



# AGENDA

## LOS ANGELES REGIONAL INTEROPERABLE COMMUNICATIONS SYSTEM AUTHORITY

### BOARD OF DIRECTORS REGULAR MEETING

Thursday, May 6, 2010 • 9:00 a.m. – 10:30 a.m.

Grace E. Simons Lodge  
1025 Elysian Park Drive, Los Angeles, CA 90012

Los Angeles Regional Interoperable Communications Systems Authority (the "Authority")

#### **AGENDA POSTED: April 30, 2010**

Complete agendas are made available for review at the designated meeting location during normal business hours and may also be accessible on the Authority's website at <http://www.la-rics.org>.

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#### **Members:**

1. William T. Fujlaka, Chair, CEO, County of Los Angeles
2. Charles L. Beck, Vice Chair, Police Chief, City of Los Angeles
3. Mark R. Alexander, City Manager, representing California Contract Cities Association
4. Leroy D. Baca, Sheriff, County of Los Angeles
5. Michael J. Bowman, Police Chief, Los Angeles Unified School District
6. P. Michael Freeman, Fire Chief, County of Los Angeles
7. Reginald Harrison, Deputy City Manager, City of Long Beach
8. LeRoy J. Jackson, City Manager, City of Torrance, representing At Large Seat
9. Gerry Miller, Chief Legislative Analyst, City of Los Angeles
10. Millage Peaks, Fire Chief, City of Los Angeles
11. Donald Pedersen, Police Chief, City of Culver City, representing At Large Seat
12. Scott Pickwith, Police Chief, representing the Los Angeles County Police Chiefs Association
13. Kim Raney, Police Chief, City of Covina, representing At Large Seat
14. Alex Rodriguez, Fire Chief, representing the Los Angeles Area Fire Chiefs Association
15. Miguel Santana, CAO, City of Los Angeles
16. John Schunhoff, Interim Director, DHS, County of Los Angeles
17. Gregory Simay, Assistant General Manager, City of Burbank Water & Power, representing At Large Seat

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#### **Officers:**

1. Scott Poster, Task Force Leader
2. John Radeleff, Deputy Task Force Leader
3. Wendy L. Watanabe, County of Los Angeles Auditor-Controller
4. Mark J. Saladino, County of Los Angeles Treasurer and Tax Collector
5. Wendy Quintero, Board Secretary



**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 – from the April 1, 2010, Board of Directors Regular Meeting**

**IV. CONSENT CALENDAR -- (None)**

**V. REPORTS (1 – 3)**

**1. Response for Items from previous meeting of April 1, 2010**

**Item A-1. Item 2 – Preliminary Staffing and Budget**

- a. Finance Committee Report Recommendation #5 (*"Adopt a policy that all costs incurred by any agency prior to the adoption of the LA-RICS Funding Plan shall be borne by the agency incurring the cost and the agency shall not seek reimbursement from the JPA"*), has been referred back to the committee for further analysis.
- b. Recruitment and Hiring of permanent staff and detailed Position Descriptions and Salary Recommendations are included in Action Items 8 & 9.

**2. Committee Reports – (no reportable action)**

- a. Finance Committee Report
- b. Operations Committee Report
- c. Legislative Committee Report
- d. Technical Committee Report

**3. Project Status – Poster**

- a. Evaluation Team
- b. Subject Matter Experts (SMEs)
- c. Site Visits

**4. Grant Status – Henry**

- a. SHSGP
- b. UASI
- c. JAG/ARRA

**VI. ADMINISTRATIVE MATTERS (5 – 9)**

**5. Creation of a Budget Unit and Trust Fund to be maintained by the County Treasurer – Poster**

- a. ACTION ITEM: Approve the creation of a budget unit and trust fund to hold accounts and funds required to operate the Authority and prepay grant funded projects.

**Attachments:** Item 5



6. 2011/11 Operating Budget for the Authority – Poster
  - a. ACTION ITEM: Approve the initial operating budget of \$17,798,000.00 to be utilized for startup costs and the continued operation of the Authority for the 2010/11 fiscal year.

