



AGENDA

LOS ANGELES REGIONAL INTEROPERABLE COMMUNICATIONS SYSTEM AUTHORITY

BOARD OF DIRECTORS REGULAR MEETING

Thursday, June 3, 2010 • 9:00 a.m. – 10:30 a.m.

Grace E. Simons Lodge
1025 Elysian Park Drive, Los Angeles, CA 90012

Los Angeles Regional Interoperable Communications Systems Authority (the "Authority")

AGENDA POSTED: May 28, 2010

Complete agendas are made available for review at the designated meeting location during normal business hours and may also be accessible on the Authority's website at <http://www.la-rics.org>.

Members:

1. William T Fujlaka, Chair, CEO, County of Los Angeles
2. Charles L. Beck, Vice Chair, Police Chief, City of Los Angeles
3. Mark R. Alexander, City Manager, representing California Contract Cities Association
4. Leroy D. Baca, Sheriff, County of Los Angeles
5. Michael J. Bowman, Police Chief, Los Angeles Unified School District
6. P. Michael Freeman, Fire Chief, County of Los Angeles
7. Reginald Harrison, Deputy City Manager, City of Long Beach
8. LeRoy J. Jackson, City Manager, City of Torrance, representing At Large Seat
9. Gerry Miller, Chief Legislative Analyst, City of Los Angeles
10. Millage Peaks, Fire Chief, City of Los Angeles
11. Donald Pedersen, Police Chief, City of Culver City, representing At Large Seat
12. Scott Pickwith, Police Chief, representing the Los Angeles County Police Chiefs Association
13. Kim Raney, Police Chief, City of Covina, representing At Large Seat
14. Alex Rodriguez, Fire Chief, representing the Los Angeles Area Fire Chiefs Association
15. Miguel Santana, CAO, City of Los Angeles
16. John Schunhoff, Interim Director, DHS, County of Los Angeles
17. Gregory Simay, Assistant General Manager, City of Burbank Water & Power, representing At Large Seat

Officers:

1. Scott Poster, Task Force Leader
2. John Radeleff, Deputy Task Force Leader
3. Wendy L. Watanabe, County of Los Angeles Auditor-Controller
4. Mark J. Saladino, County of Los Angeles Treasurer and Tax Collector
5. Wendy Quintero, Board Secretary



NOTE: ACTION MAY BE TAKEN ON ANY ITEM IDENTIFIED ON THE AGENDA

- I. CALL TO ORDER
- II. ANNOUNCE QUORUM – Roll Call
- III. APPROVAL OF MINUTES – from the May 6, 2010, Board of Directors Regular Meeting
- IV. CONSENT CALENDAR – (None)
- V. REPORTS (1 – 3)
 1. Response for Items from previous meeting of May 6, 2010
 - Item A-1. Personnel Contract Timeline – Poster
 - a. Provide a timeline for contracts that will be brought to the Board, in regards to the hiring of all personnel, including the Director position.
 2. Committee Reports – (no reportable action)
 - a. Finance Committee Report
 - b. Operations Committee Report
 - c. Legislative Committee Report
 - d. Technical Committee Report
 3. Project Status – Poster
 - a. Site Visits conclusion June 18, 2010
 - b. Mandatory Proposers' Conference scheduled June 29, 2010
- VI. ADMINISTRATIVE MATTERS (4 – 11)
 4. Board Chairperson for Selection
 - a. ACTION ITEM: Selection of Chair and Vice Chair for the 2010/11 fiscal year. *"For each fiscal year, the Board shall elect a Chairperson and Vice-Chairperson from among the Directors..."* (Joint Powers Agreement – Article III, Section 3.01).
 5. Legal Opinion on the methodology for appointment of the review boards – Silva
 - a. DISCUSSION ITEM: Board's ability to delegate to an unidentified ad hoc committee to select a committee of unidentified individuals who will act for the Board in the analysis of the submittals to the Request For Proposal (RFP).
 6. New Membership in the Authority – Radeleff
 - a. DISCUSSION ITEM: Procedures for new members to join the Authority (Joint Powers Agreement – Article VII, Section 7.02).



7. 2010/11 Operating Budget for the Authority – Poster

- a. ACTION ITEM: Approve the revised operating budget of \$17,798,000.00 to be utilized for startup costs and the continued operation of the Authority for the 2010/11 fiscal year.

Attachment: Item 7

8. Broadband Technology Opportunities Program (BTOP) grant funding – Poster / Thayer

- a. ACTION ITEM: Request approval to proceed with the grant application for a 700 MHz public safety broadband mobile communication system.

Attachment: Item 8

9. Approval for outside counsel – Poster / Thayer

- a. ACTION ITEM: Recommendation to approve that the Authority retain outside counsel to assist in LA-RICS matters related to the Federal Communications Commission (FCC).

Attachment: Item 9

10. LA-RICS Fiscal Manual – Poster / Webber

- a. ACTION ITEM: Request to approve the Fiscal Manual to provide guidance to the LA-RICS organization.

Attachment: Item 10

11. Extension of Service for Interim Leadership – Poster

- a. ACTION ITEM: Recommendation to approve extension of services for the Task Force Leader and Deputy Task Force Leader.

Attachment: Item 11



VII. MISCELLANEOUS – (None)

VIII. ITEMS FOR FURTHER DISCUSSION AND ACTION BY THE BOARD

Frequency Allocation

- a. Re-examination of frequency allocation to be discussed on July 1, 2010.

