



AGENDA

LOS ANGELES REGIONAL INTEROPERABLE COMMUNICATIONS SYSTEM AUTHORITY

JOINT OPERATIONS & TECHNICAL COMMITTEE MEETING

January 23, 2018 • 1:30 p.m.

LA-RICS Headquarters – Large Conference Room
2525 Corporate Place, Suite 200, Monterey Park, CA 91754

Los Angeles Regional Interoperable Communications System Authority (the “Authority”)

AGENDA POSTED: January 19, 2018

Complete agendas are made available for review at the designated meeting location. Supporting documentation is available at the LA-RICS Office located at 2525 Corporate Place, Suite 200, Monterey Park, CA 91754 during normal business hours and may also be accessible on the Authority’s website at <http://www.la-rics.org>.

OPERATIONS COMMITTEE

Members:

1. **John Geiger**, Los Angeles County, CEO
2. **Kyle Zuniga, Chair**, County of Los Angeles Fire Dept.
3. **Cathy Chidester**, Los Angeles County DHS
4. **Chris Donovan**, Los Angeles Area Fire Chiefs Association
5. **Anthony Vairo**, L.A. County Police Chiefs Association
6. **Judy Anderson, Vice-Chair**, L.A. County Sheriff’s Dept.
7. **John Curley**, Covina Police Dept.
8. **Jeff Steinhoff**, Inglewood Police Dept.
9. **Ron Sagmit**, Signal Hill Police Dept.
10. **Vacant**, pending

Alternates:

Mike Iwanaga, Los Angeles County, CEO
Chris Bundesen, County of Los Angeles Fire Dept.
Karolyn Fruhwirth, Los Angeles County DHS
Eric Zanteson, Los Angeles Area Fire Chiefs Association
Shelly Vander Veen, L.A. County Police Chiefs Association
Sven Crongeyer, L.A. County Sheriff’s Department
Ric Walczak, Covina Police Dept.
Cardell Hurt, Inglewood Police Dept.
Brian Leyn, Signal Hill Police Dept.
Vacant, pending

TECHNICAL COMMITTEE

Members:

1. **John Geiger**, Los Angeles County, CEO
2. **Ted Pao, Chair**, Los Angeles County Internal Services Dept.
3. **Judy Anderson**, Los Angeles County Sheriff’s Dept.
4. **Jeffrey Morgan**, Los Angeles County DHS
5. **Steven Page**, Los Angeles Area Fire Chiefs Association
6. **Elliot Kase**, Alhambra Police Department
7. **Scott England, Vice-Chair**, County of Los Angeles Fire Dept.
8. **John Curley**, Covina Police Dept.
9. **Jeff Steinhoff**, Inglewood Police Dept.
10. **Ronald Sagmit**, Signal Hill Police Dept.

Alternates:

Mike Iwanaga, Los Angeles County, CEO
Mike Dunning, Los Angeles County Internal Services Dept.
Sven Crongeyer, Los Angeles County Sheriff’s Dept.
Kim Buard, Los Angeles County DHS
Eric Zanteson, Los Angeles Area Fire Chiefs Association
Vacant, pending
Rufino Fernandez, County of Los Angeles Fire Dept.
Ric Walczak, Covina Police Dept.
Cardell Hurt, Inglewood Police Dept.
Brian Leyn, Signal Hill Police Dept.

Officers:

Scott D. Edson, Executive Director



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

- A. November 28, 2017 – Regular Meeting Minutes

IV. PUBLIC COMMENTS

V. CONSENT CALENDAR – (None)

VI. REPORTS (B-C)

- B. Status Report Update for LTE
- C. Status Report Update for LMR

VII. ADMINISTRATIVE MATTER – (D)

- D. LA-RICS Land Mobile Radio System Standard Operating Procedures Policy

It is recommended the Joint Operations and Technical Committee:

1. Approve recommendation to the Board of the enclosed LA-RICS LMR System Standard Operating Procedures Policy (Enclosure 1) 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. Recommend to the Board to Delegate Authority to the Executive Director to adopt and implement the actual LA-RICS LMR System Standard Operating Procedures, and to update such procedures as he deems appropriate and as may be necessary.

Agenda Item D

VIII. MISCELLANEOUS – (None)



IX. PUBLIC COMMENTS

X. ITEMS FOR FUTURE DISCUSSION AND/OR ACTION BY THE COMMITTEE

XI. ADJOURNMENT AND NEXT MEETING:

Tuesday, March 27, 2018, at 1:30 p.m., LA-RICS Headquarters – Large Conference Room, 2525 Corporate Place, Suite 200, Monterey Park, CA 91754



COMMITTEE MEETING INFORMATION

Members of the public are invited to address the LA-RICS Committee on any item on the agenda prior to action by the Committee on that specific item. Members of the public may also address the Committee on any matter within the subject matter jurisdiction of the Committee. The Committee 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 Committee'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 Committee are urged to complete a Speaker Card and submit it to the Committee 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 Committee Secretary prior to final consideration of the matter.