Attachments: Item 6

7. Delegated Authority for purchases and Invoice payments – Poster
  - a. ACTION ITEM: Approve delegated authority for Task Force Leader to spend funds on budgeted items and payments for invoices.

Attachments: Item 7

8. Recruitment and Hiring of the Executive Director for the Authority – Poster
  - a. ACTION ITEM: Request to approve position description and class specification for the Executive Director.

Attachments: Item 8

9. Permanent Staffing for the administrative operation of the Authority – Poster
  - a. ACTION ITEM: Request to approve recruitment and hiring of permanent positions to support the Authority's management team.

Attachments: Item 9

## VII. MISCELLANEOUS

Board Closed Session at next meeting

- a. Selection of Chair and Vice Chair for the 2010/11 fiscal year.

## VIII. ITEMS FOR FURTHER DISCUSSION AND ACTION BY THE BOARD – (None)

## IX. PUBLIC COMMENT

- X. ADJOURNMENT – NEXT MEETING: Thursday, June 4, 2010 at 9:00 a.m.  
at the Grace E. Simmons Lodge





#### BOARD MEETING INFORMATION

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

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



## LOS ANGELES REGIONAL INTEROPERABLE COMMUNICATIONS SYSTEM AUTHORITY

2525 Corporate Place, Suite 200  
Monterey Park, California  
(323) 881-8291

SCOTT L. POSTER  
TASK FORCE LEADER

May 6, 2010

Board of Directors  
Los Angeles Regional Interoperable Communications System Authority (the "Authority")

Dear Directors:

**APPROVE THE CREATION OF A BUDGET UNIT AND TRUST FUND TO ALLOW  
FOR DISBURSEMENT AND DEPOSITS OF FUNDS THROUGH THE AUTHORITY'S TREASURER  
(COUNTY TREASURER AND TAX COLLECTOR).**

**SUBJECT:**

It is recommended that the Board of Directors approve the establishment of a budget unit and accompanying trust fund to provide accounts to hold funds required to operate the Authority.

The Authority will incur expenses for, among other things, services and supplies, capital projects, grant prepayment, agency employees, and contractors. If approved, a budget unit and trust fund will be established by the County for the Authority. The Authority's budget unit will be located within the County. The budget unit and trust fund will be managed and audited by the Authority's Treasurer. The County will deposit funds into the trust fund which will be accessed through the budget unit. The Authority will account for and be responsible for all budgetary responsibilities, including accounts payable and receivable.

**BACKGROUND:**

Under the Joint Powers Agreement (the "Agreement"), the Treasurer and Tax Collector of the County of Los Angeles is designated as the Treasurer of the Authority, who shall be the depository, shall have custody of the accounts, funds and money of the Authority from whatever source, and shall have the duties and obligations set forth in the Joint Exercise of Powers Act (the "Act") under the California Government Code. For grants awarded to Members of the Authority or third parties for use with LA-RICS (the "System"), the Treasurer will work with the Member or third party to put in place appropriate fiscal controls to meet the grant requirements.

The Treasurer shall establish and maintain such funds and accounts as may be required by good accounting practice or by any provision of any trust agreement entered into with respect to the proceeds of any bonds which may be issued by the Authority. The books and records of the Authority

**AGENDA ITEM 5**

In the hands of the Treasurer shall be open to inspection at all reasonable times by duly appointed representatives of the Members. The Treasurer, within 180 days after the close of each fiscal year, shall give a complete written report of all financial activities for such fiscal year to the Members.

The Treasurer shall receive, have custody of and/or disburse Authority funds in accordance with the laws applicable to public agencies and generally accepted accounting practices, and shall make the disbursements required by the Agreement in order to carry out any of the purposes of the Agreement.