IX. PUBLIC COMMENT

X. ADJOURNMENT – NEXT MEETING: Thursday, July 1, 2010 at 9:00 a.m.
at the Grace E. Simons Lodge



BOARD MEETING INFORMATION

Members of the public are invited to address the LA-RICS Authority Board on any item on the agenda prior to action by the Board on that specific item. Members of the public may also address the Board on any matter within the subject matter jurisdiction of the Board. The Board will entertain such comments during the Public Comment period. Public Comment will be limited to three (3) minutes per individual for each item addressed, unless there are more than ten (10) comment cards for each item, in which case the Public Comment will be limited to one (1) minute per individual. The aforementioned limitation may be waived by the Board's Chair.

(NOTE: Pursuant to Government Code Section 54954.3(b) the legislative body of a local agency may adopt reasonable regulations, including, but not limited to, regulations limiting the total amount of time allocated for public testimony on particular issues and for each individual speaker.)

Members of the public who wish to address the Board are urged to complete a Speaker Card and submit it to the Board Secretary prior to commencement of the public meeting. The cards are available in the meeting room. However, should a member of the public feel the need to address a matter while the meeting is in progress, a card may be submitted to the Board Secretary prior to final consideration of the matter.

It is requested that individuals who require the services of a translator contact the Board Secretary no later than the day preceding the meeting. Whenever possible, a translator will be provided. Sign language interpreters, assistive listening devices, or other auxiliary aids and/or services may be provided upon request. To ensure availability, you are advised to make your request at least 72 hours prior to the meeting you wish to attend. (323) 881-8291 or (323) 881-8295

SI REQUIERE SERVICIOS DE TRADUCCION, FAVOR DE NOTIFICAR LA OFICINA CON 72 HORAS POR ANTICIPADO.

The meeting is recorded, and the recording is kept for 30 days.



LOS ANGELES REGIONAL INTEROPERABLE COMMUNICATIONS SYSTEM AUTHORITY

2525 Corporate Place, Suite 200
Monterey Park, California
(323) 881-8291

SCOTT L. POSTER
TASK FORCE LEADER

June 3, 2010

Board of Directors
Los Angeles Regional Interoperable Communications System Authority (the "Authority")

Dear Directors:

**APPROVE THE REVISED 2010/11 OPERATING BUDGET FOR THE AUTHORITY
IN THE AMOUNT OF \$17,798,000.00.**

SUBJECT:

It is recommended that the Authority approve the initial operating budget of \$17,798,000.00 to be utilized for start up costs and the continued operation of the Authority for the 2010/11 fiscal year. This budget contains a one-time amount of \$10 million dollars earmarked for grant prepayment only and is not intended for any other use. The attached documents contain a breakdown of the proposed budget.

BACKGROUND:

The Authority approved the Operating Budget during the May 6, 2010 Board of Directors General Meeting. Expenditures were restricted to "service and supplies" until a revised budget can be approved by the Authority on June 3, 2010. The revised budget contains a line item for personnel to serve the Authority through a contract with a memorandum of understanding with the County of Los Angeles.

PURPOSE / JUSTIFICATION OF RECOMMENDED ACTION:

The Authority is an independent agency and must have the ability to expend funds to operate. The Authority will incur expenses for, among other things, services and supplies, capital projects, leases, grant prepayment, agency employees, and contractors. The County will provide start-up capital for the Authority and fund the Authority until a financial plan is approved, adopted, and implemented by the Authority ensuring a revenue stream is created to sustain the continuing operation of the Authority indefinitely. The County will also be the "administrative"

AGENDA ITEM 7

entity for the Authority, and be entitled to reimbursement for all contractual agreements, purchase orders, and personnel (contract or permanent) authorized by the Authority.

FISCAL IMPACT / FINANCING

There is no mandatory requirement for any Member of the Authority to contribute to the Authority until a financial plan is approved and adopted by the Authority's Board of Directors. The financial impact of initially funding the Authority will be borne by the County and is expected to be offset with federal grant funds including, but not limited to Homeland Security and Urban Area Security Initiative Grants. However, all Members are encouraged to contribute funds, personnel, and equipment and other resources to support the Authority until a reliable revenue stream is in place. Once a financial plan implemented by the Authority, the operating expenses of the Authority will be shared by the Members as provided in the Joint Powers Agreement and under the financial plan.


FACTS AND PROVISIONS / LEGAL REQUIREMENT

The County's Treasurer and Auditor of the Authority have reviewed the recommended action.

AGREEMENTS/CONTRACTING:

The Authority will develop and enter into an agreement with the County to manage financial accounts housed within the County. A Department Service Order (DSO) between the Authority and County Departments, as well as a Professional Service Agreement (PSA) with the City of Los Angeles, will be established to permit reimbursement of employee expenses for services performed on behalf of the Authority. In addition, other agreements and memoranda of understanding may be developed on an as-needed basis in connection with the receipt of Authority revenue, including grant funds and contributions.

Respectfully submitted,



Scott L. Poster
Task Force Leader
SLP:dm

c: County Counsel

Attachment: A) LA-RICS Proposed Budget

Los Angeles Regional Interoperability Communications System (LARICS)
Proposed Budget
Fiscal Year 2010-11

Financing Requirements	Proposed Amount
Services & Supplies	
Permanent Staff	1,837,000 (1)
Flex Staff	
Technical	3,411,000 (2)
Contractor/Consultants	
Deltawrx	1,500,000
RCC	400,000
Start-up Costs	300,000
General Supplies	50,000
Lease - 2525 Corporate Place	300,000
Appropriation for Grant Projects	10,000,000 (2)
Total Financing Requirements	\$17,798,000
Available Financing	Proposed Amount
Cancellation of Designations	17,798,000 (3)
Total Available Financing	\$17,798,000

(1) Assumes top step salaries, 45% employee benefit rate and no overhead.

(2) Assumes positions and projects will be funded by grant revenue.

