

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

1. **CALL TO ORDER**

The Technical Committee of the Interoperability Network of the South Bay (INSB) convened in a regular session at 10:00 AM on Tuesday, October 18, 2016, in the second floor conference room of the South Bay Regional Public Communications Authority, 4440 W. Broadway, Hawthorne, CA.

2. **ROLL CALL AND REPORT OF THE POSTING OF THE AGENDA**

Present: Member Josh Armstrong, City of Hawthorne
Member Chris Donovan, City of El Segundo
Member Jerry Edwards, City of Torrance
Member Debra Kochheim, City of Redondo Beach
Member Ralph Mailloux, Cities of Gardena, Hermosa Beach and Manhattan Beach

Absent: None.

Also Present: Mr. Victor Bowers, Compline
Mr. Bruce Cobb, Bearcom
Mr. Jeff Fukasawa, Compline
Executive Director Ernest Gallo, INSB

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

3. **ELECT COMMITTEE CHAIR AND VICE CHAIR**

MOTION: Member Edwards nominated Member Mailloux to serve as Chairman of the INSB Technical Committee. The motion was seconded by Member Armstrong and passed by unanimous voice vote.

MOTION: Chairman Mailloux nominated Member Edwards to serve as Vice-Chairman of the INSB Technical Committee. The motion was seconded by Member Donovan and passed by unanimous voice vote.

Executive Director Gallo explained the responsibilities of the INSB Technical Committee's Chairman and Vice-Chairman, including preparing the meeting agendas and conducting the meetings.

4. **ORAL COMMUNIATIONS**

4a. In answer to a question from Member Donovan, Executive Director Gallo provided input on the intent, purpose and scope of the INSB Technical Committee. He noted that the Committee is composed of representatives from seven Area G cities and that the INSB Bylaws have not yet been adopted.

5. **REPORTS**

5a. **Status of FCC License Modifications for UASI Grant**

Mr. Jeff Fukasawa, Commline, shared information about the Federal Emergency Management Agency's (FEMA) retraction of the letter of concurrence requirement for environmental and historic preservation (EHP) prior to submittal. He expressed his appreciation of Member Edwards' assistance in coordinating the Federal Communications Commission (FCC) licensing for the INSB.

6. **CONSENT CALENDAR**

None.

7. **ACTION ITEMS**

- a. Define and set deadline for system inventory/audit report.
- b. Establish site preparation requirements and identify readiness.
- c. Discuss status and identify SOW changes to last 5-site system proposal.
- d. Discuss and outline deployment plan options.
- e. Discuss and prepare a list of "shovel ready" projects for funding.

The Committee prioritized the above action items as shown below:

1. Discuss status and identify SOW changes to last 5-site system proposal.
2. Establish site preparation requirements and identify readiness.
3. Discuss and outline deployment plan options.
4. Define and set deadline for system inventory/audit report.
5. Discuss and prepare a list of "shovel ready" projects for funding.

Executive Director Gallo stressed the importance of the INSB Technical Committee following proper meeting procedures.

Member Mailloux related his understanding that the Committee is to make recommendations to the INSB Governance Board. He noted the importance of the Committee having some latitude and explained his understanding that action items must be placed on the agenda, but other items not requiring action can be discussed at the meeting.

Discussion of the action items prioritized above was as follows:

1. **Discuss Status and Identify SOW Changes to Last 5-Site System Proposal**

Mr. Jeff Fukasawa, Commline, suggested that a representative from Motorola be asked to attend the INSB Technical Committee meetings.

Member Edwards mentioned the importance of knowing what the access channels at the Torrance site will be when the project is completed.

In answer to a question from Member Donovan, Mr. Fukasawa advised that Motorola determined 12 channels would be sufficient; but, because Redondo Beach and Palos Verdes Estates' subscriber units and frequencies were not included in Motorola's Phase I calculations, adjustments should be made to Motorola's proposal.

Member Donovan related his understanding that adding channels could increase the cost.

Member Mailloux stated his intent to contact Motorola.

2. **Establish Site Preparation Requirements and Identify Readiness**

Mr. Bruce Cobb, Bearcom, pointed out the importance of the transmission/receiver sites being as homogenous as possible.

Mr. Jeff Fukasawa, Commline, advised that Motorola visited the sites, with the exception of Redondo Beach and Baldwin Hills. He related his intent to distribute a list of site requirements to the Committee members. Mr. Fukasawa expressed concern over the radio coverage on Vista Del Mar in El Segundo.

3. **Discuss and Outline Deployment Plan Options**

None.

4. **Define and Set Deadline for System Inventory/Audit Report**

Executive Director Gallo related his receipt of numerous inquiries regarding the number of radios needed to operate on the INSB and he suggested that a comprehensive list of radio quantities needed, model types and replacement dates for the INSB's seven member cities be prepared.

Member Mailloux advised that a list of the radio quantities and replacement timelines for the South Bay Regional Public Communications Authority's (SBRPCA) member and contract cities (Gardena, El Segundo, Hawthorne, Hermosa Beach and Manhattan Beach) has already been compiled.

Member Edwards voiced his understanding that approximately 3,000 radios will be needed. He noted that the schedules for replacing Torrance Fire and Police Department radios do not coincide. Member Edwards offered to perform the audit for the City of Torrance.

The Committee agreed that a deadline for the system inventory/audit report should be established.

Member Mailloux anticipated that the loading of frequencies will begin in October 2017.

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Executive Director Gallo suggested that everything in the facilities, including co-located services, be examined during the audit.

Member Mailloux noted that the SBRPCA's member and contract cities' systems have already been audited.

Member Donovan suggested that the site inventories include the cost of security for the sites.

Mr. John Krok, SBRPCA, advised that the SBRPCA's sites are already monitored.

Executive Director Gallo pointed out that access control procedures for the sites should be established. He stressed the importance of redundancy. Director advised that, when completed, the results of the site audit and a plan will be presented for the INSB Governance Board's consideration.

Mr. Jeff Fukasawa, Comcline, agreed that an access protocol for the sites should be compiled.

5. **Discuss and Prepare a List of "Shovel Ready" Projects for Funding**

Executive Director Gallo advised that, after 2018-2019, grant funding will be awarded only to the Los Angeles Regional Interoperability Communications System (LA-RICS).

Mr. Jeff Fukasawa, Comcline, explained that future State Homeland Security Grant Program (SHSGP) funding will be earmarked for LA-RICS. However, some grant funding will be awarded to the INSB.

Member Donovan related his understanding that the next four cycles of Urban Area Security Initiative (UASI) grant funding is earmarked for LA-RICS.

8. **COMMITTEE MEMBER COMMENTS**

8a. Member Kochheim, City of Redondo Beach, stated her intent to compile a radio inventory for Redondo Beach.

9. **STAFF COMMENTS**

9a. Executive Director Gallo noted the need to establish the regular meeting date, time and location for the INSB Technical Committee meetings.

The Committee agreed to meet on the second Tuesday of each month (one week prior to the INSB Governance Board meetings), at 10:00 AM, in the second floor conference room of the South Bay Regional Public Communications Authority. The next INSB Technical Committee meeting will be on November 8, 2016.

10. **ADJOURNMENT**

The meeting was adjourned at 11:10 AM.

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