

**INTERAGENCY COMMUNICATIONS  
INTEROPERABILITY SYSTEM  
JOINT POWERS AUTHORITY  
MINUTES OF THE  
JULY 12, 2012  
SPECIAL MEETING**

**1. REGULAR BUSINESS AGENDA**

Chair Rosales called the meeting to order at 1:08 p.m.

a. Roll Call

Beverly Hills – Tim Scranton

Burbank – Greg Simay

Culver City – Chris Sellers

Glendale – Ray Edey

Montebello – Dominic Hebert

Pasadena – Lisa Rosales

Pomona – Dave Keetle

The Agenda for the July 12, 2012 Special Meeting was posted on July 10, 2012, 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

Pasadena reported that they are making changes from an encrypted into a non-encrypted, also making changed on their dispatching model.

Frank Westphal from Pomona stated that they are working on the T-band licenses with the FCC. Also working with consultant to take the parameters to make the footprint into the existing sites, they should be able to get a license without a waiver in 60 days

b. Report from Technical Committee

Steve Hronek, Chair of the Technical Committee reported that there was a microwave failure on July 7<sup>th</sup> & 8<sup>th</sup>. It went down on the evening of the 7<sup>th</sup> and into site trunking. The system reset itself and proceeded to go down again at 4:30 a.m.

Mr. Hronek reported that this link has always been so reliable that technicians have forgotten how it works, they identified the problem. It went into partial failure with no one knowing and finally down on Saturday. Cards were replaced and now it is back to 100%.

Executive Director Wright has included in the agenda packet an extensive explanation regarding the Master Site Microwave failure.

Mr. Hronek stated that Glendale spent a considerable amount in overtime regarding this failure and is asking for help in a communication system to notify managers and ICIS

Governance Board. He would like to set up a separate list that goes to communication centers that anyone can send out.

Executive Director Wright stated that software needs to be upgraded or purchased so that the system manager is aware of any faults or failures on this link. The next step will be to decide who does the repairs; it is something that they are looking into to either contract out on a full time or annual basis. He asked Mr. Hronek to look into the monitoring software; he has permission to spend up to \$5,000, he will probably purchase and report to the Governance Board after the fact.

Chair Rosales stated that any cost incurred should be equal across the board for all member agencies. Also, at the June 2012 meeting it was stated that there be a process of notifying each other in cases like this, add Operations Committee to this notification list.

Pomona voiced concerns that there isn't another site that has the same problem; state maintains the microwave for the Antelope Valley site.

c. Report from Legislative Committee

Lianne McGinley reported that the committee met and discussed the meeting with Congressman Schiff regarding the Genachowski letter, beginning stages on how to address the letter on HR3630 to bring to light some of the issues. They went over the ICIS goals and objectives and also Ms. McGinley would like to have a speaker at the annual strategy meeting regarding HR3630.

d. Report from Operations Committee

Don Wise stated that there really wasn't much to report, they meet on a quarterly basis, trying to bring faces and folks together. The Committee is starting to work with the terms of the event that happened on Saturday due to the microwave failure. He is working with Glendale wireless technicians on a template on what happens to the system, flushing out problems. They lost two fire stations during the failure, a lot of multi selecting to do the operations, had to go off the conventional channel, takes a lot to move stations thru different channels. Executive Director Wright feels that this outage is a vital training piece, and will be one of the action items for their upcoming meeting.

e. Report regarding LA RICS

Board Member Simay reported that the highlights from the July 11<sup>th</sup> meeting was discussion on an extensive review of the procurement process, and also the current board members will continue on until next year.

**4. ACTION ITEMS**

a. Discussion Regarding SHSGP 2011 Funds

ICIS submitted an application for a portion of the reprogrammed SHSGP 2009 Funds, seeking \$3 million dollars as a portion of the funding required to convert the Glendale cell to Project 25. The City of Glendale will provide an additional \$3 million dollars to complete the \$6 million dollar project. Executive Director Wright has preliminary assurances from the vendor that this project can be accomplished in the timeframe set forth by the grant guidelines.

Consideration of the ICIS request will be at a meeting of the SHSGP Approval Authority on the afternoon of July 12<sup>th</sup>.

A motion was made approving the acceptance of 2011 SHSGP funds and authorizing the ICIS Executive Director to sign the SHSGP agreement for receipt of grant funds for system upgrade

Motion – Burbank

Second – Pomona

7-0-0

b. Discussion Regarding Fiscal Year 2012/2013 Proposed Budget for ICIS JPA

Executive Director Wright went over the attachment, there is one minor change with it, LA Impact is not continuing with ICIS. Also not seen is the finance creation for depreciation equipment. After July can move three years of \$30 contribution and show on an annual basis.

He is requesting that the Governance Board approve the current document and an appreciation account will be created.

Chair Rosales requested that any document that is sent with agenda packet than resent later be noted as "REVISED".

Chair Rosales would also like that staff works with auditor once they are on board to upkeep budget monies

Board Member Hebert Montebello commented that he is not aware of all the equipment that is owned by ICIS, this would help the individual agencies in forecasting monies for maintenance.

A motion was made to approve the Fiscal Year 2012/2013 Proposed Budget for the ICIS JPA presented with the revision date and depreciation date included on the budget sheet.

Motion – Pomona  
7-0-0

Second – Montebello

c. Discussion Regarding McGladrey LLP Audit Services Agreement

Executive Director Wright explained that McGladrey LLP is currently the auditor for the City of Glendale and has been for several years. They are familiar with Glendale's process, and able to provide the service to ICIS for under \$10,000 dollars, which was the same figure they gave last year to ICIS.

Board Member Keetle requested that in the future staff always have comparisons quotes from three qualified companies regarding any services that are provided to the ICIS JPA.

Board Member Hebert asked if a by law could be established for dollar amounts on what goes out to bid for the ICIS JPA or if there is something in the bylaws regarding competitive bidding.

A motion was made to approve the McGladrey LLP Audit Services Agreement as presented.

Motion – Pomona  
7-0-0

Second - Beverly Hills

d. Discussion Regarding Ad Hoc Membership Committee

Chair Rosales requested this item be put on the agenda to discuss creating an additional ad hoc committee. The first ad hoc committee consists of the Executive Director, Board Member Keetle, Theresa Goldman and herself.

She would like Board Member's Edey, Hebert, and Keetle, and the Executive Director to make up the second ad hoc committee. This new committee has a variety of expertise in grants, fire representation along with police representation, small agencies represented as well. She believes that it's for the best interest of ICIS that this item isn't delayed much longer.

A motion was made to form a second ad hoc membership committee consisting of Board Members from the following agencies: Glendale, Montebello, and Pomona along with the Executive Director.

Motion – Pomona  
7-0-0

Second - Glendale

**5. BOARD MEMBER COMMENTS**

Pomona requested that on the August 2012 agenda an item regarding a time line for distribution of the agenda and the allow chair to add additional items as needed.

**6. STAFF COMMENTS**

Executive Director Wright informed the Governance Board that there is a draft JPA document that was distributed among the five agencies regarding the San Gabriel site; City of Glendora feels that they will act as the agent for the consortium. He will continue to update the board with information.

**7. ADJOURNMENT**

Meeting adjourned at 2:35 p.m.