(3) For cash flow purposes, \$17,798 million will need to be cancelled.

AGENDA ITEM 7 – ATTACHMENT A



LOS ANGELES REGIONAL INTEROPERABLE COMMUNICATIONS SYSTEM AUTHORITY

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Monterey Park, California
(323) 881-8291

SCOTT L. POSTER
TASK FORCE LEADER

June 3, 2010

Board of Directors
Los Angeles Regional Interoperable Communications System Authority (the "Authority")

Dear Directors:

RECOMMENDATION FOR APPROVAL TO APPLY FOR BROADBAND TECHNOLOGY OPPORTUNITIES PROGRAM (BTOP) GRANT FUNDING FOR A 700 MHz BROADBAND MOBILE DATA RADIO SYSTEM

SUBJECT

Request approval to proceed with the application for grant funding for a 700 MHz broadband mobile data radio system under the National Telecommunications and Information Administration (NTIA) BTOP.

BACKGROUND

The LA-RICS Request for Proposal (RFP) released on April 5, 2010, includes, as an option, a broadband mobile data communications system capable of supporting not only current public-safety data traffic, but also next generation applications such as streaming video and other advanced applications requiring higher capacity and bandwidth.

On May 12, 2010, the Federal Communications Commission (the "FCC") released an *Order*, In the Matter of Requests for Waiver of Various petitioners to Allow the Establishment of 700 MHz Interoperable Public Safety Wireless Broadband Networks (FCC 10-79) (the "Waiver Order") granting, with conditions, certain requests for authorization to deploy statewide or local public safety broadband networks in the 700 MHz public safety broadband spectrum. The Waiver order granted twenty-one (21) such requests including that of LA-RICS.

On May 13, 2010, the National Telecommunications and Information Administration (NTIA) issued an *Action* in the Broadband Technology Opportunities Program (the "BTOP"), Notice of

Fund Availability: Reopening of Application Filing Window for Broadband Technology Opportunities Program, Docket No. 00907141137-0222-10, RIN 0660-ZA28 (the "NTIA Announcement"). The NTIA Announcement reopened for the benefit of parties granted waivers pursuant to the Waiver Order the Comprehensive Community Infrastructure (CCI) application window previously announced by NTIA in the Second NOFA, which had, as its original filing deadline, March 26, 2010.

The NTIA Announcement provides for a new filing window that opens June 1, 2010, and closes July 1, 2010, only for the grantees. This will provide the Authority the opportunity of applying for a grant pursuant to the Second NOFA and the BTOP fund.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The purpose of the recommendation is to provide the Authority with approval to proceed with the application for the BTOP grant to offset funding for this component of the LA-RICS system.

The baseline mobile data system specified in the RFP is based on a narrowband technology which will support all current data applications used by the Authority and other participants in the LA-RICS project and will have sufficient capacity to accommodate additional low data rate applications foreseen in the future. However, a narrowband system does not have the capacity to support emerging, next generation data applications such as streaming video which require a substantially higher rate of data throughput.

At the time the RFP was developed, there was regulatory uncertainty surrounding the planned nationwide deployment of a broadband system for public-safety on frequencies licensed to the Public Safety Spectrum Trust (PSST). Therefore a broadband system was included as an option only in the RFP. With the granting of the broadband waiver, the Authority has the opportunity to deploy its own broadband mobile data system which would obviate the need for the narrowband mobile data system and provide far greater benefits to the Authority and other LA-RICS participants by offering support for bandwidth-intensive next generation mobile data application for public-safety. Moreover, with the possibility of BTOP funding for public-safety broadband deployment, the Authority has the opportunity to exercise the broadband system option without adverse fiscal impact.

Respectfully submitted,



Scott L. Poster
Task Force Leader
SLP:dm

c: County Counsel



LOS ANGELES REGIONAL INTEROPERABLE COMMUNICATIONS SYSTEM AUTHORITY

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Monterey Park, California
(323) 881-8291

SCOTT L. POSTER
TASK FORCE LEADER

June 3, 2010

Board of Directors
Los Angeles Regional Interoperable Communications System Authority (the "Authority")

Dear Directors:

APPROVAL FOR ACQUISITION OF OUTSIDE COUNSEL FOR FEDERAL COMMUNICATIONS COMMISSIONS (FCC) MATTERS AND CONSIDERATION OF FCC NARROWBANDING WAIVER

SUBJECT

It is recommended that the Authority approve the retention of outside counsel to assist in FCC matters and that the first order of business is to request for a temporary narrowbanding waiver to extend the FCC's deadline.

Since the County utilizes Mr. Robert M. Gurss, of Fletcher, Heald & Hildreth, PLC, as its outside counsel in FCC matters, the recommendation is to use Mr. Gurss's services since his representation was crucial in obtaining the use of Channel 15 spectrum for LA-RICS.

BACKGROUND

In order to increase the efficient use of the radio spectrum, the FCC in 2004 mandated that all private land mobile radio users operating on channels below 512 MHz must migrate their systems from 25 kHz wideband channels to 12.5 kHz narrowband channels by January 1, 2013.

While some systems in the Los Angeles region have been narrowbanded, the majority of public safety radio systems does not yet meet the FCC narrowbanding requirement and must be modified by the end of 2012. Narrowbanding will provide no immediate benefit to an agency other than compliance with the FCC mandate. In the future, however, it may be possible for agencies to license the additional channels that are created from the narrowbanding effort.

Many municipalities are in the planning stages of narrowbanding and are seeking grant funds to complete the effort.

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FISCAL IMPACT/FINANCING

Costs for narrowbanding can be broken down into two categories: equipment and reprogramming.