Under the Agreement, the Auditor-Controller of the County of Los Angeles is designated as the Auditor of the Authority, who shall perform the functions of auditor for the Authority and shall make or cause an independent annual audit of the accounts and records of the Authority by a certified public accountant, in compliance with the requirements of the Act and generally accepted auditing standards.

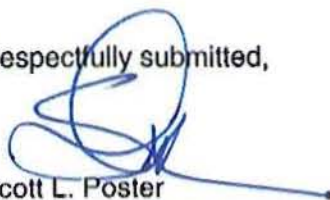
**PURPOSE / JUSTIFICATION OF RECOMMENDED ACTION:**

The purpose of the recommended action is to provide the Authority with the ability to receive and disburse funds to support the development, construction and maintenance of the System, and support the operating budget for the Authority.

**FISCAL IMPACT / FINANCING**

There is no fiscal impact to create the budget unit or trust fund.

Respectfully submitted,



Scott L. Poster  
Task Force Leader  
SLP:dm

c: County Counsel





## LOS ANGELES REGIONAL INTEROPERABLE COMMUNICATIONS SYSTEM AUTHORITY

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Monterey Park, California  
(323) 881-8291

SCOTT L. POSTER  
TASK FORCE LEADER

May 6, 2010

Board of Directors  
Los Angeles Regional Interoperable Communications System Authority (the "Authority")

Dear Directors:

### **APPROVE THE 2010/11 OPERATING BUDGET FOR THE AUTHORITY IN THE AMOUNT OF \$17,798,000.00**

#### **SUBJECT:**

It is recommended that the Authority approve the initial operating budget of \$17,798,000.00 to be utilized for start up costs and the continued operation of the Authority for the 2010/11 fiscal year. This budget contains a one-time amount of \$10 million dollars earmarked for grant prepayment only and is not intended for any other use. The attached documents contain a breakdown of the proposed budget.

#### **BACKGROUND:**

The Authority was created in 2009 with no operating budget.

#### **PURPOSE / JUSTIFICATION OF RECOMMENDED ACTION:**

The Authority is an independent agency and must have the ability to expend funds to operate. The Authority will incur expenses for, among other things, services and supplies, capital projects, leases, grant prepayment, agency employees, and contractors. The County will provide start-up capital for the Authority and fund the Authority until a financial plan is approved, adopted, and implemented by the Authority ensuring a revenue stream is created to sustain the continuing operation of the Authority indefinitely.

#### **FISCAL IMPACT / FINANCING**

There is no mandatory requirement for any Member of the Authority to contribute to the Authority until a financial plan is approved and adopted by the Authority's Board of Directors.

## **AGENDA ITEM 6**

The financial impact of initially funding the Authority will be borne by the County and is expected to be offset with federal grant funds including, but not limited to Homeland Security and Urban Area Security Initiative Grants. However, all Members are encouraged to contribute funds, personnel, and equipment and other resources to support the Authority until a reliable revenue stream is in place. Once a financial plan implemented by the Authority, the operating expenses of the Authority will be shared by the Members as provided in the Joint Powers Agreement and under the financial plan.

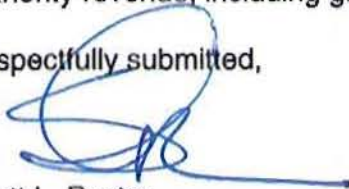
#### **FACTS AND PROVISIONS / LEGAL REQUIREMENT**

The County's Treasurer and Auditor of the Authority have reviewed the recommended action.

#### **AGREEMENTS/CONTRACTING:**

The Authority will develop and enter into an agreement with the County to manage financial accounts housed within the County. A Department Service Order (DSO) between the Authority and County Departments, as well as a Professional Service Agreement (PSA) with the City of Los Angeles, will be established to permit reimbursement of employee expenses for services performed on behalf of the Authority. In addition, other agreements and memoranda of understanding may be developed on an as-needed basis in connection with the receipt of Authority revenue, including grant funds and contributions.