It is requested that individuals who require the services of a translator contact the Committee 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.



JOINT OPERATIONS & TECHNICAL COMMITTEE MEETING MINUTES

LOS ANGELES REGIONAL INTEROPERABLE COMMUNICATIONS SYSTEM AUTHORITY

Tuesday, November 28, 2017 • 1:30 p.m.
LA-RICS Headquarters – Large Conference Room
2525 Corporate Place, Suite 200, Monterey Park, CA 91754

Operations Committee Members Present:

Mike Iwanaga, CEO, County of Los Angeles
Kyle Zuniga, Chair, Los Angeles County Fire Department
Judy Anderson, Los Angeles County Sheriff's Department
Jeff Steinhoff, City of Inglewood Police Department

Technical Committee Members Present:

Mike Iwanaga, CEO, County of Los Angeles
Ted Pao, Chair, Los Angeles County Internal Services Department
Scott England, Los Angeles County Fire Department
Judy Anderson, Los Angeles County Sheriff's Department
Jeffrey Morgan, County of Los Angeles Department. of Health Services
Jeff Steinhoff, City of Inglewood Police Department
Steven Page, Los Angeles Area Fire Chiefs Association

Absent:

Cathy Chidester, Los Angeles County Department of Health Services
Chris Donovan, Los Angeles Area Fire Chiefs Association
Anthony Vairo, Los Angeles County Police Chiefs Association
Ron Sagmit, Signal Hill Police Department
John Curley, Covina Police Department
Elliot Kase, Alhambra Police Department

Officers Present:

Scott D. Edson, LA-RICS Director
Susy Orellana-Curtis, LA-RICS Administrative Deputy



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

I. CALL TO ORDER

Operations Committee Chair Kyle Zuniga called the meeting to order at 1:45 p.m.

II. ANNOUNCE QUORUM – Roll Call

Secretary Geogia Bearden took roll call for each committee and only Technical Committee had quorum.

III. APPROVAL OF MINUTES

A. October 24, 2017 – Regular Meeting Minutes

Operations Committee Chair Kyle Zuniga asked for a motion to approve the minutes. Technical Committee member Steven Page moved to approve, seconded by Operations Committee Vice-Chair Judy Anderson.

The Technical Committee accepted the approval of the minutes.

Ayes 7: Iwanaga, Anderson, England, Pao, Morgan, Steinhoff and Page

IV. PUBLIC COMMENTS – (NONE)

V. CONSENT CALENDAR – (NONE)

VI. REPORTS (B-C)

B. Status Report Update for LTE

Eileen Healy of Televate reported that the LTE Public Safety Broadband Network (PSBN) is in its 5th month of its maintenance agreement with Motorola Solutions, Inc. (MSI). There are now weekly reports generated on alarms; there is good information flowing between the MSI Network Operations Center (NOC) and the LA-RICS NOC. Operational discipline is getting better each month. Staff is pleased with how network operations are progressing. All Key Performance Indicators (KPI) have been met. We now have 9 Cell on Wheels (COW) sites being tested and integration issues are being sorted out.

Regarding “onboarding”, staff continues to report to the Board each month the number of new users (Sierra Madre Police Department and Covina Police Department); and there are continued technical discussions with FirstNet and AT&T



regarding transition of existing users onto the National Public Safety Broadband Network (NPSBN).

Both committees have designated participants to the Security Working Group; there has been one meeting since the last Joint Operations and Technical Committee meeting; the Security Response Plan has been finalized and approved, with first version provided to Board members for their review.

Technical Committee Chair Ted Pao asked Ms. Healy to provide an update on the Data Warehouse. Eileen Healy replied the team has developed a very robust methodology/system to track performance data. Technical Committee Chair Ted Pao asked if that report could be made available/generated by LA-RICS staff. Technical Committee Vice-Chair Scott England stated this report has been extremely helpful for Fire Department personnel, especially at the West Hollywood Carnival this year. He then explained the variance visible via this data for typical day-to-day loading vs event loading.

Technical Committee Chair Ted Pao stated public safety really needs a dedicated reserve bandwidth for any event we are responsible for. Steven Page asked if there is a public portal into the Tableau server which manages the data. Eileen Healy responded that individual agencies could have local control in the future, but it is not available now, as access is limited to the Authority administrators. Agencies can request a report once fully “onboarded”.