1. Equipment

All VHF and UHF radio equipment that was approved by the FCC ("type accepted") after 1997 was required to be narrowbanding capable. This equipment may be operating today on wide band channels, but can be returned to operate on the narrowband channels.

Other radio equipment that is not narrowbanding capable must be replaced. LA-RICS will support new P25 mobile and portable radios, if the radio is equipped with P25 trunking software. New base stations purchased for narrowbanding that support the P25 standard may be supported by LA-RICS, depending on the vendor and design that is selected.

2. Reprogramming

Reprogramming of narrowband capable radios that currently operate on wide band channels will require a technician to update the radio's software configuration. Costs to reprogram a single radio can range from \$50.00 to \$150.00 or more.

Narrowbanded radios that need to migrate to LA-RICS will have to be reprogrammed a second time. In this case, funding spent on narrowbanding would be a sunk cost and additional funding would be required to migrate users to LA-RICS.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Authority staff believes that if a waiver is obtained to extend the FCC narrowbanding deadline, the required narrowbanding could be accomplished during the implementation of the LA-RICS system and the cost of narrowbanding could be avoided. LA-RICS will be narrowbanded from the start and wideband users that migrate directly to LA-RICS would avoid the time and expense of the narrowbanding process.



Scott L. Poster
Task Force Leader
SLP:dm

c: County Counsel



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SCOTT L. POSTER
TASK FORCE LEADER

June 3, 2010

Board of Directors
Los Angeles Regional Interoperable Communications System Authority (the "Authority")

Dear Directors:

REQUEST TO APPROVE THE LA-RICS FISCAL MANUAL

SUBJECT:

It is recommended that the Authority approve the attached LA-RICS Fiscal Manual to provide guidance to the LA-RICS Director and staff in fiscal and procurement issues.

BACKGROUND

As the LA-RICS organization is established, it is necessary that guidelines for fiscal and procurement operations be provided. As included in the Authority Joint Powers Agreement Section 4.04, the Board's authority "shall be exercised in a manner consistent with, and subject to, the restrictions and limitations upon the exercise of such powers as applicable to the County of Los Angeles". Further, the Agreement designates the County Auditor-Controller, and Treasurer and Tax Collector as the Auditor and Treasurer of the Authority respectively.

Therefore, the County Fiscal Manual is, by reference, the Authority's guide to fiscal and procurement matters.

AUTHORITY FISCAL MANUAL

The attached Authority Fiscal Manual covers the primary subjects of fiscal management and procedures that the Authority management team will encounter. By reference, the County Fiscal Manual will provide guidance on those issues not specifically addressed in the Authority manual.

As the LA-RICS project progresses, the Director will update the manual as necessary, and submit any significant changes to the Board for approval.

AGENDA ITEM 10

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of the recommended action will provide appropriate fiscal management and procedures to the Authority's management team and staff.

FISCAL IMPACT/FINANCING

The recommended action will have no direct impact on the Authority's funding, but will help ensure proper management of Authority assets.

FACTS AND PROVISIONS/LEGAL REQUIREMENT

The proposed Fiscal Manual is being reviewed by the County's Auditor-Controller.

Respectfully submitted,

A handwritten signature in blue ink, appearing to be "Scott L. Poster", with a long horizontal line extending to the right.

Scott L. Poster
Task Force Leader
SLP:dm

c: Auditor-Controller

Attachment: A) LA-RICS Authority Fiscal Manual

LOS ANGELES
REGIONAL INTEROPERABLE COMMUNICATIONS SYSTEM (LA-RICS) AUTHORITY
FISCAL MANUAL

AGENDA ITEM 10 – ATTACHMENT A

LOS ANGELES REGIONAL INTEROPERABLE COMMUNICATIONS SYSTEM (LA-RICS) AUTHORITY FISCAL MANUAL

Introduction

The Los Angeles Interoperable Communications System (LA-RICS) Authority Fiscal Manual is a resource guide of fiscal policies, procedures, and internal controls to safeguard and manage Authority assets. The Authority Director and the management team will use the Fiscal Manual as a day-to-day guide to manage and control fiscal operations, and meet their responsibilities to manage funds and other assets within LA-RICS.

This Fiscal Manual will be updated and maintained by the Director, LA-RICS in accordance with procedures detailed within the Fiscal Manual

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Chapter 1 – Governing Regulations and Guidelines

1.1.0 Governing Regulations and Guidelines

1.1.1 Introduction and Summary

LA-RICS Joint Powers Agreement was approved in January 2009 and provides overall guidance on administrative matters. Section 4.04 states "All common powers exercised by the JPA Board (Board) shall be exercised in a manner consistent with, and subject to, the restrictions and imitations upon the exercise of such powers as applicable to the County of Los Angeles, as may be amended from time to time"

Section 3.01 of the Agreement states the Los Angeles Treasurer and Tax Collector and the Auditor-Controller shall be the Treasurer and Auditor-Controller for the Authority respectively.

1.1.2 Los Angeles County Fiscal Manual

The Los Angeles County Fiscal Manual is the primary resource guide for all fiscal matters in the County. Therefore, based on the direct connection between the Authority and the County in fiscal matters cited above; the County Fiscal Manual provides the overall governing regulations and guidelines for all Authority fiscal matters.

The Authority Fiscal Manual specifically addresses several of the subjects included in the County Fiscal Manual. For subjects not specifically included in this document, the County Fiscal Manual will provide specific guidance and instruction.

1.1.3 Maintenance and Updates to the Authority Fiscal Manual

The Director of LA-RICS shall be responsible for maintaining and updating the Authority Fiscal Manual. The Director may make routine minor changes administratively. Significant updates, such as signature and expenditure authority rules, will be submitted to the Authority Board of Directors for approval.

