



APPROVED

BOARD OF DIRECTORS SPECIAL MEETING MINUTES

**LOS ANGELES REGIONAL
INTEROPERABLE COMMUNICATIONS SYSTEM AUTHORITY**

Thursday, May 17, 2018 • 9:00 a.m.
Los Angeles County Sheriff's Department
The Hertzberg Davis Forensic Science Center
Conference Room 223 through 227
1800 Paseo Rancho Castilla, Los Angeles, CA 90032

Board Members Present:

Cathy Chidester, Dir., EMS Agency, County of LADHS
Joe Ortiz, Chief of Police, City of Sierra Madre Police Dept.
Mark Alexander, City Manager, CA Contract Cities Assoc.

Alternates For Board Members Present:

John Geiger, General Manager, CEO, County of Los Angeles
Chris Bundesen, Asst., Fire Chief, County of Los Angeles Fire Dept.
Dean Gialamas, Division Dir., Los Angeles County Sheriff's Dept.
Scott Haberle, Fire Chief, City of Monterey Park Fire Dept.
Louis Perez, Deputy Chief, City of Inglewood Police Dept.
Chris Nunley, Police Chief, City of Signal Hill Police Dept.

Officers Present:

Scott Edson, LA-RICS Executive Director
Priscilla Lara, LA-RICS Board Secretary

Absent:

John Curley, Chief of Police, City of Covina Police Dept.



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

I. CALL TO ORDER

Director Dean Gialamas called the Regular Meeting of the Board to order at 9:01 a.m.

II. ANNOUNCE QUORUM – Roll Call

Director Dean Gialamas acknowledged a quorum was present and asked for a roll call.

III. APPROVAL OF MINUTES (A)

A. April 12, 2018 – Regular Meeting Minutes

Board Member Mark Alexander motioned first, seconded by Director Gialamas.

Ayes 9: Chidester, Ortiz, Alexander, Geiger, Bundesen, Gialamas, Haberle, Perez and Leyn.

MOTION APPROVED

IV. PUBLIC COMMENTS – (NONE)

V. CONSENT CALENDAR – (NONE)

VI. REPORTS (B-D)

B. Director’s Report – Scott Edson

Executive Director Scott Edson referred the Board to Agenda Item B, Executive Summary which includes updates on the Long Term Evolution (LTE) and Land Mobile Radio (LMR) projects, as well as grant updates and some agency onboarding numbers. Executive Director Edson stated in regards to specifics for LTE and LMR the Program Management Team will provide more details in their report.

As for LTE we continue the process to prepare to migrate the PSBN to AT&T, working with AT&T daily, so we are all ready to execute the plan once we have approval from National Telecommunications and Information Administration (NTIA) and National Oceanic and Atmospheric Administration (NOAA). This includes one month of additional maintenance to Motorola Solutions Inc. (Motorola), for the month of June. We are also working with Motorola to finalize the statement of work with them for the LTE Round 2 build. We are being told the asset transfer and Round 2 approval is



coming from the Department of Commerce (DOC), but has been delayed because of their backlog. All indications are they will soon approve; and while speaking with FirstNet CEO Mr. Mike Poth just yesterday, he is very supportive, and he believes the delays are related to DOC processes and he will reach out to DOC and see if he can help secure their approvals.

Executive Director Edson stated we are asking you today to make some approvals prior to DOC approval with the understanding that nothing will be executed until funds are available. This will save us much time. This includes increases in contracts to Televate, Motorola and Jacobs funded by Broadband Technology Opportunities Program (BTOP), and also a Cost of Living Adjustment (COLA) to Jacobs consistent with their contract. Additionally, Jacobs has restructured and provided more staff to the team, and at no additional increase in the contract. Staff will explain that later this morning under Agenda Item I.

As for LMR we are still on schedule under the 20/20/20/20 plan. We are pushing the Jacobs team and county staff to ensure Motorola has plenty of Site Access Agreements (SAA) in place so they can ramp up their team and ensure completion of all sites by December 31, 2019. We had a great meeting with the highest levels within Motorola a couple weeks ago to ensure that both Motorola and Jacobs make the necessary adjustments to ensure the December 31, 2019, completion date.