C. Status Report Update for LMR

LA-RICS Project Manager Chris Odenthal reported in addition to the LTE update provided, California issued a Request for Proposal (RFP) the prior Friday for the State alternative solution to FirstNet, and there will likely be 3 bidders. RFP responses are due the following week. The RFP Evaluation team will likely review and will advise the Governor on the proposals received and the State’s options. California decision to opt out of FirstNet is due by the end of the month.

For the LMR project, sites are currently under construction with expectation of completion in late January, early February timeframe. Close-out documentation from MSI is expected to be delivered to the Authority by March 1st in time to close out the activities under the UASI 13 Grant performance period.

Four additional sites are currently in the permitting process, which concludes up the UASI 13 site builds. In total eight (8) new sites will be constructed under UASI 13 Grant Period: Monte Vista, Tejon Peak, Palmdale Sheriff Station, Oat Nike, Mount McDill, Verdugo Peak, San Dimas, and Pomona Courthouse.



VII. DISCUSSION ITEMS (D)

D. LA-RICS LMR Early Agency Deployment Workgroup

Scott England led discussion on early “onboarding”. He explained there are some public safety agencies interested in coming on the LMR system while we are continuing to build the LMR infrastructure. The discussion the group would like to have is whether it is feasible to bring these agencies onto the LMR system while it is being constructed as long as sites could cover their jurisdiction reliably. If we are going to offer this, we need to have working groups determine coverage, reliability, maintenance, notifications, interoperability roles, etc. so we can serve those agencies reliably.

Lt. Anderson stated that some agencies need to transition to newer systems and/or preparing to upgrade existing equipment and have asked about coming onto LA-RICS earlier than the projected 2020 System Acceptance, perhaps a few select agencies could be used as “test groups” or “working groups”. Agencies would still need to keep their own communication system for now, as a fall back. The Joint Operations and Technical Committee will send an email out to the 26 member agencies requesting each agency select an operations and/or technical person from their agency to be part of the working group. We would like to have a recommendation for the Joint Powers Authority Board Members by February.

Steven Page asked about “managed expectation” of early adopters, such as understanding where it works and where it doesn’t. He also stressed the importance of maintaining communication with everyone.

Technical Committee Vice-Chair Scott England asked what agencies were interested. Lt. Anderson replied that there are a “few”, agencies interested, such as City of Bell.

Mike Iwanaga addressed finance issues regarding operational costs of this Early Deployment Workgroup, and confirmed with Susy Orellana-Curtis that the Finance Committee has not met recently. He suggested that the Finance Committee engage in smaller work groups as well, and work in parallel with the Joint Operations and Technical Committee. Scott England suggested this committee estimate some preliminary operational costs and how those would be funded.

Steven Page suggested using Tableau for usage data. Scott England asked about using Genesis. Steven Page replied that Genesis is lightweight and slow compared to Tableau. Steven Page also said Tableau could be linked to the Genesis Data Warehouse via SQL connector. Steven Page suggested getting some analytics through the LMR system to help justify numbers (dollars) to the Finance Committee.



VIII. ADMINISTRATIVE MATTERS (E)

E. APPROVE THE 2018 SCHEDULE OF LA-RICS JOINT OPERATIONS AND TECHNICAL COMMITTEE MEETINGS

Committee Member Vice-Chair Judy Anderson moved to approve the following dates for the calendar year 2018 Joint Operations and Technical Committee Meeting Schedule, which was seconded by Technical Committee member Steven Page.

January 23
March 27
May 22
July 24
September 25
November 27

The Technical Committee accepted the approval of the 2018 schedule.

Ayes 7: Iwanaga, Anderson, England, Pao, Morgan, Steinhoff and Page

All regular meetings will be held at 1:30 p.m. Pacific Standard Time at the LA-RICS Headquarters – Large Conference Room, 2525 Corporate Place, Suite 200, Monterey Park, CA 91754.

IX. MISCELLANEOUS – (None)

X. ITEMS FOR FUTURE DISCUSSION AND/OR ACTION BY THE BOARD

XI. ADJOURNMENT AND NEXT MEETING:

Operations Committee Chair Kyle Zuniga announced adjournment of this meeting at 2:25 p.m. The next Committee Meeting will be January 23, 2017, at 1:30 p.m., at the LA-RICS Headquarters, 2525 Corporate Place, Monterey Park 91754, Suite 200 Large Conference Room.



