

**INTERAGENCY COMMUNICATIONS
INTEROPERABILITY SYSTEM
JOINT POWERS AUTHORITY**

**MINUTES OF THE
REGULAR MEETING
OF THE GOVERNANCE BOARD**

March 7, 2013

1. REGULAR BUSINESS AGENDA

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

a. Roll Call

Pomona – absent

Beverly Hills – Eric Lee

Culver City – Chris Sellers

Pasadena – Lisa Rosales

Montebello – Dominic Hebert

Burbank – Greg Simay

Glendale – Theresa Goldman

The Agenda for the March 7, 2013 Regular Meeting was posted on March 4, 2013, on the Bulletin Board outside Glendale City Hall.

2. ORAL COMMUNICATIONS

No speakers

3. REPORTS – INFORMATION

a. Reports Regarding Changes in Project Status from Previous Month

Burbank reported that they are looking into long term planning for their future spectrum, whether it be the current system or T-Band.

Steve Hronek reported for Glendale, that the new P-25 cell is putting in their fourth site, with only three remaining. Glendale plans to have acceptance testing in August. They have contracted Motorola to put in a new microwave link for the mountain site. Glendale PD has started to receive its new consoles.

b. Report from Technical Committee

Steve Hronek, Chair of the Technical Committee, presented the January Minutes. The Committee recommends the Governance Board move forward with the Motorola Change Order for the UPS and antenna at the Claremont site. They discussed their significant concerns over interference at the Glendora cell because of its location at Johnstone Peak and the high performance antennas installed at the site. Motorola is going to redesign the antenna system and run new maps for ICIS.

Technical Committee also discussed interoperability access keys and recommended sharing a common key electronically. This would allow ICIS agencies to share talk channels and encryption keys without allowing outside agencies to later share with the media or outside scanners. Agencies already have radios with multiple encryption keys so agencies could share encryptions with more than one outside agency while also maintaining internal encryption keys.

Technical Committee will speak with their respective agencies to understand how they would like to use and share encryption keys. They will create a Standardized Procedure for encryptions in two months.

Joe Wilke from Glendale was appointed as the new Technical Committee secretary.

c. Report from Legislative Committee

Lianne McGinley, Chair of the Legislative Committee, discussed the upcoming trips and perspective meetings. She presented talking points for the Sacramento and DC trips on ICIS's role in the respective communities. The Legislative Committee also discussed HR 3630 and their outreach to legislators and cities to write letters and support HR 3630.

d. Report from Operations Committee

Don Wise, Chair of the Operations Committee, reported the Technical Committee and Operations Committee will now both meet in Fire Station 21 Community Room on the same day so people can attend both meetings.

e. Report regarding LA RICS

Greg Simay report that LA RICS negotiations with the vendor will probably continue into June for land radios. Legislative and Finance Committee are discussing the possibility of acquiring the auction money in advance to use it for the transfer. In discussing other money issues, grant money will allow LA RICS to design the system, however not enough will remain to procure the system. There was discussion at LA RICS of creating a committee which would be privy to the bid results to use real information to build a finance plan without violating any laws and revealing information to the entire Board. This would allow LA RICS to contact vendors without committing to the build out. If LA RICS cannot move this beyond the design stage, maybe they could give financing to ICIS and ICIS could handle procurement and build out for the independent cities.

The RFP to vendors was submitted as a hybrid. Those cities that are on 700 may remain on 700, and those that are on T-Band may remain on T-Band, but they will require more sites. Remaining on T-Band may have a user cost that will be less, but the infrastructure is more expensive. Those that are 800 will need to be on a separate system than those on T-Band.

ICIS would need to change out the Master Site if it migrated to 700 or 800. ICIS would also require upgrade to the RF sites, subscriber equipment, and TDMA.

f. Report regarding status of San Gabriel Valley Project

Director Edey reported that the Glendora/San Gabriel Valley Project is progressing. The 2011 grant cycle expires in 2014 and is not in jeopardy of not being used. Cal EMA has approved sole sourcing and is fully integrated with ICIS system. SHSGP approved the transfer from ICIS to Glendora. LA County, Cal EMA and EHS have all approved detailed environmental planning and preservation reports for the Johnstone Peak, Glendora and BKK Landfill sites.

4. CONSENT ITEMS

a. Approval of the Minutes for the February 7, 2013 Regular Meeting.

A motion was made to approve the minutes of the regular meeting of February 7, 2013 as presented by Burbank, seconded by Culver City. All in favor.

5. ACTION ITEMS

a. Discussion Regarding 2012 SHSGP Award and Grant Agreement

Director Edey reported that he has created a spending plan and recommends that Board move to accept funding from the County for \$336,000.

Motion made by Glendale, seconded by Burbank. All in favor.

b. Discussion Regarding Spending Plan and Project(s) for 2012 SHSGP Grant

Director Edey reported that the failure issues at Mt. Thom to Civic Center Microwave Hop have created the need for redundancy at Fire Station 21. The primary site, however, is going to continue to fail due to moisture, interference, and altitude. There is a need to replace the 11 year old microwave before redundancy is introduced. Immediate needs for ICIS is the change order for the Pomona/Claremont site. The system cannot go P-25 without the change order. Also, there is a need for ICIS cities as a whole to have programing capability. Staff recommendation for appropriation of funds and spending the grant is: \$215,405 to replace Mt. Thom/Civic Center microwave, \$36,764 for the Claremont change order, and \$83,831 for the procurement of the programing system.

Motion made by Burbank, seconded by Culver City. All in favor.

c. Discussion Regarding ICIS and Member/Subscriber Resource Inventories

Director Edey submitted the living inventory for approval. The information will be beneficial when asking for grants as it will accurately portray ICIS's size.

d. Discussion and Report from Recruitment Committee

Motion to suspend Recruitment Committee activity and remove the deadline to appoint an Executive Director was moved by Culver City, seconded by Burbank. All in favor.

e. Discussion Regarding Committee Representation and Designee Forms

Director Edey reported that forms were previously not updated routinely. Separate forms will now be used for the Board and for each committee. These forms will be updated only on an as needed basis. All forms are currently up to date.

f. Discussion concerning date of incoming board officer elections

Lucy Varpetian, Legal Counsel, reported that according to the JPA, discussion of elections cannot be done before June. If changes are desired to the election process, each city will need to approve the change.

g. Discussion concerning FCC call for comment on T-Band (HR3630)

Executive Director Edey recommends that Board members speak with their cities regarding T-Band and the concerns about the migration and cost. Glendale alone would cost \$30 million. Executive Director will write one response voicing administrative and financial concerns to the FCC and the Technical Committee will write a response regarding their technical concerns to the FCC. Technical issues include that there is not enough spectrum space for everyone and if a master system for California is created, there is loss of local control and resiliency.

The Executive Director will also draft speaking points by the next meeting to the cities so they can draft their own unique letters to the FCC.

Motion to prepare comments to FCC moved by Beverly Hills, seconded by Glendale. All in favor.

6. BOARD MEMBER COMMENTS

No Board Member comments

7. STAFF COMMENTS

Steve Hronek, Chair of the Technical Committee, reported a 12 second microwave failure for all ICIS cities except Glendale and Pasadena.

8. ADJOURNMENT

Burbank motioned to adjourn the meeting at 2:58 p.m., Culver City seconded.