The audit of the Urban Areas Security Initiative (UASI) 2008 – '16 grant is ongoing. We anticipate the audit will conclude mid-June and plan on bringing a report to your board shortly thereafter.

Executive Director Edson stated we have a site in West Covina for you to approve today and expect to have several before you at the August meeting. Speaking of meetings, we will likely cancel the June meeting as we anticipate with your pre-approvals here today we will not need a meeting in three weeks. However, we may need a special meeting in June, if we have some SAAs for your signature. As for July, we were invited to present at the Department of Homeland Security (DHS) Conference in New York so several key members will be attending that conference causing us to reschedule the Board meeting until the third week in July, if we determine it is needed. We will work with your calendars as we get closer and know more about the needs for the meeting.

Since the last meeting, we conducted outreach and a community meeting in Malibu, at Fire Station 72, and at the end of the day we felt the locals understood and supported the project.



In Item L we bring to your attention Assembly Bill 1912 (forwarded to us by Board Member Mark Alexander) dealing with retirement obligations of any current or former member of a JPA that contracts with a retirement system. Although we don't contemplate ever taking on such an obligation, we recommend taking an opposing position due to unknown risk and potential negative impact. There will be more details provided when we get to the item.

Lastly, Executive Director Edson stated the team has met with the Ad-Hoc Standard Operations Procedure (SOP) Committee on a couple of occasions now and before you today is the SOP procedures policy for approval. With your approval I will continue to work with the Operational and Technical Committee and Ad-Hoc SOP Committee, as we develop and implement the SOP policies.

This concludes the Director's Report.

Executive Director Edson stated before we move on he would like to bring Lieutenant Judy Anderson to the front. She has been the expert from the Sheriff's Department for the last couple of years and has been working diligently with staff and law enforcement across this region. She has moved on to work with Director Gialamas as his Division Aid. Executive Director Edson introduced Lieutenant Tab Rhodes as Lieutenant Anderson replacement.

Executive Director Edson presented a momentum to Lieutenant Anderson for outstanding dedication to LA-RICS and to the Public Safety Mission. Lieutenant Anderson thanked the Board and Executive Director Edson for the opportunity to work with LA-RICS, she stated it has been a privilege and an honor over the last couple of years. Lieutenant Anderson looks forward to the LA-RICS completion in 2020 and stated it will be an exciting time for all of us.

C. Project Manager's Report – Chris Odenthal and Justin Delfino

Project Director Chris Odenthal stated Project Manager Justin Delfino will present the Power Point Presentation on LMR and stated LTE Round 1 is complete. The movement of antennas at the USC Medical Center is done with the exception of migrating over to the FirstNet network. PSBN Round 2 details will be covered as we get into the amendment process.

Project Director Odenthal stated he will still be on this project 80% of his time. Justin Delfino steps in from the Deputy Program Manager to the Program Manager Position and Tanya Roth from Assistant Implementation Manager position to the Deputy Program Manager. Program Director Odenthal stated we discussed this change back in December and we wanted to make sure we make this as seamless as possible and



believe this is the right time to make the changes. Board Member Alexander stated maybe this question is more appropriate once we get to Agenda Item I, is there a relationship between restructuring and the request in Agenda Item I. Program Director Odenthal stated only that it is reflected within the existing budget, there is no added monies with this change. Board Member Alexander asked what title Chris Odenthal would have. Program Director Odenthal stated "Program Director" on the Jacobs side. Board Member Alexander also asked what type of work for the other 20% and Program Director Odenthal stated that he would work on other Jacobs initiatives.

Project Manager Delfino presented the PowerPoint Presentation to the Board that included the following updates:

Construction completed sites are listed below:

1. TPK
2. BMT
3. MLM
4. HPK
5. MMC
6. PLM
7. ONK
8. LDWP243
9. APC
10. CCB
11. CCT
12. LASDTEM
13. MVS
14. PHN
15. SDW
16. CLM
17. FCCF

Under construction, sites are listed below:

1. VPK
2. LA-RICS HQ

The next sites on the power point presentation are listed below:

- APC (microwave installed, antennas installed and HVAC unit installed)