Respectfully submitted,



Scott L. Poster  
Task Force Leader  
SLP:dm

c: County Counsel

Attachments:

- LARICS Proposed Budget
- LARICS Permanent Positions
- RFP Support/Implementation (Internal Services)
- RFP Support and Contingency Projects/Support Design & Implementation (Information Technology Agency)
- Lease



**Los Angeles Regional Interoperability Communications System (LARICS)**  
**Proposed Budget**  
**Fiscal Year 2010-11**

<b>Financing Requirements</b>	<b>Proposed Amount</b>
<b>Services &amp; Supplies</b>	
Permanent Staff	1,837,000 (1)
Flex Staff	
Technical	3,411,000 (2)
Contractor/Consultants	
Dellawrx	1,500,000
RCC	400,000
Start-up Costs	300,000
General Supplies	50,000
Lease - 2525 Corporate Place	300,000
Appropriation for Grant Projects	10,000,000 (2)
<b>Total Financing Requirements</b>	<b>\$17,798,000</b>
<b>Available Financing</b>	<b>Proposed Amount</b>
Cancellation of Designations	17,798,000 (3)
<b>Total Available Financing</b>	<b>\$17,798,000</b>

(1) Assumes top step salaries, 45% employee benefit rate and no overhead.

(2) Assumes positions and projects will be funded by grant revenue.

(3) For cash flow purposes, \$17,798 million will need to be cancelled.

**LA-RICS Permanent Positions  
Fiscal Year 2010-11**

Item #	Classification	Number of Positions	10-11 Annual Salary	10-11 Total Annual Salary	EMT Bonus 3.5%, 11%	Fitness For Life Bonus 3%	Gross Salary	Employee Benefits 45.00%	S&EB
0656 A	Accounting Officer I	1	66,566.16	66,566.16			66,566.16	29,954.77	96,520.93
1002 A	Administrative Services Manager I	2	82,490.16	164,980.32			164,980.32	74,241.14	239,221.46
1003 A	Administrative Services Manager II	1	89,485.08	89,485.08			89,485.08	40,268.29	129,753.37
1004 A	Administrative Services Manager III	1	117,064.32	117,064.32			117,064.32	52,678.94	169,743.26
0208 A	Battalion Chief	1	141,192.00	141,192.00	4,941.72	4,384.01	150,517.73	67,732.98	218,250.71
220 A	Director, LA-RICS	1	200,000.00	200,000.00			200,000.00	90,000.00	290,000.00
1120 A	Executive Assistant	1	108,729.84	108,729.84			108,729.84	48,928.43	157,658.27
2565 A	Information Technology Manager I	1	116,356.44	116,356.44			116,356.44	52,360.40	168,716.84
2109 A	Management Secretary III	1	63,996.00	63,996.00			63,996.00	28,798.20	92,794.20
2096 A	Secretary III	4	47,265.84	189,063.36			189,063.36	85,078.51	274,141.87
<b>Grand Total</b>		<b>14</b>	<b>1,033,145.84</b>	<b>1,257,433.52</b>	<b>4,941.72</b>	<b>4,384.01</b>	<b>1,266,759.25</b>	<b>570,041.66</b>	<b>1,836,800.91</b>

# Los Angeles Regional Interoperable Communication System

## Technical Staffing Plan

Year 1 (RFP Support)		
Internal Services		
Staffing	# of Mos.	Yearly Costs
Technical Manager (01082A)	12	238,097
Radio Eng. RF (02568A)	9	220,742
Radio Eng. RF (3529A)	6	117,867
Radio Eng. RF (3529A)	6	117,867
Radio Eng. RF (3529A)	6	117,867
Radio Eng. RF (3529A)	1	19,645
Facilities Eng. (03529A)	9	176,801
Microwave Eng. (03529A)	4	78,578
Network Eng (03531A)	4	88,446
Network Eng (02572A)	4	112,344
Technical Support Specialist (02577A)	6	122,904
Comm Tower/Line Worker (07818A)	2	27,389
Drafting Spec. (03720A)	2	24,414
Telecom Technician (06542A)	4	61,519
<b>TOTALS</b>	<b>75</b>	<b>\$ 1,524,480</b>

