

**INTERAGENCY COMMUNICATIONS
INTEROPERABILITY SYSTEM
JOINT POWERS AUTHORITY**

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

April 4, 2013

1. SPECIAL BUSINESS AGENDA - 12:00 Noon

Chair Rosales called the meeting to order at 12:08 p.m.

a. Roll Call

Pomona – Paul Capraro alternate
Beverly Hills – Timothy Scranton
Culver City – Chris Sellers
Pasadena – Lisa Rosales
Burbank – Greg Simay
Montebello – Dominic Hebert
Glendale – Theresa Goldman

b. Report of Staff, re: Posting of Agenda. The Agenda for the April 4, 2013 Special Meeting was posted on April 1, 2013, on the Bulletin Board outside Glendale City Hall and on the ICIS website.

2. CLOSED SESSION – 12:12 pm

a. Public Employee/Independent Contractor Appointment

The meeting resumed at 12:23 p.m. The Chair reported out that there was a motion by Glendale to extend the Executive Director position to RAE Consulting, Inc., and their Principle Representative, Ray Edey; this was seconded by Burbank. All were in favor. Ray Edey accepted the position as Executive Director on behalf of RAE Consulting, Inc.

3. ORAL COMMUNICATIONS

No Speakers

4. REPORTS- INFORMATION

a. Reports Regarding Changes in Project Status from the Previous Month

Glendale: Steve Hronek reported for Glendale that the MCC7500 consoles are being installed at Glendale Police Department. Glendale has also successfully transitioned Burbank and Montebello onto Glendale microwave as a temporary measure. This was completed to minimize the impact on Verdugo if the problematic ICIS microwave fails.

b. Report from Technical Committee

Steve Hronek, Chair of the Technical Committee, reported that the ICIS microwave has been stable since the last repair. If the ICIS microwave does fail again, Burbank and Montebello consoles will lose connection, but the RF sites will remain functional. The units will go into site trunking mode may have to be rebooted to return to their home radio system. Motorola is working on correcting this issue.

The San Gabriel Valley Project has been approved by the Glendora City Council and is moving forward.

Discussions with the various Police Departments and the Operations Committee are ongoing regarding encryption keys and mutual-aid talkgroups.

The Technical Committee has discovered 15 cloned radios. Glendale has purchased the Genesis "Clone Watch" upgrade which will enable easier detection of cloned radios system.

The Board has approved the SHSGP grants be used for the microwave and UASI funds will pay for redundant hop.

c. Report from Legislative Committee

Lianne McGinley, Chair of the Legislative Committee, reported that the letter to the FCC needs to be submitted by May 13. Congress Members Schiff, Sherman, Chu, Napolitano, and Bass, have all agreed to sign on to Congressman Schiff's letter to the FCC. This letter of support will be incorporated into Sacramento and DC trips. For the upcoming Sacramento trip 3 Board members, 2 staff members, and Executive Director will be in attendance. Meetings with Governor, Cal EMA, Congress members, and Assembly members have been organized.

Board members discussed leaving an ICIS informational packet for each of the congress members visited. Executive Director will write a statements of facts which will include that the ICIS JPA is very supportive and a part of LA RICS, that the ICIS membership is also a part of the LA RICS membership, that ICIS is single source, single platform solution and maintains interoperability with all 88 cities in the county. ICIS believes itself to be interoperable with LA RICS. ICIS has been operating successfully for 10 years.

Lianne also reported that the DC trip is May 20-23. She researched shuttle services and it will not come at a cost savings, individual/shared cabs are suggested. Lianne will have a schedule of meetings soon. LA RICS has indicated they would like to take the reserved spectrum for the whole nation to stand as the example of how to build out the spectrum.

d. Report from Operations Committee

Don Wise, Chair of the Operations Committee, presented a documented that included ICIS talk groups reported by the cities as Police, Police and Fire, Safety net, and Fire. The next Operations Committee meeting will take place on April 11 is the next meeting. The Technical Committee will meet every month followed by the Operations Committee (every other moth) at Fire Station 21. The Committee is working on the Technical Interagency Communications Plan.