- CCT (completed installation of the antennas)
- CLM (existing shelter used, new microwave installed at 110' and completed installation)
- MMC (completed requirement for public safety grade protection the brick wall around the fuel tank)
- MVS (an existing shelter was used and improved, new HVAC and new racks installation completed)
- ONK (all Phase 2 completed, antennas installed and the compound is wrapping up due to change order work at the site)
- SDW (all the antennas mounts are installed, lines are dressed and shelter has its HVAC installed)
- TPK (dressed with lines and antennas, new racks, new radio equipment installed and site work is completed)
- VPK (huge progress completed in a month but will not complete until utility power is installed)

The next sites on the power point presentation are listed below for UASI 16 & 17 Sites:

- AGH
- CRN
- BKK
- POM
- LAN
- UCLA
- UNIV
- SGH
- OAT

Program Manager Delfino stated Executive Director Edson stated we had some good working meetings with Motorola specifically pertaining to how to bring some sites in from a schedule standpoint. Program Manager Delfino added that Motorola has come up with a plan to add to this list of nine sites, which are planned for 2018 construction starts. Motorola is working aggressively with our Team and engineers to get the drawings completed to possibly add to the list for 2018.

Director Gialamas acknowledged and congratulated the Jacobs Team on their promotions.



D. Joint Operations and Technical Committee Chairs Report – No Report

VII. DISCUSSION ITEMS (E-F)

E. Outreach Update

Executive Assistant Wendy Stallworth-Tait presented the Outreach Update, Agenda Item E and stated that she will highlight a few of the key outreach activities and stated that many meetings with AT&T occurred. Executive Director Edson and Program Director Odenthal met with representative from Port of Long Beach Joint Command & Control Center. There was also a meeting with Captain Doug Murray from West Covina and their attorney to solidify the BKK SAA, which is before you today for approval. There was also a meeting with the Justice Deputies for the Board of Supervisors on the three Waterworks District sites and the CCT Generator site that your Board approved at its April meeting. Executive Director Edson continues to serve on the Cal OES Board and attended an AT&T consultation meeting.

There was no further discussion.

F. PSBN Onboarding Update

Executive Assistant Wendy Stallworth-Tait presented Agenda Item F and stated we are transitioning our onboarding to various agencies and working with AT&T for the National Broadband Networks System.

In regards to installation of routers, at the time of posting we were at 1,098 for LASD but now we have over 1,100 installs and we are at 586 for the LACoFD. As noted on the second page we will continue to work with those agencies that have APN connections.

Board Member Chidester stated she was happy to see Executive Director Edson at the Southern California Regional ITS Architecture Steering Committee Meeting, and asked if there's going to be any kind of connection with LA-RICS and the Steering Committee. Executive Director Edson stated there's potential on the LTE side to assist if we maintain some form of governance we may be able to assist some of the agencies. Traffic management and traffic control were a topic of ways to improve. Executive Director Edson stated LTE is a valuable tool for them.

Board Member Alexander asked about the onboarding item for Long Beach, and if you can expand on the Grand Prix. Executive Director Edson stated we had some network core devices that were connected to the FirstNet core and we tested them through some of the commercial carriers and collected data. Board Member



Alexander asked if we had anyone walking the event and Executive Director Edson stated yes we did.

VIII. ADMINISTRATIVE MATTERS (G-K)

G. ACCEPT BROADBAND TECHNOLOGY OPPORTUNITY PROGRAM GRANT FUNDS

Administrative Deputy Orellana-Curtiss stated we do not have a formal grant augmentation before your Board today but we do understand from the Federal grantor that the augmentation is eminent, so in the interest of time we are taking advantage of this meeting by presenting Agenda Item G and recommending that your Board:

1. Accept \$34,540,863 in grant funds from the BTOP Grant; and
2. Adopt the (Enclosed) Amended Budget to reflect an increase of \$350,000 to the BTOP grant-funded expenditures in Fiscal-Year 2017-18 to allow for some initial site selection and site assessment work that needs to be done immediately once funds are received; and
3. Delegate authority to the Executive Director to execute any grant required documents resulting from BTOP grant augmentation.

Board Member Alexander asked if you are referring to a site or sites. Administrative Deputy Orellana-Curtiss stated sites as in plural. She stated we have 40 candidate sites in our project plan; however we will not be constructing 40 sites and will need to pare those down to 26 due to funding constraints. There is some preliminary work the team including the environmental team needs to work on in order to identify the 26 sites out of the pool of 40.