Chapter 2 – Payroll and Personnel

2.1.0 Payroll and Personnel

2.1.1 Decentralization of Payroll and Personnel

The Authority will not directly employ any employees, but instead employees will remain employees of their member department/city/agency. All payroll and personnel responsibilities will therefore be decentralized and will remain the responsibility of the employees' member agencies.

2.1.2 Authority of the Director

While the Authority will not technically employ the employees, the Director will provide day-to-day functional supervision of the employees assigned to the Authority. Also, the Director may also, at his/her discretion, review specific administrative items, such as time records and invoices from agencies seeking reimbursement for employee service, to ensure the accurate and appropriate accounting of Authority expenditures.

2.1.3 Contract Employees

The Authority may directly retain employees as contract employees. County procurement procedures and the County Fiscal Manual will govern the fiscal aspects solicitation, contracting, and payment of these employees.

Chapter 3 – Procurement and Contracting

3.1.0 PROCUREMENT AND CONTRACTING

3.1.1 Procurement and Contracting Procedures

Overall Authority procurement and contracting policies and procedures will be governed by County procurement policies and procedures in accordance with Section 4.04 of the JPA Agreement. Exceptions may be made for specific items (such as expenditure authority limitations outlined below) as approved by the Authority Board of Directors. Certain policies and programs that were adopted by the County Board of Supervisors to be applies to County purchase orders and service contracts that are not specifically related to the procurement of goods and services are purposely excluded, and are not applicable to Authority procurement and contracting activities.

3.1.2 Expenditure Approval Authorization

The Authority Board of Directors is responsible for establishing appropriate limits of expenditure approval authorization. Only the Board of Directors or the LA-RICS Director may approve JPA contracts, invoices and other expenditures.

3.1.3 Expenditure Authorizations Limits

As approved at the JPA Board meeting on May 6, 2010, the expenditure authorization limits are as follows:

- For contracts previously approved by the Board, the Director (Task Force Leader) is authorized to approve payments of all invoices up to \$100,000.
- For purchases of supplies and equipment, the Director (Task Force Leader) is authorized to approve purchases up to \$50,000.

The Board of Directors shall approve all contracts and payments above the Director's levels established by the Board.

Chapter 4 – Grant Management

4.1.0 Grant Management

4.1.1 Introduction

Due to importance of federal and State grants to the development of the LA-RICS Project, the Board and the Director will adhere to and pay particular attention to the availability, processes, and timelines for grant applications, approvals, and payments.

4.1.2 Policies and Procedures

The Authority shall be guided in the various grant processes by County of Los Angeles and City of Los Angeles policies and procedures. The Director shall ensure that grants are aggressively pursued and rigorously managed to ensure that all available grant funds are allocated to the Authority and expended in a timely manner.

4.1.3 Reporting Procedures

The Director shall report to the Board at least monthly on the status of all grant funding.

Chapter 5 – Capital Assets Management

5.1.0 Capital Asset Management

5.1.1 Introduction

The LA-RICS Project will have the responsibility for numerous capital assets with exceptionally high value. It is imperative that the Board of Directors and Director pay particular attention to the safeguarding, custody, documentation and accountability for all capital assets.

5.1.2 Responsibility for Policies and Procedures

The Director shall be responsible for establishing capital asset policies and procedures that are consistent with the County Fiscal Manual and sound management practices. Internal controls will focus on budgetary control, accurate inventory and tagging of all capital assets, assignment of a LA-RICS Custodian, and clear accountability and responsibility for LA-RICS capital assets.

Chapter 6 – Travel and Training Policy

6.1.0 Travel and Training Policy

6.1.1 Policy

The Director shall ensure that personnel assigned to LA-RICS follow all County travel and training regulations to ensure the effective control and cost management of these expenses.

6.1.2 Approval Procedures

All out-of-County travel and training shall receive prior approval of the Director. The Director, within the guidelines and expenditure limits established by the County, shall approve all claims for reimbursement of travel and training expenditures.



LOS ANGELES REGIONAL INTEROPERABLE COMMUNICATIONS SYSTEM AUTHORITY

2525 Corporate Place, Suite 200
Monterey Park, California
(323) 881-8291

SCOTT L. POSTER
TASK FORCE LEADER

June 3, 2010

Board of Directors
Los Angeles Regional Interoperable Communications System Authority (the "Authority")

Dear Directors:

REQUEST TO APPROVE THE EXTENSION OF SERVICES FOR THE TASK FORCE LEADER AND DEPUTY TASK FORCE LEADER

SUBJECT:

It is recommended that the Authority approve a temporary extension of service to the Authority for the Task Force Leader and Deputy Task Force Leader. The Deputy Task Force Leader will be part time as needed.

BACKGROUND:

On February 4, 2010 the Chairman of the Board appointed Scott Poster as the Task Force Leader and John Radeleff as the Deputy Task Force Leader on an Interim basis ending on July 1, 2010. The Interim leadership was directed to publish the Radio System Request for Proposal (RFP) which was accomplished on April 5, 2010. The team was also directed to recruit a permanent LA-RICS Director and support staff using County processes. Various County departments have been engaged and are actively working on creating the infrastructure to support the Authority. Once the infrastructure has been created and the new positions are approved by the County Board of Supervisors recruitment can begin. The process of creating a new budget unit, obtaining funding and creating new positions has taken several months. The anticipated timeframe to recruit the Director and support staff will take several more months with a projected target date of September 1, 2010.

PURPOSE / JUSTIFICATION OF RECOMMENDED ACTION:

The interim leadership is necessary to maintain stability of the Authority and oversee the management team, processes related to the evaluation of the Radio System (RFP), and grant funded projects currently underway. The Interim leadership will continue with recruitment and hiring of the Director and subordinate approved staff positions.