Year 2-5 (Implementation)		
Internal Services		
Staffing	# of Mos.	Yearly Costs
Technical Manager (01082A)	12	238,097
Radio Eng. RF (02568A)	12	228,238
Radio Eng. RF (3529A)	12	182,805
Radio Eng. RF (3529A)	12	182,805
Radio Eng. RF (3529A)	12	182,805
Radio Eng. FCC (03529A)	2	39,289
Facilities Eng. (03529A)	12	182,805
Microwave Eng. (03529A)	9	176,801
Network Eng (03531A)	9	199,003
Network Eng (02572A)	9	252,773
Technical Support Specialist (02577A)	9	184,356
Comm Tower/Line Worker (07818A)	6	82,166
Drafting Spec. (03720A)	4	48,827
Telecom Technician (06542A)	12	143,118
<b>TOTALS</b>	<b>132</b>	<b>\$ 2,323,890</b>

**Radio Engineer RF (ISD):** Senior engineering staff with intimate technical knowledge of Public Safety Radio Networks

**Radio Engineer FCC (ISD):** Engineer with knowledge of Federal Communications Commission licensing and regulatory issues

**Facilities Engineer (ISD):** Employee with specific knowledge of County's facilities, installation standards and documentation

**Network Engineer (ISD):** Employee with specific knowledge to support the network requirements for the new systems

**Microwave Engineer (ISD):** Employee with specific knowledge to support the microwave network requirements for the new systems.

**Drafting Specialist (ISD):** Employee with specific skills to generate necessary drawings, retrieve County voice and data systems drawings and standards

**Telecom Technicians (ISD):** Technicians with specific knowledge of voice, microwave, network and data systems, wireless communications components, facilities, and backhaul networks.

**Technical Support Specialist:** Employees with specific technical knowledge (field, depot, and C&C).



# Los Angeles Regional Interoperable Communication System

## Technical Staffing Plan

Year 1 (RFP Support and Contingency Projects)		
Information Technology Agency		
Staffing	# of Mos.	Yearly Costs
Technical Manager (7614-PMIII)*	12	235,735
Voice Radio Engineer (7610)	12	235,735
Mobile Data Radio Engineer (7610)	12	235,735
911 Dispatch Center Engineer (7610)	12	235,735
Fiber Optics Network Engineer (7610)	12	235,735
Field Equipment Radio Engineer (7608-III)	12	235,735
Facilities Engineer (7608-III)	12	235,735
Microwave Radio Engineer (7608-II)	12	235,735
<b>TOTALS</b>	<b>96</b>	<b>\$ 1,885,879</b>

Year 2-5 (Support Design & Implementation)		
Information Technology Agency		
Staffing	# of Mos.	Yearly Costs
Technical Manager (7614-PMIII)*	12	235,735
Voice Radio Engineer (7610)	12	235,735
Mobile Data Radio Engineer (7610)	12	235,735
911 Dispatch Center Engineer (7610)	12	235,735
Fiber Optics Network Engineer (7610)	12	235,735
Field Equipment Radio Engineer (7608-III)	12	235,735
Facilities Engineer (7608-III)	12	235,735
Microwave Radio Engineer (7608-II)	12	235,735
<b>TOTALS</b>	<b>84</b>	<b>\$ 1,885,880</b>

\$ 3,410,359

**Voice Radio Engineer (ITA):** Senior engineering staff with intimate technical knowledge of Public Safety Voice Radio Networks

**Mobile Data Radio Engineer (ITA):** Senior Engineering staff with intimate technical knowledge of Public Safety Mobile Data Radio Networks

**911 Dispatch Center Engineer (ITA):** Senior Engineering staff with specific knowledge to support the 911 Dispatch Center network requirements for the new systems

**Fiber Optics Network Engineer (ITA):** Senior engineering staff with intimate technical knowledge of Fiber Optics Networks

**Field Equipment Radio Engineer (ITA):** Engineer with specific knowledge of voice radio and mobile data radio equipment

**Facilities Engineer (ITA):** Engineer with specific knowledge of City's facilities, installation standards and documentation

**Microwave Engineer (ITA):** Engineer with specific knowledge to support the microwave network requirements for the new systems.