Administrative Deputy Orellana-Curtiss stated if we receive augmentation and/or special award conditions we expect it to be only in connection to our use of the existing FirstNet spectrum, as you all know we have a Spectrum Manager Lease Agreement (SMLA) with FirstNet to use their spectrum to operate PSBN Round 1, however; that agreement expires on June 30th. The grantor has been working closely with FirstNet legal to identify a solution which instead of an amendment to the SMLA, are looking into special award conditions that will allow us to operate on that system while we transition Round 1 to AT&T. Administrative Deputy Orellana-Curtiss stated this is the only change expected from our current grant terms.

Director Gialamas stated he has no problem with pre-authorization, just concerned if something gets returned from BTOP different from the expectation that we have an



opportunity as the Board to take a look at it, therefore I would request a report back to the Board with any substantial changes. Alternate Board Member Geiger stated he agrees with Director Gialamas, for example if the Executive Director provides a memo with delegated authority in the absence of a special meeting he can go forward. This is so that a provision is noted in the record. Executive Director stated ten days is a good amount of time to report back. Alternate Board Member Geiger stated to amend the motion to include before the Executive Director exercises the delegated authority act, if there has been any change to the provisions to notify the Board in writing ten days in advance and in the absence of a special meeting the Executive Director can exercise the authority.

Alternate Board Member Geiger motioned first, seconded by Director Gialamas.

Ayes 9: Chidester, Ortiz, Alexander, Geiger, Bundesen, Gialamas, Haberle, Perez and Leyn.

MOTION APPROVED

H. APPROVE AMENDMENT NO. 27 FOR AGREEMENT NO. LA-RICS 008 FOR LOS ANGELES REGIONAL INTEROPERABLE COMMUNICATIONS SYSTEM PUBLIC SAFETY BROADBAND NETWORK

Contracts Manager Jeanette Arismendez presented Agenda Item H and recommended that the Board:

1. Approve Amendment No. 27 to Agreement No. LA-RICS 008 for the PSBN with Motorola, in substantially similar form to the enclosure to the Board Letter, which extends the Initial Term of the Agreement to contemplate the continuance of Phase 5(PSBN Maintenance) Work for an additional thirty (30) days until June 30, 2018, unless sooner terminated or extended in whole or in part, in the amount of \$195,306.
2. Increase the Maximum Contract Sum by \$195,306 from \$133,212,197 to \$133,407,503 when taking the cost increase into consideration.
3. Delegate Authority to the Executive Director to execute an amendment to extend the term for an additional thirty (30) days, at no cost, should the need exist, to allow for the National Telecommunications and Information Administration (NTIA) to approve the LA-RICS PSBN Round 2 buildout, provided such amendment is approved as to form by Counsel to the Authority.



4. Delegate authority to the Executive Director to execute Amendment No. 27, in substantially similar form to the enclosed Amendment, and issue one or more Notices to Proceed (NTP) for this Work.

Board Member Alexander motioned first, seconded by Alternate Board Member Bundesen.

Ayes 9: Chidester, Ortiz, Alexander, Geiger, Bundesen, Gialamas, Haberle, Perez and Leyn.

MOTION APPROVED

I. AMENDMENT NO. 26 TO THE PROJECT AND CONSTRUCTION MANAGEMENT SERVICES AGREEMENT

Contracts Manager Jeanette Arismendez presented Agenda Item I and recommended that the Board:

1. Approve Amendment No. 26, substantially similar in form to the enclosure to the Board Letter, which contemplated the following:
 - a. Increase the scope of work to allow Jacobs to assist the Authority in completing certain work in the Public Safety Broadband Network (PSBN) Round 2 Project Implementation Plan (PIP), in particular, assistance with the PIP objectives for Coverage Augmentation, Rapid Response Vehicles, and Application Interoperability in the amount of \$5,489,350.
 - b. Reflect the inclusion of a Grants Analyst position to assist the Authority with grant administration work in the amount of \$446,080.
 - c. Revise the Rate Schedule to reflect an increase to the hourly rates by 2.7 percent to account for a COLA and to reflect changes in staff, in particular, to the Program Director, Program Manager, and Deputy Program Manager.
2. Approve an increase to the Maximum Contract Sum in the amount of \$5,935,430 from \$56,163,404 to \$62,098,834 when taking the cost increases for the revisions contemplated in Amendment No. 26 into consideration. No work will be authorized until appropriate funds are secured.
3. Delegate authority to the Executive Director to execute Amendment No. 26, in substantially similar form to the enclosed Amendment, and issue one or more Notices to Proceed for this work.



