

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

1. **CALL TO ORDER**

The Interoperability Network of the South Bay (INSB) Technical Committee convened in a regular session at 10:05 AM on Tuesday, February 13, 2018, in the second floor conference room of the South Bay Regional Public Communications Authority, 4440 W. Broadway, Hawthorne, CA.

2. **ROLL CALL**

Present: Member Josh Armstrong, City of Hawthorne
Member Shawn Bonfield, City of El Segundo
Member Jerry Edwards, City of Torrance
Member Andy Harrod, City of Manhattan Beach
Member Debra Kochheim, City of Redondo Beach
Member Ralph Mailloux, City of Gardena
Member Milton McKinnon, City of Hermosa Beach

Absent: None.

Also Present: Mr. Gary Blankenship, Bearcom
Mr. Victor Bowers, Commline
Mr. Mark Carry, Bearcom
Captain Nick Facer, Torrance Fire Department
Mr. Jeff Fukasawa, Commline
Executive Director Ernest Gallo, INSB
Operations Manager Shannon Kauffman, SBRPCA
Administration Manager John Krok, SBRPCA
Alternate Member Robert Mendoza, City of Manhattan Beach
Alternate Member Landon Phillips, City of Hermosa Beach
Captain Matt Swanson, Torrance Police Department

3. **POSTING OF THE AGENDA**

Chairman Mailloux confirmed that the agenda was posted according to Brown Act requirements.

4. **CONSENT CALENDAR**

4a. **Approval of Minutes – January 9, 2018**

MOTION: Member McKinnon moved to approve the INSB Technical Committee minutes of January 9, 2018 as written. The motion was seconded by Member Harrod and passed by unanimous voice vote.

5. **ACTION ITEMS**

5a. **Discussion of Power Distribution - Newmar**

Member Edwards provided information on the status of the power distribution for the six sites, including that all the sites will be set up identically and that there will be four hours' of back-up power at each location.

5b. **Discussion of Radio and Talk Group IDs**

Member Edwards offered updated input on the radio and talk group identifications.

Captain Facer, Torrance Fire Department, indicated that radio programming and talk group information for the member fire agencies will be provided in the near future.

Alternate Member Phillips distributed a list of the home zones showing how the INSB police agencies would like them to look, as well as an example of the preferred programming layout.

The Committee discussed various possible programming/zone scenarios, as well as which channels should be on the radios and which should be on the dispatch consoles.

Mr. Jeff Fukasawa, Commline, indicated that Commline will determine which channels should be on the radios and which should be on the back-up radios. He suggested that the Committee members review the written materials distributed at the meeting. Mr. Fukasawa related the importance of the fire information being provided prior to the next meeting.

Member Edwards recommended that revisions be made to the written material distributed at the meeting; that the revised materials be reviewed by the Committee; and that they then be forwarded to the communications employees in each of the member cities for review.

Operations Manager Kauffman advised that only main channels will be on the dispatch consoles. She noted the importance of the cities utilizing the same naming convention for each frequency.

5d. **Discussion of Encryption - Compatibility with INSB and ICI**

Member Edwards shared information on various types of encryption.

Administration Manager Krok confirmed that the SBRPCA plans to use Advanced Encryption Standard (AES).

6. **REPORTS**

6a. **Progress Report on Motorola Installation**

Mr. Jeff Fukasawa, Commline, offered input on the status of the frequencies, letters of concurrence (LOCs) and Motorola radio order. He verified that West Covina's LOC was received and that Motorola's work should be done and tested well in advance of fire going live in September 2018.

6b. **Update Re Sixth Site**

Mr. Jeff Fukasawa, Commline, shared information on the possibility of the sixth site being located at either El Segundo Police Department or El Segundo water tower. He related his understanding that Executive Director Gallo and Member Mailloux plan to present cost information on the sixth site to the INSB Joint Powers' Authority Governance Board and expressed his concern over a possible delay with the sixth site.

Executive Director Gallo asked Member Mailloux for cost information for the sixth site.

Member McKinnon stated his understanding that police communications could be adversely affected with the sixth site.

Member Edwards related his intent to provide updated information about the status of the sixth site at the next Committee meeting.

Member Bonfield indicated that, due to the configuration of the antennae, placing a sixth site at either El Segundo Police Department or El Segundo's water tower should not be an issue aesthetically.

7. **ORAL COMMUNICATIONS**

7a. Executive Director Gallo called attention to the importance of discussing a contingency plan in the event of a site failure.

Mr. Jeff Fukasawa, Commline, advised that SBRPCA staff is discussing this topic.

7b. Mr. Victor Bowers, Commline, provided information for Captain Facer, Torrance Fire Department, on the number of P-25 channels that will be available.

Captain Facer emphasized the importance of communicating with the end users and developing a training plan.

Mr. Jeff Fukasawa, Commline, advised that a template of the radios, a spreadsheet and asset tags for the equipment purchased with Urban Area Security Initiative (UASI) grant funds will be provided to the member cities.

7c. Alternate Member Phillips introduced the idea of a regional sale for the old radios.

Mr. Jeff Fukasawa, Commline, pointed out that some of the old equipment could be used for special events and he cautioned that some of the old radios might have frequencies in them, which could cause interference. Mr. Fukasawa shared input on the evolving technology for tracking lost radios.

7d. In answer to a question from Member Edwards, Member Armstrong related his willingness to assist in the INSB networking.

8. **ADJOURNMENT**

The meeting was adjourned at 11:30 AM.