



AGENDA

LOS ANGELES REGIONAL INTEROPERABLE COMMUNICATIONS SYSTEM AUTHORITY

BOARD OF DIRECTORS REGULAR MEETING

Thursday, September 2, 2010 • 9:00 a.m. – 10:30 p.m.

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

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

AGENDA POSTED: August 27, 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 Fujioka**, 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. **Vacant**, 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 August 5, 2010, Board of Directors Regular Meeting

IV. CONSENT CALENDAR – (None)

V. REPORTS (1 – 3)

1. Committee Reports – no reportable action
2. Project Status – Poster
 - a. Proposer Evaluation Progress
 - b. LA Safety Net
 - c. Narrow banding – Washington D.C.
3. Grant Status – Henry
 - a. State Homeland Security Grant Program (SHSGP)
 - b. Justice Association Grant/American Recovery And Reinvestment Act (JAG-ARRA)
 - c. Urban Areas Security Initiative (UASI)

VI. ADMINISTRATIVE MATTERS (4 – 6)

4. Officer of the Board – Poster
 - a. DISCUSSION ITEM: Recommendation to appoint a secretary to serve as the Secretary to the Authority.
5. Agreement for an Independent Contractor (Grant Specialist) – Poster
 - a. ACTION ITEM: It is recommended that your Board approve an independent contractor (Sara Henry) to serve a grant specialist for the Authority. The County's Chief Executive Office has agreed to offer Ms. Henry a Delegated Authority Agreement (DAA) for her services. The Authority will reimburse the County for service rendered in the same manner as employees provided to the Authority by the County

Attachment: Item 5

6. Recommendation for the Director Appointment – Poster
 - a. ACTION ITEM: Approve the process to appoint the LA-RICS Director.

Attachment: Item 6



VII. MISCELLANEOUS – (None)

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

IX. PUBLIC COMMENT

X. ADJOURNMENT – NEXT MEETING: Thursday, October 7, 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

September 2, 2010

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

Dear Directors:

REQUEST APPROVAL FOR USE OF AN INDEPENDENT CONTRACTOR AS A GRANT SPECIALIST FOR THE AUTHORITY

RECOMMENDATION

It is recommended that your Board approve an independent contractor (Sara Henry) to serve as a grant specialist for the Authority. The County's Chief Executive Office has agreed to offer Ms. Henry a Delegated Authority Agreement (DAA) for her services. The Authority will reimburse the County for service rendered in the same manner as employees provided to the Authority by the County.

BACKGROUND

The Authority has approved the County to hire two (2) Administrative Services Managers to serve as a Grant Specialist and as a Contracts/Agreement Specialist. Ms. Henry has the qualifications to serve the Authority as a Grant Specialist as well as a Contracts/Agreement Specialist. Ms. Henry will be the Contract/Agreement Specialist, and also serve as the Grant Specialist until additional staffing is obtained. Ms. Henry currently serves the Authority on a part time basis as a Grant Specialist.

The DAA identifies a position and compensation equivalent to the County of Los Angeles classification Administrative Services Manager I. The DAA will have a term of three (3) years with an extension of two (2) years dependent on approval of the Authority.

The Statement of Work is attached.

Respectfully submitted,

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

Scott L. Poster
Task Force Leader

SLP:dm

cc: County Counsel

AGENDA ITEM 5

STATEMENT OF WORK

The County shall compensate CONSULTANT at an hourly rate of \$58 per hour.

The CONSULTANT shall provide contract management, grant management, and financial management services associated to the Los Angeles Regional Interoperable Communication System (LA-RICS) project.

CONSULTANT shall work closely with LA-RICS staff to ensure timely progress towards the completion of LA-RICS. This includes monitoring the progress of projects managed by the LA-RICS staff, developing project timelines, coordinating necessary documents for required approvals and tracking project milestones and deliverables.

CONSULTANT shall oversee and manage fiscal, legal, and programmatic contracting services for federal and state grants. This includes drafting, negotiating, processing, and monitoring professional service agreements, MOUs, amendments and other types of contracts for the LA-RICS project.

CONSULTANT shall coordinate meetings with subject matter experts, LA-RICS staff and government administrators to review project status and execute projects in accordance with timelines and budgets.

CONSULTANT shall manage and conduct procurements for LA-RICS projects. This includes drafting and reviewing Requests for Proposals.

CONSULTANT shall assist in identifying and securing additional grant funds for the LA-RICS project. This includes developing, composing, and submitting grant applications.

CONSULTANT shall assist in reviewing LA-RICS projects for compliance with standard policies and grant guidelines.

CONSULTANT shall liaise with government officials, grant administrators, and project stakeholders on an ongoing basis to ensure successful completion of LA-RICS. This includes preparing oral and written reports/briefings on matters associated with LA-RICS and effectively communicating project expectations with LA-RICS staff and stakeholders in a timely and clear fashion.