Board Member Alexander prefaced his comments by stating he is extremely impressed by Jacobs, however; he has concerns regarding a \$5 million dollar amendment to the contract. Board Member Alexander went on to state he is not in a position to gauge if that dollar amount is appropriate because he does not have that level of knowledge or expertise and would have to rely on the Executive Director. With respect to the Grants Analyst position for \$446,080, Board Member Alexander indicated that while he is familiar with this position, the proposed cost appears very high. He went on to state that despite not knowing how much is attributed to benefits, etc. for the position, he expressed discomfort with the proposed value. In response to Board Member Alexander's concern, Administrative Deputy Orellana-Curtiss stated recommended item 1.a, the plan that was developed in 2017, identified the scope of the Round 2 build out and that plan was revisited in 2018 with AT&T, along with the corresponding scope of work. Administrative Deputy Orellana-Curtiss further indicated the team has thoroughly reviewed the role of each individual whether it be for environmental work, construction management, site deployment, and hand off to AT&T for the Round 2 work. Administrative Deputy Orellana-Curtiss informed the Board the \$5 million dollar amount is appropriate and commensurate with the scope, which has been approved by the grantor.

Executive Director Edson stated he has reviewed the history and compared the expenses of the past with the expectations of the future and believes the value is appropriate. Board Member Alexander inquired of Executive Director Edson if you're comparing last year to this year and whether or not the value is comparable to the industry practice comparison. Executive Director Edson stated yes, a year ago it was.

With respect to item 1.b, the Grant Analyst position, Administrative Deputy Orellana-Curtiss stated the cost of the position covers the full term through September 2020 as well as through the end of the grant close out period. Board Member Alexander asked whether the cost were for a 2 ½ year period, to which Administrative Deputy Orellana-Curtiss responded yes that is correct, and indicated that does not reflect an increase from what was adopted in our budget for this position. Director Gialamas stated there is no added expense to the Authority because we would have paid the same to the County, which Administrative Deputy Orellana-Curtiss confirmed. Administrative Deputy Orellana-Curtiss went on to state the current Grant Analyst, Lam Tran, is returning to the County and we canvassed the County's eligibility list within our budgeted amount and unfortunately we are having troubling finding someone with the requisite experience and skills needed to handle the grants positions at this juncture of the project. However, we have identified an individual that speaks the LA-RICS language within Jacobs's team that can fulfill the requirements of the Grant Analyst position.



With respect to item 1.c, the COLA, Board Member Alexander asked if there is a breakdown and Contracts Manager Arismendez stated yes and referred the Board to page 4, which outlined the COLA cost impacts for both the PSBN and LMR System projects.

Alternate Board Member Bundesen motioned first, seconded by Board Member Ortiz.

Ayes 9: Chidester, Ortiz, Alexander, Geiger, Bundesen, Gialamas, Haberle, Perez and Leyn.

Director Gialamas thanked the Jacobs team for making it work.

MOTION APPROVED

J. AMENDMENT NO. 13 FOR PROFESSIONAL BROADBAND ENGINEERING CONSULTING SERVICES

Contracts Manager Jeanette Arismendez presented Agenda Item J and recommended that the Board:

1. Approve Amendment No. 13, substantially similar in form to the enclosure to the Board Letter, which contemplated the following:
 - a. Increase to the scope of work to allow Televate to assist the Authority in completing certain work contemplated in the PSBN Round 2 PIP, in particular assistance with PIP objectives for Coverage Augmentation, Rapid Response Vehicles, and Application Interoperability, as well as allow Televate to support the Authority with broadband related activities relevant to the Authority's mission.
 - b. Extend the term of the Televate Agreement to December 31, 2020, to align with the completion of certain work contemplated in the PSBN Round 2 PIP, in particular PIP objectives for Coverage Augmentation, Rapid Response Vehicles, and Application Interoperability, as well as allow Televate to support the Authority with broadband related activities relevant to the Authority's mission.
2. Approve an increase to the Maximum Contract Sum in the amount of \$3,120,266 from \$11,506,310 to \$14,626,576 to allow for increase in the scope and the term extension. No work will be authorized until appropriate funds are secured.