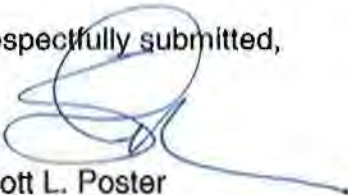
FISCAL IMPACT / FINANCING

The salary of the Task Force Leader (Interim Director) will be submitted for grant reimbursement payable to the Fire District. The salary of the Deputy Task Force Leader will be borne by the Sheriff Department.

FACTS AND PROVISIONS / LEGAL REQUIREMENT

None

Respectfully submitted,



Scott L. Poster
Task Force Leader
SLP:dm

c: County Counsel



Board of Directors MEETING MINUTES

LOS ANGELES REGIONAL
INTEROPERABLE COMMUNICATIONS SYSTEM AUTHORITY

May 6, 2010

Grace E. Simons Lodge
1025 Elysian Park Drive, Los Angeles, CA 90012

Board Members Present:

Charles "Charlie" Beck, Vice Chair, Police Chief, City of Los Angeles
P. Michael Freeman, Fire Chief, County of Los Angeles
LeRoy Jackson, City Manager, City of Torrance, representing At Large Seat
Millage Peaks, Fire Chief, City of Los Angeles
Donald "Don" Pedersen, Police Chief, City of Culver City, representing At Large Seat
Alex Rodriguez, Fire Chief, City of Santa Fe Springs, representing the Los Angeles Area Fire Chiefs Association
Gregory "Greg" Simay, Assistant General Manager, City of Burbank Water & Power, representing At Large Seat

Representatives For Board Members Present:

David Betkey, representing Leroy Baca, Sheriff, County of Los Angeles County
Cathy Chidester, representing John Schunhoff, Interim Director, DHS, County of Los Angeles
June Gibson, representing Gerry Miller, Chief Legislative Analyst, City of Los Angeles
Nancy Ramirez, representing Michael Bowman Police Chief, Los Angeles Unified School District
Derek Webster, representing Kim Raney Police Chief, City of Covina, At Large Seat
Jacqueline "Jackie" White, representing William "Bill" Fujioka Chair, CEO, County of Los Angeles
Michael Wiggins, representing Scott Pickwith Police Chief, City of LaVerne, representing the Los Angeles County Police Chiefs Association

Officers Present:

Scott Poster, Task Force Leader
John Radeleff, Deputy Task Force Leader
Wendy Quintero, Board Secretary

Representatives For Officers Present:

Connie Yee, representing Wendy Watanabe, Los Angeles County Auditor-Controller

Absent:

Mark Alexander, City Manager, City of La Cañada Flintridge, representing Contract Cities Association
Reginald "Reggie" Harrison, Deputy City Manager, City of Long Beach
Mark Saladino, Los Angeles County Treasurer and Tax Collector
Miguel Santana, CAO, City of Los Angeles



I. CALL TO ORDER

A meeting of the Los Angeles Regional Interoperable Communications Systems Authority Board of Directors was called to order on May 6, 2010 at 9:00 a.m. by the Acting Chair Jackie White.

II. ANNOUNCE QUORUM – Roll Call

Formal roll call performed with an acknowledgement of a quorum.

A. ANNOUNCEMENT

Acting Chair Jackie White made an announcement in regards to the LA-RICS Team updating the rosters for the Advisory Committees. Requests were sent to the Board of Directors on April 30, and the team has only received a few responses. The JPA Agreement requires each Director to appoint one voting member to each Advisory Committee (Finance, Legislative, Technical, and Operations). Please submit the name and contact information for the voting member you have selected for each committee to the Board Secretary, Wendy Quintero by Friday, May 7, 2010.

III. APPROVAL OF MINUTES

Motions were made for approval of the minutes from the April 1, 2010, Board of Directors Regular Meeting.

MOTION APPROVED.

IV. CONSENT CALENDAR

None.

V. REPORTS (1 – 3)

1. Response for Items from previous meeting of April 1, 2010

Agenda Item A-1. Item 2 – Preliminary Staffing and Budget

- a. Finance Committee Report Recommendation #5 (*“Adopt a policy that all costs incurred by any agency prior to the adoption of the LA-RICS Funding Plan shall be borne by the agency incurring the cost and the agency shall not seek reimbursement from the JPA”*), **has been referred back to the committee for further analysis.**
- b. Recruitment and Hiring of permanent staff and detailed Position Descriptions and Salary Recommendations **are included in Action Items 8 & 9.**

2. Committee Reports

Acting Chair Jackie White stated there was no reportable action from the (a) Finance Committee, (b) Operations Committee, (c) Legislative Committee, or (d) Technical Committee.

3. Project Status

Scott Poster, Task Force Leader, provided a brief description of the project status since the last meeting as follows:



a. Evaluation Team

It was reported that seven (7) members for the Evaluation Team have been selected by an Ad Hoc Committee, which had been approved by the Board. The seven (7) members were contacted and have accepted their assignment on the Evaluation Team. Letters were sent to each of the member's employers. Employers and the Evaluation Team have been advised the names of the Evaluation Team are confidential and are not to be shared with anyone.

b. Subject Matter Experts (SMEs)

It was reported that twenty (20) SMEs were selected by the same Ad Hoc Committee to assist in the evaluation process. The selection came from the nominees provided by the JPA members. The SMEs have been contacted and have accepted their assignment. Letters were sent to the employers. Employers and SMEs have been advised that the names of the SMEs are confidential and are not to be shared with anyone.

c. Site Visits

It was reported that there was a Proposers' Conference on April 21. The following day on April 22, sites visits began with vendors. Approximately sixty (60) sites have been visited to date and vendors have submitted additional site requests, which will be scheduled in the next weeks. Site visits should conclude prior to June 21, 2010 (*site visits are scheduled to conclude on June 18*).