Don asked that the Board inform him if any of the subscriber agencies' representatives have changed as they will meet quarterly.

The Board asked that there be a disclaimer added to the electronic submission form that all radio issues be reported to the agency's technology staff first, before being submitted on the form.

e. Report Regarding LA RICS

Finance subcommittee report stated an ad hoc committee had been formed for vendor discussions, contracts. The LA RICS Legislative Committee is preparing a response to the FCC and requesting information so they can prepare for the vendor bids.

LA RICS is preparing a site access agreement; this would affect cities by waiving local ordinances and providing override powers to the County.

f. Report Regarding Status of San Gabriel Valley Project

Executive Director reported Glendora City Council passed a resolution to accept the \$2 million SHSGP funding to build a site for the home radio system and partner with other cities.

The City of Glendora has executed an agreement with ICIS JPA. Executive Director will place membership criteria and dues on an upcoming agenda.

g. Report Regarding Status of 2012 SHSGP Projects

ICIS has approved the grant use. Environmental reports (4) and Sole Source requests (2) are being completed and will hopefully allow ICIS to move forward quickly. Executive Director has requested Finance account strings and hopes to complete our funded projects in the next 6 months.

h. Report Regarding Semi Annual Budget Status

The ICIS Board packet included a copy of adopted budget – 2013-2014. Executive Director reported that the budget is not a good indication of actual spending as ICIS is already \$40,000 past due on certain accounts. There have also been emergency repairs and unexpected costs.

5. CONSENT ITEMS

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

Moved by Culver City, seconded by Beverly Hills. All in favor.

b. Approval of the Minutes for the January 13, 2013 Special Meeting

Moved by Burbank, seconded by Culver City. All in favor.

6. ACTION ITEMS

a. Discussion Regarding Outsourcing of Certain ICIS JPA Functions

Executive Director reported on the functions Glendale staff: legal services, finance services, and ICIS staff support. When the JPA was set up, Glendale was written in as the main member, the trustee. Executive Director reported that outsourcing is not feasible at this time as ICIS is not financially capable of doing so. Just the accounting portion could cost up to \$40,000 with audit services. The Glendale City Manager advised the Executive Director that City of Glendale is

committed to continuing to provide Legal and Finance services into a transition period. Glendale City Manager requested a 3-5 year strategic plan on how ICIS services will one day provided by the other agencies/contract entities.

Executive Director will work with Board Member Goldman to develop a 3-5 year plan for service impact reductions for Glendale. He will submit an updated report to the Board. The motion to have the plan created was moved by Burbank, seconded by Culver City. All in favor.

b. Discussion Regarding FCC Public Notice T-Band Talking Points

Executive Director will have 2 pages of talking points created from the NPSTC executive summary. The revenues generated by the proposed T-Band auction will fall far short of price of migrating to another spectrum.

c. Discussion Regarding Emergency Repairs to Microwave

Substantial work has had to be done to correct the failures. At the last ICIS meeting there was a failure which required emergency repairs.

Motion to accept billing and appropriate funding for invoices from Motorola and Optima for emergency repairs not to exceed \$25,000 was moved by Burbank, seconded by Montebello. All in favor.

7. BOARD MEMBER COMMENTS

Chair Rosales confirmed there will be no ICIS meeting on July 4th.

She also thanked Ray Edey and Theresa Goldman for making a presentation to Pasadena Police Department.

8. STAFF COMMENTS

None

9. ADJOURNMENT

Motion to adjourn was moved by Culver City, seconded by Montebello.

Meeting adjourned at 1:47 pm

Next Regular Meeting will be held
Thursday, May 2, 2013 at 1:00 p.m.
Council Chambers, City Hall, 613 E. Broadway, Glendale