



**INTERAGENCY COMMUNICATIONS
INTEROPERABILITY SYSTEM
JOINT POWERS AUTHORITY**

**SPECIAL MEETING
OF THE GOVERNANCE BOARD
CITY OF GLENDALE COUNCIL CHAMBERS
613 E. BROADWAY, 2ND FLOOR
GLENDALE, CA 91206**

**MINUTES
JANUARY 7, 2010**

1. SPECIAL BUSINESS AGENDA

The meeting was called to order by Chair Keetle at 1:03 p.m.

a. Roll Call

Beverly Hills- Theresa Goldman

Burbank – Greg Simay (2:00 p.m.)

Culver City – Chris Sellers

Glendale – Ray Edey

Montebello – Jim Duncan

Pasadena – Wendy Petry

Pomona – Dave Keetle

The Agenda for the January 7, 2010, Regular Meeting was posted on January 4, 2010, 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 reported now changes in their system.

Glendale reported dropouts on the analog and digital that was isolated to the northern section of Glendale. Technical people were called to investigate and determined that it was a Glendale system issue and not ICIS system. This was a very dangerous situation for field personnel during this dropout; stressed that the communication center needed to make someone from technical aware of situation Governance Board Member Edey stated.

Pasadena reported they are still working with Motorola regarding their system.

Culver City is up and running, radios for narrow banding have been purchased.

b. Report from Technical Committee

Technical Committee Chair, Steve Hronek informed the Governance Board that the Committee will be meeting on January 14, for an all day meeting. The main focus of their meeting will be to discuss microwave links and further requests for links, funding

for an additional ICIS site; planning for narrow banding, Project 25 migration for infrastructure, and also, to make list of projects for grant funding that are shelf ready.

Tom Tillman of Motorola explained to the Governance Board that a major upgrade was done to the controllers; there have been no issues since. He's working with Steve Hronek on scheduling the installation of Channel One audio; Beverly Hills will be the first cell and will be an island for about 90 seconds.

Steve Page from Pasadena gave a report regarding an incident at the end of November, Pasadena FD responded to a house fire on the west end of town, and the company officers experienced 'out of range' indications on their radios and were unable to communicate through the network, even though the location of the incident was less than a mile line-of-site to one of the simulcast sites in the Glendale system. Throughout the next month, it was discovered that the officers radios, by virtue of having a different feature set from the firefighters radios, had been programmed inadvertently with the Site Lock feature active, and unbeknownst to anyone, those radios were locked onto the Montebello system. Under normal circumstances, the radios functioned normally through the Montebello system while the users were above ground, outdoors and able to receive the system okay, but as soon as they were in the structure, the Montebello system did not provide enough signal strength. Through the research, it was determined that when the original codeplug was created, a codeplug that had Site Lock was used, and part of the codeplug transfer process is that menu items are not carried across. What this means is that the option was selected, but we had no way to know that it was active as we do not include that option in any of our codeplugs. It's analogous to having call forwarding on your cell phone, forwarding your phone, then removing the menu item and not being able to figure out why you aren't getting any calls because there's no indication that anything is wrong. Motorola brought out members of the local ST team, Max & Bob, and had the software engineers in Plantation working on the problem for the first two weeks, and once identified and solved, they kept the case open for the second two weeks while a select group of radios was deployed to the field for evaluation. During the second two weeks, we installed new firmware and retuned all of the officers' radios and had them deployed before the Rose Parade and Bowl Game.

c. Report from Legislative Committee

Lianne McGinley reported that the Legislative Committee did not have a regularly scheduled meeting in December; their next meeting will be on January 20, 2010.

Thru the effort of all the agencies and Legislative Committee ICIS was awarded \$500,000 in the Commerce-Justice-State appropriations bill.

Revisions to the 2010 Goals and Objectives based on feedback and will be sent out to Governance Board.

d. Report regarding LA RICS

This item moved to end of the meeting for Member Simay, who is arriving late, to report on.

4. CONSENT ITEMS

a. Approval of the Minutes for the December 3, 2009 Regular Meeting.

A Motion was made to approve the minutes for the December 3, 2009 regular Meeting

Motion - Glendale
4-0-2 (Culver City & Pasadena)

Second – Montebello

5. ACTION ITEMS

a. Report from ICIS Treasurer for 2008/09.

The contribution of the Treasury to the ICIS fund for the fiscal year 2008-09 was \$17,840 in interest earnings. The ICIS fund benefited from a strong beginning fund balance entering the fiscal year, augmented early in the year by the receipt of City Payments. The annual rate of return was 2.80% in a deteriorating interest rate environment.

Executive Director Wright informed the Governance Board that the invoices for their share in ICIS will be going out shortly; a quick turnaround would be appreciated.

A motion was made to note and file the 2008/09 ICIS Treasurer report.

Motion – Pasadena
6-0-0 (Burbank absent)

Second – Montebello

b. Discussion Changing ICIS Governance Board Meeting Time.

Executive Director Wright explained at the request of some members of the Governance Board the meeting start time be changed to 1:00 p.m.; calendars were checked and there were no objections.

A motion was made to change the ICIS Governance Board meeting time to start at 1:00 p.m.

Motion – Beverly Hills
6-0-0 (Burbank absent)

Second – Montebello

c. Discussion Regarding “shovel ready” Projects.

At the ICIS Annual Strategic Planning Session held in November 2009 discussion came up by Member Edey regarding submitting projects for time sensitive grants; suggestion that the Technical Committee draft a list of projects in different categories to be “shelved”

This item is now coming before the Governance Board to get direction for the Technical Committee.

- Projects be broken down according to priority, fiscal, and timeline; time sensitive, 90-120 days or those that have a more expansive timeline.
- Governance Board has the option of choosing project if Technical Committee is unable to decide.

Executive Director Wright feels that the individual agencies should utilize this opportunity to voice what is needed for their system while still working as a group to better ICIS.

A motion was made directing Technical Committee to comprise a catalog of “shovel ready” projects within the parameters of timeline and cost.

Motion – Beverly Hills
6-0-0 (Burbank absent)

Second – Glendale

d. Discussion Regarding February 2010 Meeting

Executive Director Wright informed the Governance Board that he will be out of town for the upcoming meeting on February 4, 2010. There is the option of moving the meeting to February 11, 2010.

Governance Board preferred to maintain continuity with the meeting schedule; will rely on other staff in attendance for answers.

No Motion

e. Discussion Regarding Dates for Washington D.C. Trip

Lianne McGinley of the Legislative Sub-Committee suggested four different blocks of dates for the potential trip to Washington DC for lobbying purposes. Majority of the Governance Board are available for the dates of April 27, 28, and 29, 2010.

A motion was made directing staff to secure hotel for April 27, 28 and 29, 2010.

Motion – Glendale

Second – Pasadena

6-0-0 (Burbank absent)

REPORTS – INFORMATION

d. Report regarding LA RICS

Board Member Simay reported that the regular LA RICS meeting this morning was canceled. The Finance Committee met on Tuesday, topic of the meeting was grant support for LA RICS within legislative action. Discussion on the cost allocation sharing; should be fair and transparent for the independent cities.

Lucy Varpetian reported that the LA RICS By-Law Committee had a meeting with Mr. Fujioka regarding the elections. Mr. Fujioka commented that the issue needed to be resolved immediately even if his office had to be involved. Mark Alexander voiced to the Committee that he would not hold back the by-laws but would not support it either.

6. BOARD MEMBER COMMENTS

None

7. STAFF COMMENTS

None

8. ADJOURNMENT

Meeting adjourned at 2:30 p.m.