Board Member LeRoy Jackson requested that the Board's Legal Counsel provide a legal opinion as to the Board's ability to delegate to an unidentified Ad Hoc Committee to select a committee to do the analysis that was discussed today. (*Note: this statement is in reference to the selection of the Evaluation Team and SMEs*).

Motion made by Board Member LeRoy Jackson to bring the discussion item on the agenda for the next meeting.

4. Grant Status

Sara Henry, Contract/Grant Specialist from the Los Angeles Mayor's Office, gave a status update on the grants. In sum, the total amount of grants allocated to the LA-RICS project is \$137,000,000.00 million and change.

a. SHSGP

This grant has \$17,375,000.00 allocated. The process for the SHSGP 2010 application is currently taking place and the team is seeking more funding from this grant.

b. UASI

This grant has \$83,369,007.00 allocated. UASI 2010 application has been submitted and \$25 million was allocated, which is 48% of the grant. A grant award letter for UASI 2010 will be issued around June.

c. JAG (Justice Association Grant) / ARRA (American Recovery and Reinvestment Act)

This grant has \$14,103,967.00 allocated.



Sara Henry also reported on the PSIC (Public Safety Interoperable Communications) grant, which has \$22,278,788.00 allocated.

Board Member Greg Simay asked if the \$25 million mentioned under the UASI Grant was in addition to the \$83 million. Sara Henry replied that the amount is part of the \$83 million, in which she made a point to speak about it specifically because of its new allocation.

VI. ADMINISTRATIVE MATTERS (4 – 6)

5. Creation of a Budget Unit and Trust Fund to be maintained by the County Treasurer – Poster
 - a. **ACTION ITEM:** Approve the creation of a budget unit and trust fund to hold accounts and funds required to operate the Authority and prepay grant funded projects.

Scott Poster gave a brief summary of the action item and recommendation to the Board.

MOTION APPROVED.

6. 2011/11 Operating Budget for the Authority – Poster
 - a. **ACTION ITEM:** Approve the initial operating budget of \$17,798,000.00 to be utilized for startup costs and the continued operation of the Authority for the 2010/11 fiscal year.

Scott Poster gave a brief summary of the action item and recommendation to the Board asking for the approval of the budget.

Board Member LeRoy Jackson requested the proposed budget be revised to reflect the previous action of the Board, to identify an amount related to the actual agreement between LA-RICS and the County of Los Angeles, which will provide the staffing as outlined within the Item. He stated that the outlined items are a reference to what the staffing contract will include and that the Board does not approve the staffing itself or the amount related to staffing. He requested a contract be brought forward in the future, which would reflect the contractual line for the total amount.

Board Member Greg Simay stated that the amendment of this item will not compromise the next action item (the authority for the Task Force Leader to spend funds on budgeted items and payments for invoices) and that the budget is set on a basis of type of cost rather than a fixed amount to which Board Member LeRoy Jackson concurred.

Scott Poster asked that this item be tabled until the June 3rd meeting to review the motion and its impact on the budget.

During the discussion of Item 7, this item was re-opened for consideration. Scott Poster stated that expenditure for any staffing amount can be placed on a hold. He requested approval for only service and supply at this meeting, stating the staffing and cost would be revisited at the June 3rd meeting.

MOTION APPROVED.



7. Delegated Authority for purchases and invoice payments – Poster
 - a. **ACTION ITEM:** Approve delegated authority for Task Force Leader to spend funds on budgeted items and payments for invoices.

Scott Poster gave a brief summary of the action item and recommendation to the Board.

Board Member LeRoy Jackson stated he disagreed with the amount (\$100,000.00), in that his city [City of Torrance] constraints to \$50,000.00 for purchase orders or contracts. He asked if contracts or purchase orders over \$50,000.00 would be brought forward to the Board for approval.

Scott Poster clarified that the \$100,000.00 amount is the normal limit for expenditures in the government code and could change this amount at the recommendation of the Board.

Board Member LeRoy Jackson motions to give authorization to an amount not to exceed \$50,000.00.

Board Representative Connie Yee, County Auditor Controller's Office, clarified that in regards to the \$50,000.00 limit on contracts, it can also be proposed that any type of contracts/purchase orders be presented to the Board for approval to be set aside and awarded. She further clarified that the \$100,000.00 is only allowed to process the payment that would be approved by the Board, which has already been established as an authorized purchase.

Board Member LeRoy Jackson moved to approve on that clarification, with \$100,000.00 for invoices and \$50,000.00 for purchases.

MOTION APPROVED.

8. Recruitment and Hiring of the Executive Director for the Authority – Poster
 - a. **ACTION ITEM:** Request to approve position description and class specification for the Executive Director.

Scott Poster gave a brief summary of the action item and recommendation to the Board.

Board Member LeRoy Jackson agreed with the general concept of this item as what will be encompassed in the administrative contract with the County, who will be responsible for the established specifications and recruitment of staff. He further stated it is not the responsibility of the LA-RICS Board to establish the specifications and recruitment methodology. He asked the contract be brought forward at a later date.

Board Member P. Michael Freeman asked if this would delay the recruitment of an Executive Director, which is clarified by Scott Poster saying it will not delay the process. He further stated that the current delays were procedural and once it was taken care of the item would become a tool that would be brought back to the Board for the approval of the position.



Board Member LeRoy Jackson asked what Board it would be coming back to. Scott Poster responded it would be the JPA.

Board Member LeRoy Jackson stated that this needs to be brought back to the County, who would approve the job descriptions, salary, and recruitment as part of the contract for the administrative services to the Board. He further stated the County would be responsible for the personnel hired under the agency, which would need to follow through on the processes required under their terms to recruit and hire.