CONSULTANT shall work on additional special projects, which the County believes are important to furthering the development of LA-RICS, as agreed upon between parties for time to time.

REIMBURSABLE COSTS:

Reasonable out of pocket expenses, including mileage at current IRS allowance rate, for reasonable travel, shall be billed at CONSULTANT's cost, directly as they are incurred. Other travel expenses shall only be reimbursed if approved first in writing by the County and do not exceed the County travel expense reimbursement rates.



LOS ANGELES REGIONAL INTEROPERABLE COMMUNICATIONS SYSTEM AUTHORITY

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

SCOTT L. POSTER
TASK FORCE LEADER

September 2, 2010

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

Dear Directors:

APPROVE THE PROCESS FOR THE APPROVAL OF THE EXECUTIVE DIRECTOR OF THE AUTHORITY

RECOMMENDATION

It is recommended that your Board approve the process for the recruitment and selection of an Executive Director for the Authority.

The recruitment and selection process can be briefly summarized as follows:

1. County shall develop the criteria for the Executive Director position and conduct an Executive Director Recruitment to identify qualified applicants.
2. County, with input from the Interim Director, shall establish a screening panel to refine the applicant group.
3. County, with input from the Interim Director, shall establish an Interview Panel of four (4) individuals—Interim Director, Deputy CEO, representative from the LA Mayor's Office and the Sheriff's Department. The panel is to refine the group to two (2) applicants to move forward.
4. County CEO and Chief Deputy CEO to conduct selection interview of two (2) applicants.
5. County CEO to select Director and present to the Authority's Board of Directors for final approval.

BACKGROUND

The Authority approved the County to proceed with the recruitment and hiring of the Executive Director for the Authority during the May 6, 2010 Board of Directors Regular Meeting.

AGENDA ITEM 6

The Executive Recruitment Section of the County has established recommendations and criteria for the selection process of the Executive Director. A recruitment announcement was published on August 3, 2010 on the California State Association of Counties (CSAC) and National Association of Counties (NACO), as well as the DHR Executive Recruitment website and Fire and Police websites. The recruiting period closed on August 20, 2010.

PURPOSE / JUSTIFICATION OF RECOMMENDED ACTION

The Executive Director's position is necessary to manage, direct, and lead the Los Angeles Regional Interoperable Communication System (LA-RICS) project, which includes the development, coordination, integration, and continued maintenance of a regional public safety interoperable radio system. The System will enable authorized users to communicate with each other during both routine and emergency operations.

Adoption of the recommended action will ensure successful direction of the Project.

FISCAL IMPACT / FINANCING

Salary, employee and fringe benefits will be negotiated with applicant.

FACTS AND PROVISIONS / LEGAL REQUIREMENT

The procedures established for executive recruitment by the County of Los Angeles through its Department of Human Resources shall be utilized in the recruitment process.

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**

August 5, 2010

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

Board Members Present:

William “Bill” Fujioka Chair, CEO, County of Los Angeles
Mark Alexander, City Manager, City of La Cañada Flintridge, representing Contract Cities Association
P. Michael Freeman, Fire Chief, County of Los Angeles
LeRoy Jackson, City Manager, City of Torrance, representing At Large Seat
Alex Rodriguez, Fire Chief, City of Santa Fe Springs, representing the Los Angeles Area Fire Chiefs Association
Scott Pickwith, Police Chief, City of LaVerne, representing the Los Angeles County Police Chiefs Association
Gregory “Greg” Simay, Assistant General Manager, City of Burbank Water & Power, representing At Large Seat
Leroy Baca, Sheriff, County of Los Angeles County
Millage Peaks, Fire Chief, City of Los Angeles
Donald “Don” Pedersen, Police Chief, City of Culver City, At Large Seat

Representatives For Board Members Present:

Cathy Chidester, representing John Schunhoff, Interim Director, DHS, County of Los Angeles
June Gibson, representing Gerry Miller, Chief Legislative Analyst, City of Los Angeles
Maggie Goodrich, representing Charles “Charlie” Beck, Vice Chair, Police Chief, City of Los Angeles
Patty Huber, representing Miguel Santana, CAO, City of Los Angeles
Alan Patalano, representing Reginald “Reggie” Harrison, Deputy City Manager, City of Long Beach
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

Officers Present:

Scott Poster, Task Force Leader
Wendy Quintero, Board Secretary

Representatives For Officers Present:

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

Absent:

John Radeleff, Deputy Task Force Leader
Mark Saladino, Los Angeles County Treasurer and Tax Collector



I. CALL TO ORDER

A meeting of the Los Angeles Regional Interoperable Communications Systems Authority Board of Directors was called to order on August 5, 2010 at 9:00 a.m. by the Chair Bill Fujioka.

II. ANNOUNCE QUORUM – Roll Call

Chair Bill Fujioka made an acknowledgement that a quorum was present without a formal roll call.

