

**MINUTES OF A REGULAR MEETING
OF THE INTEROPERABILITY NETWORK
OF THE SOUTH BAY TECHNICAL COMMITTEE**

1. **CALL TO ORDER**

The Interoperability Network of the South Bay (INSB) Technical Committee convened in a regular session at 10:00 am on Tuesday, September 11, 2018, in the second floor conference room of the South Bay Regional Public Communications Authority, 4440 W. Broadway, Hawthorne, CA.

2. **ROLL CALL**

Present: Chairman Erick Lee, City of Gardena
Vice Chairman Jerry Edwards, City of Torrance
Member Josh Armstrong, City of Hawthorne
Member Debra Kochheim, City of Redondo Beach
Alternate Member Landon Phillips, City of Hermosa Beach
Member Shawn Bonfield, City of El Segundo

Absent: City of Manhattan Beach

Also Present: Alternate Member Dennis Faro, City of Torrance
Alternate Member John Krok, City of Gardena
Officer Matt Slawson, Torrance Police Department
Alternate Member Breck Slover, El Segundo Fire Department
Mr. Jeff Fukasawa, Commline
Mr. Victor Bowers, Commline

3. **POSTING OF THE AGENDA**

Executive Secretary Weeks confirmed that the agenda for this meeting was posted per Brown Act requirements.

4. **CONSENT CALENDAR**

4a. Approval of Minutes –August 14, 2018

MOTION: Vice Chairman Edwards moved to approve the INSB Technical Committee minutes of August 14, 2018 as written. The motion was seconded by Alternate Member Phillips and passed by unanimous voice vote, absent the City of Manhattan Beach.

5. **ACTION ITEMS**

5a. Review of Operations Committee Talk Groups Proposal

Alternate Member Phillips discussed the Interoperability Network of the South Bay (INSB) Operations Committee's reduction in the number of talk groups. He advised that the final channel lineup for the talk groups will be distributed to the cities for approval in the near future, after which the final lineup will be presented for the INSB Technical Committee's consideration. He asked that, once the final channel lineup is approved, no changes be made until at least six months after the system goes live.

Mr. Victor Bowers, Commline, clarified that the number of mutual aid talk groups will be reduced to approximately six and the Authority's tactical channels will be referred to as "South Bay TAC 4 through 9."

Alternate Member Krok recommended that the Authority's tactical channels be referred to as "South Bay TAC 1 through 4."

Vice Chairman Edwards noted that, over time, the channel use will be analyzed and reductions made if possible.

Mr. Jeff Fukasawa, Commline, advised that there licensing costs are associated with recording channels and it is important to ensure that an additional port on Stencil is accessible for the logging recorder.

6. **REPORTS**

6a. Update on El Segundo Water Tower Site

Vice Chairman Edwards provided updated information on the El Segundo water tower site. He explained that the only extra cost will be for building the structure larger; that the anticipated start date will be no sooner than October 15, 2018; and that the construction will take approximately six weeks.

Chairman Lee related his concern over the timing of the project, in that Motorola will not be able to begin finishing their work until December 2018, and he emphasized the importance of holding Motorola to their deadlines. Chairman Lee pointed out that the final reimbursement packet for the 2016 Urban Area Security Initiative (UASI) grant must be submitted by January 31, 2019.

Vice Chairman Edwards pointed out that Motorola cannot be held accountable for moving the sixth site from the Chevron site to the Manhattan Beach Water Tower site.

Mr. Jeff Fukasawa, Commline, presented clarification on the air conditioning unit. He pointed out that it will take Commline an additional two weeks to install equipment.

The committee discussed the idea of a “cold install” to assist with meeting the January 31, 2019 grant reimbursement deadline.

6b. Update on Rectifiers

Vice Chairman Edwards and Mr. Jeff Fukasawa, Commline, provided updated information on the Sun Wireless equipment, the arrival of which is on track.

7. **INFORMATION ONLY**

None.

8. **ORAL COMMUNICATIONS**

8a. Mr. Jeff Fukasawa, Commline, related the Southern California Industrial Mutual Aid Organization’s (SCIMO) interest in joining the INSB as a subscriber with one talk group.

Alternate Member Krok voiced his understanding that SCIMO was asked to delay their request until the INSB system is up and running. He noted the need for the INSB Finance Committee to discuss subscriber charges.

Vice Chairman Edwards stated his impression that only public safety organizations will be allowed to roam.

Mr. Fukasawa related his lack of knowledge as to whether SCIMO will want to roam.

8b. Mr. Victor Bowers, Commline, and Alternate Member Krok shared information about problems resulting from the recent lack of notification for maintenance down time on the microwave link between Torrance and Mt. Tom.

Vice Chairman Edwards related his intent to discuss the importance of down time notifications and the related process with Motorola.

The critical need for a back-up fiber link was discussed. This item will be placed on the next INSB Technical Committee meeting agenda.

8c. Mr. Josh Armstrong, City of Hawthorne, asked the cities to let him know how many remote access points they would like to order.

9. **ADJOURNMENT**

The meeting was adjourned at 11:00 AM.