Discussion Regarding Annual Strategic Planning Meeting and 10 Year ICIS Anniversary

Executive Director Edey stated the focus of this celebration will be that ICIS can be a solution to those cities who do not feel aided by LA RICS. This can be a marketing event and a networking event, inviting past board members, chiefs, department heads, and city managers, educating them on different membership levels. It should be a celebration of the past 10 years, but also a look ahead to the future, demonstrating ICIS will continue to serve the region. Location and date to follow.

**7. BOARD MEMBER COMMENTS**

Chair Goldman reported she has been in conversation with Glendale's Finance Department and the City Manager and the numbers for Glendale's staff fees are in the range ICIS would be able to afford. Further discussion to follow.

**8. STAFF COMMENTS**

Executive Director Edey reported that on September 11 at 2:00 pm the Glendale Police Department will host a promotional ceremony for Commander Goldman

**9. ADJOURNMENT**

Motion to adjourn made by Pomona, seconded by Culver City. Meeting adjourned at 3:40 pm.

Next Regular Meeting will be held  
Thursday, October 3, 2013 at 1:00 p.m.  
Council Chambers, City Hall, 613 E. Broadway, Glendale