\* The Project Management (PM) Bonus is pending the final structure of the Organization according to the City CAO.

NOTE: This is subject to formal written approval by the General Manager in Information Technology Agency.



## LOS ANGELES REGIONAL INTEROPERABLE COMMUNICATIONS SYSTEM AUTHORITY

2525 Corporate Place, Suite 200  
Monterey Park, California  
(323) 881-8291

SCOTT L. POSTER  
TASK FORCE LEADER

May 6, 2010

Board of Directors  
Los Angeles Regional Interoperable Communications System Authority (the "Authority")

Dear Directors:

**APPROVE DELEGATION OF AUTHORITY TO THE JPA TASK FORCE LEADER  
TO AUTHORIZE EXPENDITURES OF BUDGETED FUNDS IN SUPPORT OF THE  
LOS ANGELES REGIONAL INTEROPERABLE COMMUNICATIONS SYSTEM**

### **SUBJECT**

The delegation of authority to the Joint Powers Authority's (JPA) Task Force Leader to approve expenditures and payment of invoices is required.

### **RECOMMENDATION OF THE BOARD TO:**

1. **APPROVE** of delegated authority to the JPA Task Force Leader to approve expenditures and cause invoices to be paid through the Authority's Treasurer (County Treasurer and Tax Collector) to support the Authority's approved projects and expenses.
2. **APPROVE** the authority of the JPA Task Force Leader to approve payment of invoices up to \$100,000.00 per single transaction without further Board Action.
3. **APPROVE** the requirement that any invoice or expense of \$100,000.00 or more be pre-approved by the Board of Directors prior to approval by the Task Force Leader.

### **BACKGROUND**

The Joint Powers Authority was established in 2009 with no budget or procurement policy. The budget has been developed and a methodology to expend funds is required.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The recommended action will enable the JPA Task Force Leader with signature authority for the acquisition of services and goods such as supplies, equipment, and material of every kind required to replenish stock items and approval of all invoice payments.

**FISCAL IMPACT/FINANCING**

There is no fiscal impact to provide delegated authority to approve payment of receipts and invoices.

**IMPACT ON CURRENT SERVICES (OR PROJECTS)**

Approval to make purchases and/or invoice payment for such items of supplies and materials, equipment or services is necessary for the operation of LA-RICS.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Scott L. Poster', with a stylized flourish extending to the right.

Scott L. Poster  
Task Force Leader  
SLP:dm

c: County Counsel





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SCOTT L. POSTER  
TASK FORCE LEADER

May 6, 2010

Board of Directors  
Los Angeles Regional Interoperable Communications System Authority (the "Authority")

Dear Directors:

### **REQUEST TO APPROVE THE POSITION DESCRIPTION AND CLASS SPECIFICATION FOR THE EXECUTIVE DIRECTOR OF THE AUTHORITY**

#### **SUBJECT:**

It is recommended that the Authority approve the attached position description and class specification for use in recruiting an Executive Director for the Authority.

#### **BACKGROUND:**

The Executive Director's position is necessary to manage, direct, and lead the Los Angeles Regional Interoperable Communication System (LA-RICS) project, which includes the development of, coordination, integration, and continued maintenance of a regional public safety interoperable radio system. The system will enable authorized users to communicate with each other using one communication system during both routine and emergency operations.

If approved, the class specification will be used to recruit the Executive Director. Once the class specification is approved, then the salary and employee benefits will be developed for submittal to your Board for approval on June 4, 2010. If the class specification item for the Executive Director position cannot be established within the County, the Executive Director's position may be taken from an existing equivalent classification assigned to a County Department (IE Chief Deputy, Director, etc). County Department Heads have flexibility to fill certain unclassified positions that are exempt from civil service rules. The newly approved class specification for the Authority's Executive Director will be utilized for criterion during recruitment.