3. Delegate authority to the Executive Director to execute Amendment No. 13, in substantially similar form to the enclosed Amendment.

Board Member Alexander inquired if Executive Director Edson has evaluated and determined if the proposed costs are within industry standards. Executive Director Edson stated he is aware of industry standards within the LTE community and informed the Board that Televate is at the top in subject matter expertise within this field and are very competitive and expressed his comfort with them as a partner. Director Gialamas asked since the items extend the contract to 2020 what was the original contract term. Contracts Manager Arismendez stated the current timeline aligned with the completion of previous objectives and ongoing PSBN operations, but indicated there was not a definitive end date. Executive Director Edson stated we would not be here if Round 2 did not exist.

Alternate Board Member Bundesen motioned first, seconded by Alternate Haberle.

Ayes 9: Chidester, Ortiz, Alexander, Geiger, Bundesen, Gialamas, Haberle, Perez and Leyn.

MOTION APPROVED

K. APPROVE SITE ACCESS AGREEMENT WITH WEST COVINA COMMUNITY DEVELOPMENT COMMISSION, A PUBLIC BODY, MUNICIPAL AND POLITIC (“CDC”) AND THE CITY OF WEST COVINA, MUNICIPAL CORPORATION (“CITY”), (COLLECTIVELY “OWNER”, OR “ THE CITY OF WEST COVINA”) FOR A LAND MOBILE RADIO SYSTEM SITE

Executive Assistant Wendy Stallworth-Tait presented Agenda Item K and recommended that the Board:

1. Find that (a) the approval and execution of the SAA for the BKK Landfill (BKK) site listed in (Enclosure 1) to allow for all Land Mobile Radio (LMR) system work to occur at this site for the design, construction, implementation, operation, and maintenance of the LMR infrastructure at this site as covered by the SAA is within the scope of the activities previously authorized at site BKK on December 12, 2016, which your Board previously found statutorily exempt from review under the California Environmental Quality Act (CEQA) pursuant to Public Resources Code Section 21080.25, the exemption adopted specifically for the Los Angeles Regional Interoperable Communications System (LA-RICS) project, and further found that any leased circuit work that may occur outside of the site as needed to provide connectivity to the LMR System is categorically exempt under CEQA



pursuant to CEQA Guidelines sections 15301, 15303 and 15304 for the reasons set forth in this letter and in the record of the project .

2. Authorize the Executive Director to finalize and execute, substantially similar in form to the enclosed, one SAA with the City of West Covina (The Owner).

Board Member Alexander motioned first, seconded by Director Gialamas.

Ayes 9: Chidester, Ortiz, Alexander, Geiger, Bundesen, Gialamas, Haberle, Perez and Leyn.

MOTION APPROVED

L. ADOPT OPPOSE POSITION TO ASSEMBLY BILL 1912; DELEGATE AUTHORITY TO ISSUE LETTER OF OPPOSITION

Executive Director Edson and Counsel Truc Moore presented Agenda Item L and recommended that the Board:

Adopt an "Oppose" position to AB 1912 and delegate authority to the Executive Director to issue a letter substantially similar to the enclosed on behalf of the LA-RICS Joint Powers Authority (JPA) opposing enactment of AB 1912.

Counsel Truc Moore provided background information on the AB 1912 and the reason why the Board should go on record in opposition to the passing of this bill.

Board Member Alexander briefly explained this legislation to the Board as well and the importance of opposing this item. Director Gialamas stated for clarification on the signature page the recommendation is for opposition not for "no opposition."

Chair Gialamas thanked Board Member Alexander for bringing this important legislation to the Board's attention and stated that he doesn't believe that this item would have been on any of the Board member's radar and it could have serious potential liability to our members as well as individual liability.

Board Member Chidester asked if our Bylaws allows us to take action on legislative action, and Counsel Moore stated yes.

Board Member Alexander motioned first, seconded by Alternate Board Member Bundesen.



Ayes 9: Chidester, Ortiz, Alexander, Geiger, Bundesen, Gialamas, Haberle, Perez and Leyn.