Scott Poster stated that the particular details on how it would interface with the County have yet to be established. The objective of this item and particular Board letter was to review the job specification and obtain approval from the Board to use it as a tool to move forward in the creation of the position. He stated that details were being reviewed with Counsel as to the County contract. He requested approval of these specifications conceptually to proceed.

Board Member P. Michael Freeman asked if these specifications could change and if the changes would be brought back to the Board, as the specifications in this item say "Draft". Scott Poster clarified that this criteria could be used as part of the contract and once the Board approved the specifications it would be reviewed and changed if needed, then it would become a fixed permanent item. He stated that if there should be contractual agreement it would be clearly delineated within that contract that it will no longer be a draft. He reiterated this item would be for guidance to filter a candidate.

Board Member LeRoy Jackson reiterated that this item is approved as a concept, which will be encompassed at a later date in the appropriate documents.

MOTION APPROVED.

9. Permanent Staffing for the administrative operation of the Authority – Poster
 - a. **ACTION ITEM:** Request to approve recruitment and hiring of permanent positions to support the Authority's management team.

Scott Poster gave a brief summary of the action item and recommendation to the Board.

Board Member LeRoy Jackson motioned the County be authorized to proceed with the recruitment of staff positions, as they prepare the contract to return to LA-RICS.

MOTION APPROVED.

VII. MISCELLANEOUS

Board Closed Session at next meeting

- a. Selection of Chair and Vice Chair for the 2010/11 fiscal year.

Acting Chair Jackie White states this selection is an Open Session issue and will be decided at the next meeting.



VIII. ITEMS FOR FURTHER DISCUSSION AND ACTION BY THE BOARD – (None)

These issues are to be discussed on June 3, 2010:

1. Board Member LeRoy Jackson requested that the opinion on the methodology for appointment of the review boards be on the agenda for next month's meeting.
2. Board Member P. Michael Freeman asked if there was a timeline that LA-RICS had for the contracts that will be brought to the Board, in regards to the hiring of all personnel, including the Director position.

Scott Poster replied that in regards to the Director's position, the methodology of how to proceed was currently under development and the timeline may be delayed until some details are determined. He stated that the Board would be informed within the next few weeks. As to all other employees, since the County process was being used it should be soon. This would be examined and developed in July, after the budget is approved.

These issues are to be discussed on July 1, 2010:

1. Board Member Grey Simay stated he would like a re-examination of frequency allocation. He gave a brief background of this stating the County, together with the Cities, were able to acquire a number of frequencies from TV station 15 when the original LA-RICS documents were written. He said these documents stated the surrender of frequencies in an environment where it was not certain that new frequencies would be acquired. He further stated that the ability to control frequencies had always been an issue for some potential participants of LA-RICS and asked this issue be revisited since we were at the point of vendor selection. He asked this issue be a discussion item on the agenda for the July meeting.

IX. PUBLIC COMMENTS

No additional comments from the public on items of interest were received.

X. ADJOURNMENT and NEXT MEETING

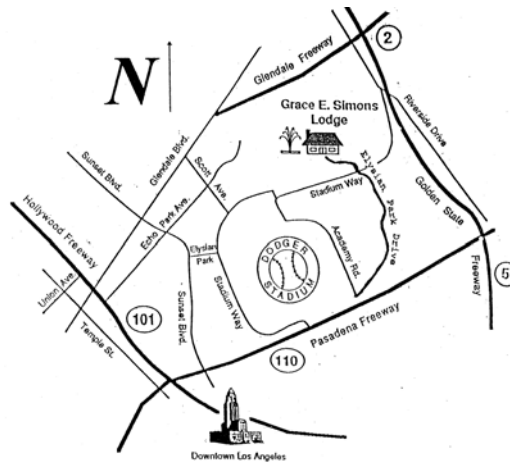
Acting Chair Jackie White adjourned the meeting at 9:35 a.m.

The next regular meeting of the Board of Directors is scheduled for Thursday, June 3, 2010, at 9:00 a.m. at the Grace E. Simons Lodge.


Wendy Quintero, Board Secretary

Grace E. Simons Lodge...1025 Elysian Park Drive...Los Angeles, CA...90012

Map and Driving Directions:



- **5 Freeway NORTH:**

Exit Stadium Way, Turn Left on Riverside Drive. Turn Left on Stadium Way, Turn Right at top of hill on Elysian Park Drive.

- **5 Freeway SOUTH:**

Exit Stadium Way, Turn Left on Stadium Way. Turn Right at the top of the hill on Elysian Park Drive.

- **110 Freeway NORTH:**

Take the 110 North to the 5 North. Exit Stadium Way, Turn Left on Riverside Drive. Turn Left on Stadium Way, Turn Right at top of hill on Elysian Park Drive.

- **2 Freeway SOUTH:**

Take the 2 South to the 5 South. Exit Stadium Way, Turn Left on Stadium Way. Turn Right at the top of the hill on Elysian Park Drive.

- **101 NORTH:**

Exit Glendale Blvd/Echo Park. Go straight on Union Ave. Turn left on Temple St. Turn left on Glendale Blvd. Turn right on Scott Ave. Turn left on Stadium Way. Turn right on Academy Road, immediately turn left back onto Stadium Way. Go half (1/2) mile and turn left on Elysian Park Drive.

- **Sunset Boulevard WEST:**

Take Sunset Blvd., West, Turn right on Elysian Park Avenue. Turn left on Stadium Way. Turn right on Academy Road, immediately turn left back onto Stadium Way. Go half (1/2) mile and turn left on Elysian Park Drive.