A five (5) person Ad Hoc Recruitment Committee will be formed by the Task Force Leader — consisting of two (2) board members, County Counsel (acting as counsel for the Authority), County Human Resources (acting as a subject matter expert for the Authority), and the Task Force leader to receive and review applications for the Director's position, and will review resumes, interview applicants, and provide two (2) candidates to the Board for a final interview and selection during a Board of Directors closed session.

## **AGENDA ITEM 8**

**PURPOSE / JUSTIFICATION OF RECOMMENDED ACTION:**

Approval of the recommended action to identify the position will ensure successful direction of the Project.

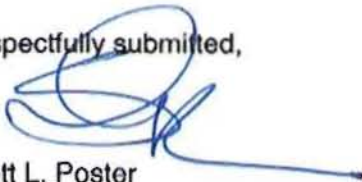
**FISCAL IMPACT / FINANCING**

Salary, employee and fringe benefits will be negotiated with applicant.

**FACTS AND PROVISIONS / LEGAL REQUIREMENT**

The County's Chief Executive Office, Classification and Compensation Unit have reviewed the position description and class specification for the Executive Director.

Respectfully submitted,



Scott L. Poster  
Task Force Leader  
SLP:dm

c: County Counsel

Attachments: County of Los Angeles Position Description (Director, LA-RICS) — DRAFT



**COUNTY OF LOS ANGELES  
POSITION DESCRIPTION**

**TITLE:** DIRECTOR, LOS ANGELES REGIONAL INTEROPERABLE COMMUNICATION SYSTEM (LA-RICS)

**ITEM NUMBER:** 0222

**APPROVAL DATE:** PENDING

**DEFINITION:** Directs the Los Angeles Regional Interoperable Communication System (LA-RICS), which is responsible for the development of, coordination, integration, and continued maintenance of regional public safety interoperable radio system which will enable authorized users to communicate with each other using one communication system during both routine and emergency operations.

**STANDARDS:** This position reports to the Joint Powers Authority (JPA) Board of Directors and serves as primary liaison for supporting interoperability between the JPA, State, Federal, County, and City agencies including the Federal Bureau of Investigation and the California Highway Patrol. This position has the overall responsibility for the overall regional and cooperative planning and coordination of governmental services to establish a wide-area interoperable public safety communications network. In this capacity, the person independently serves as the highest level of technical and administrative review of the LA-RICS project and overall management of the program. This person must possess refined written and oral communication skills, a comprehensive knowledge of public safety, and knowledge of an experience in large-scale, complex project management experience for communications projects. In addition, the person must possess a thorough knowledge of the management of Federal grant funds, large-scale interoperable communications systems, and an understanding of optimal practices when working and collaborating with various agencies and community stakeholders.

**EXAMPLES OF DUTIES:**

Under the direction of the LA-RICS JPA Board of Directors, the Director's responsibilities are summarized, as follows:

- Directs the preparation of the LA-RICS Long-Range Strategic Project Plan to include system engineering and design, system build-out, acceptance and testing and migration and user training; monitors and evaluates accomplishments of plan objectives, and periodically updates the plan.
- Manages the development and implementation of all phases of the LA-RICS Project including vendor selection, contracts negotiation, project development and construction, and ongoing operations