MOTION APPROVED

M. APPROVE THE IMPLEMENTATION OF THE LA-RICS LAND MOBILE RADIO SYSTEM STANDARD OPERATING PROCEDURES POLICY

Deputy Program Manager (DPM) Tanya Roth stated in follow up to the March Board meeting, and as directed by the Board, an Ad Hoc Committee, Chaired by Chief Bundesen, was established to review the initial draft sections of the LMR Standard Operating Procedures document, conversationally referred to as the "SOP." DPM Roth reminded the board members that as reported at the March Board Meeting, the SOP contains sensitive information and is considered a confidential document.

She went on to explain that on April 9th, the Ad Hoc Committee met with members from the Tech and Ops Committees along with LA RICS staff and DPM Roth to review the SOP.

DPM Roth, asked Alternate Board Member and Chair of the Ad Hoc Committee, Chief Bundesen, to share comments and feedback summarizing their gathering in April.

Ad Hoc Committee Chair Bundesen stated on April 9, 2018, Ad Hoc Committee Members Chief Mark Fronterotta, Chief Chris Nunley and Chief Chris Donovan, convened to review the first four sections of the SOP and had a meaningful discussion with Ted Pao (Chair of the Technical Committee), Battalion Chief Kyle Zuniga (Chair of the Operations Committee), Jeanette Arismendez (LA-RICS Staff) and Tanya Roth (Jacobs Consultant) regarding the contents of the SOP.

Ad Hoc Committee Chair Bundesen stated they covered the first four sections of the SOP and the Committee found no negative impact or encroachment on existing and future member agencies' operational processes and protocols. Chief Bundesen went on to state that the Ad Hoc committee recommended approval explaining that moving forward, the Ad Hoc Committee would review each section as it becomes available. Since the Ad Hoc Committee convened on April 9th, Section 5 had also been reviewed and no negative impact or encroachment to the member agencies was found.

DPM Roth stated that with the support from the Ad Hoc Committee, she would like to present the LA RICS Land Mobile Radio System Standard Operation Procedures Policy board letter.



She went on to explain that the purpose of the policy is to ensure that the Authority has a policy in place setting forth operational guidelines, technical specifications and technical requirements for use of the LMR system with interoperability as the focal point. She then delineated that Board's approval is requested to grant delegated authority to the Executive Director for the development, implementation and updating of the SOP; clarifying that the ask at hand was not for approval of the actual SOP document itself.

She reported that to date the working group had completed five sections in draft form covering: overall Purpose and Scope, Radio System Management and Configurations & Allocation. The working group was in process on a 6th section focused on Interoperability with plans to produce two more sections on Maintenance Responsibilities and Site & System Security

She then stated that it was staff's hope and desire that with the support and involvement of the Ad Hoc Committee, the Board concerns regarding the contents of the SOP had been eased and the Board would now be supportive of the request to delegate authority to the Executive Director for the development implementation and updating of an LMR SOP.

Board Member Gialamas then inquired on the completion date of the SOP. DPM Roth stated that the target was by end of summer 2018.

Board Member Alexander thanked Chief Bundesen and the Ad Hoc Committee for taking time to review and approve the SOP on behalf of the JPA Board of Directors.

DPM Roth presented Agenda Item M and recommended that the Board:

1. Approve and adopt the enclosed LA-RICS LMR System SOP Policy (Enclosure) to ensure the Authority has a policy in place for the LMR System relating to operational guidelines, technology specifications, and technology requirements including cybersecurity.
2. Delegate authority to the Executive Director to develop and implement the LMR System SOP and update the procedures contained therein as he deems appropriate and as may be necessary with consultation from the Joint Operations and Technical Committees and with the Ad Hoc Committee as may be needed.

Board Member Alexander motioned first, seconded by Alternate Board Member Bundesen.



Ayes 9: Chidester, Ortiz, Alexander, Geiger, Bundesen, Gialamas, Haberle, Perez and Leyn.

MOTION APPROVED

- IX. MISCELLANEOUS – NONE**
- X. ITEMS FOR FUTURE DISCUSSION AND/OR ACTION BY THE BOARD**
- XI. CLOSED SESSION REPORT – NONE**
- XII. ADJOURNMENT and NEXT MEETING:**

The Board meeting adjourned at 10:06 a.m., and the next meeting will be determined at a later date.