LOS ANGELES REGIONAL INTEROPERABLE COMMUNICATIONS SYSTEM AUTHORITY

2525 Corporate Place, Suite 100
Monterey Park, California 91754
Telephone: (323) 881-8291
<http://www.la-rics.org>

SCOTT EDSON
EXECUTIVE DIRECTOR

January 23, 2018

Joint Operations and Technical Committee Members
Los Angeles Regional Interoperable Communications System Authority (the "Authority")

APPROVE RECOMMENDATION TO THE LA-RICS JOINT POWERS AUTHORITY BOARD OF DIRECTORS TO IMPLEMENT THE LA-RICS LAND MOBILE RADIO SYSTEM STANDARD OPERATING PROCEDURES (SOP) POLICY

SUBJECT

Joint Operations and Technical Committee approval is requested to (1) recommend approval to the LA-RICS Joint Powers Authority (JPA) Board of Directors (Board) of the LA-RICS Land Mobile Radio (LMR) System Standard Operating Procedures (SOP) Policy. Once Joint Committee approval is secured, the Joint Committee will recommend adoption and implementation of the policy to the Board.

RECOMMENDED ACTIONS

It is recommended the Joint Operations and Technical Committee:

1. Approve recommendation to the Board of the enclosed LA-RICS LMR System Standard Operating Procedures Policy (Enclosure 1) 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. Recommend to the Board to Delegate Authority to the Executive Director to adopt and implement the actual LA-RICS LMR System Standard Operating Procedures, and to update such procedures as he deems appropriate and as may be necessary.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The approval of the recommended actions will ensure the Authority has a policy in place that allows for the adoption of the LA-RICS LMR System's Standard Operating

Procedures by the Executive Director relating to operational guidelines, technology specifications, and technology requirements including cybersecurity.

The policy and corresponding SOP will ensure consistent protocols are in place and formalizes the operation and usage of the LA-RICS LMR System. The SOP will be utilized by LA-RICS Member Agencies, subscribers, emergency response and support personnel, communications operational and technical personnel, State/Local/Federal government representatives, non-governmental organizations (NGOs), and other system users as authorized by the Authority.

FISCAL IMPACT/FINANCING

The activities contemplated in the recommended actions have no fiscal impact at this time.

FACTS AND PROVISIONS/LEGAL REQUIREMENT

Counsel to the Authority has reviewed the recommended actions.

CONCLUSION

Upon the Joint Committees' approval of the recommended actions, Authority staff will present the policy to the Board at the next available Board meeting for adoption and implementation.

Respectfully submitted,



SCOTT EDSON
EXECUTIVE DIRECTOR

JAA:gb

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c: Counsel to the Authority

FICAT



LA-RICS POLICIES

| POLICY TITLE | | POLICY NO. |
|---|----------------|-------------------|
| LA-RICS Land Mobile Radio (LMR) System Standard Operating Procedures (SOP) Policy | | 022-2018 |
| APPROVED BY | EFFECTIVE DATE | DATE LAST REVISED |
| LA-RICS JPA Board of Directors | --- | --- |

1.0 PURPOSE

To ensure that the Los Angeles Regional Interoperable Communications System (LA-RICS) Authority (Authority) has a policy in place for the LMR System relating to operational guidelines, technology specifications, and technology requirements including cybersecurity.

2.0 POLICY

The LA-RICS Land Mobile Radio (LMR) System Standard Operating Procedures (SOP) ensures consistent protocols are in place and formalizes the operation and usage of the LA-RICS LMR System. Additionally, the SOP provides National Incident Management System (NIMS) compliant procedures which are applicable to multi-agency, multi-discipline, all-hazard responses throughout the County of Los Angeles.

LA-RICS Member Agencies, subscribers, emergency response and support personnel, communications operational and technical personnel, State/Local/Federal government representatives, non-governmental organizations (NGOs), and other system users as authorized by the Authority will be provided a copy of the confidential SOP, which is incorporated herein by this reference, and will be expected to follow the procedures and guidelines for use of the LMR System as specified in the SOP.

3.0 GUIDELINES/PROCEDURES

The SOP, which shall be reviewed and updated annually, details the guidelines and procedures for use of the LA-RICS LMR System by Member Agencies, subscribers, emergency response and support personnel, communications operational and technical personnel, state/local/Federal government representatives, non-governmental organizations (NGOs), and other system users as authorized by the Authority.

| POLICY TITLE | POLICY NO. |
|--|------------|
| LA-RICS Land Mobile Radio (LMR) System Standard Operating Procedures (SOP) | 022-2018 |

4.0 RESPONSIBILITY FOR PERSONNEL

The Authority's Executive Director, with recommendations from the Authority's Joint Operations and Technical Committee, is responsible for the adoption, implementation, maintenance, review, and updating of the SOP on an annual basis, and more frequently as needed.

5.0 EXPECTATIONS

All designated users of the LA-RICS LMR System are expected to be familiar with the SOP and follow the procedures for use of the LMR System as specified in the SOP.

References:

- January 23, 2018 – LA-RICS Joint Operations and Technical Committee Meeting (Agenda Item D)
 - Approval of recommendation to LA-RICS Board to implement the LA-RICS LMR System Standard Operating Procedures Policy.