III. APPROVAL OF MINUTES

A. Motions were made for approval of the minutes from the July 7, 2010, Board of Directors Regular Meeting.

MOTION APPROVED.

IV. CONSENT CALENDAR

None.

V. REPORTS (1 – 3)

1. Committee Reports – (no reportable action)
 - a. Finance Committee Report

Felipe Perez, Finance Committee Chair, stated that the Finance Committee continues to review cost allocation and financing models.

There was no reportable action from the (b) Operations Committee, (c) Legislative Committee, and (d) Technical Committee.

2. Project Status

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

- a. Request for Proposal (RFP)

On August 4, 2010, three (3) RFP proposals were submitted to LA-RICS. The proposals are sealed and will be reviewed by a Blue Ribbon Team which will establish the minimum requirements. The Blue Ribbon Team consists of the Director, two (2) persons from ISD, County Counsel, and a person from the Los Angeles Mayor's Office.

- b. Evaluation Team and Subject Matter Experts (SMEs) Training RFP revision

The evaluation process begins on August 9, 2010. A secure location has been established for the evaluation team. The evaluators have been trained and are ready to begin the evaluation



process. Updates will be provided to the Board on the evaluation process as it is allowed, since the process is confidential.

3. Grant Status

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

a. State Homeland Security Grant Program (SHSGP)

\$5,315,000.00 from 2010 SHSGP and \$25,507,599.00 from 2010 UASI will be provided for the LA-RICS project. LA-RICS has accumulated about \$130 million in grant funds. At the next meeting, the LA-RICS grant specialist will provide a report on all the grant process.

An update was given on the Broadband Initiative, stating that in regards to the BTOP waiver and application for the NTIA funds, the LA-RICS team had successfully completed the first phase of due diligence and currently the team is on the second phase of this process.

It was stated that there are some regulatory issues in dealing with the City of Los Angeles and the County of Los Angeles, along with different governmental agencies. With the support of the Board, a Facilitation Team is asked to be established in the future in order to move forward with certain governmental processes. This team will consist of representatives from City Counsel and others who can make decisions that will allow moving forward without the time delays of different agencies. A report will be brought back to the Board for future analysis on the structure of the Facilitation team at the next Board meeting.

VI. ADMINISTRATIVE MATTERS (4 – 5)

4. Fiscal Manual

a. ACTION ITEM: Adoption of the Fiscal Manual to provide guidance to the LA-RICS organization.

Felipe Perez stated that the Fiscal Manual, an item previously brought to the Board for approval, was reviewed and approved by the Finance Committee and is resubmitted for the Board's final approval.

Board Member Mark Alexander requested that a change be made on the Fiscal Manual, section 2.1.1 "Decentralization of Payroll" under the statement that says "The Authority will not directly employ any employees" to read "the Authority does not directly employ any employees". He stated that the statement denotes that the Authority will not hire employees and is a futuristic statement, which is why he requested the change.

Board Member LeRoy Jackson stated that before there is employment, personnel policies, procedures and constraints would be need to be developed in order to hire employees. He suggested the Fiscal Manual stay as is.



Felipe Perez stated that the Fiscal Manual was drafted with the guidance that employees would not be hired at this moment.

Chair Bill Fujioka stated that the manual can be amended as needed in the future as a need to hire arises.

MOTION APPROVED.

5. Membership Agreement

- a. ACTION ITEM: Recommendation for approval of resolution of the two members (University of California Los Angeles (UCLA) and the City of Avalon) to LA-RICS.

Scott Poster stated that in regards to membership to the JPA, a formalized process was created in response to the bylaws. He stated that resolutions were received from the two (2) proposed members, UCLA and City of Avalon, and were presented to the Board for approval and admittance as members of LA-RICS.

MOTION APPROVED.

VII. MISCELLANEOUS – (None)

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

IX. PUBLIC COMMENTS

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

X. ADJOURNMENT and NEXT MEETING

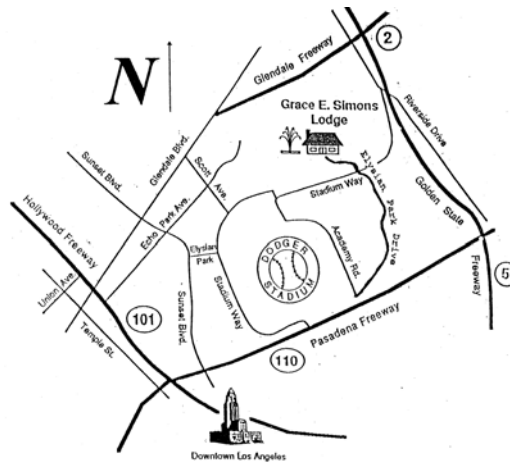
Chair Bill Fujioka adjourned the meeting at 9:11 a.m.

The next regular meeting of the Board of Directors is scheduled for Thursday, September 2, 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.