- Provides overall leadership, direction, and project management for the LA-RICS Project
- Manages the strategic aspects of the design, development and maintenance of LA-RICS
- Oversees group managers from various participating agencies tasked with various technical, operational, and administrative responsibilities
- Implements goals and objectives established by the JPA Board of Directors in coordination with Countywide law enforcement, fire, and emergency medical communications needs
- Ensures that the JPA Board and stakeholders are well informed of the progress and issues relating to LA-RICS; provides quarterly reports to the JPA Board regarding status of the project and accomplishments
- Ensures that County-wide user needs are identified and properly addressed
- Provides staff support for meetings of the Board of Directors
- Negotiates and recommend approval of all contracts necessary for the operation of the JPA
- Serves as primary liaison with affected local, state, and federal agencies necessary for the successful implementation of LA-RICS; promotes the interchange of information and data to achieve maximum system compatibility
- Develops strategic plans in collaboration with various agencies and community stakeholders that facilitate the implementation of the LA-RICS Project

#### **MINIMUM REQUIREMENTS:**

Demonstrated knowledge, skills, and abilities required in managing a large and complex regional interoperable communication system for a diverse and geographically significant public or private organization including the planning, design, development, implementation, operation, and maintenance of public safety and emergency services communications systems. Ability to interpret systems plans and specifications for major communications systems implementation and/or purchases, and the ability to analyze contracts and formulate procedures governing the awarding of contracts.

Demonstrated knowledge, skills, and abilities to work with public officials, industry representatives, civic groups, or technical experts. Experience in, or knowledge of, organizational analysis techniques required to identify and consolidate functions and to assess systems and personnel resources required to carry out such functions. Knowledge of or experience in long range systems planning, need forecasting, cost-benefit analysis, and development of various methods of financing.

## **TRAINING AND EXPERIENCE:**

### **DESIRABLE QUALIFICATIONS:**

Desirable skills, abilities, and experience for candidates for this position include:

- Bachelor's degree or equivalent advanced education in Business Administration, Emergency Services Administration, Public Administration, Information Technology or a related field and management experience in communications technology with a broad knowledge of principles and techniques in the field. Ability to read and interpret systems plans and specifications for major systems implementation and/or purchases, and the ability to analyze contracts and formulate procedures governing the awarding of contracts.
- Demonstrated knowledge, skills, and abilities to work with public officials, industry representatives, civic groups, or technical experts. Experience in, or knowledge of, organizational analysis techniques required to identify and consolidate functions and to assess systems and personnel resources required to carry out such functions. Knowledge of or experience in long-range communications systems planning, need forecasting, cost-benefit analysis, and development or utilization of various methods of financing.
- Previous experience as a project director or manager of a large-scale, complex public safety communications project
- Understanding of the implications of various technical options and ability to guide the project to the most effective solution
- Ability to successfully communicate and discuss complex issues with the Board of Directors, staff, and other agencies and elected bodies
- Ability to effectively interact with leaders and senior managers of major governmental agencies or major corporations required to meet project goals



- Exceptional analytical, written and verbal skills needed to make presentation to the JPA Board of Directors and other participating governmental and community organizations
- Ability to develop project schedule and timeline with measurable milestones and to effectively monitor the work of staff, contractors, and consultants to ensure project schedules are met
- Ability to set priorities and to direct project activities often in the face of competing demands and limited resources
- Ability to obtain and to effectively manage available Federal grant funds to minimize the use of local agency funding to support the project
- Demonstrated managerial skills to function in a complex governmental environment where there are frequent competing interests that must be resolved quickly and effectively as possible without compromising the overall project
- Managerial experience in a major public safety agency, or working closely with a major public safety agency

**LICENSE:** California Class "C" Driver's License or the ability to utilize an alternative method of transportation.

**PHYSICAL CLASS:** "2" – Light.





## LOS ANGELES REGIONAL INTEROPERABLE COMMUNICATIONS SYSTEM AUTHORITY

2525 Corporate Place, Suite 200  
Monterey Park, California  
(323) 881-8291

SCOTT L. POSTER  
TASK FORCE LEADER

May 6, 2010

Board of Directors  
Los Angeles Regional Interoperable Communications System Authority (the "Authority")

Dear Directors:

**APPROVE RECRUITMENT AND HIRING OF THE MANAGEMENT TEAM IN ACCORDANCE WITH  
THE ATTACHED CLASS SPECIFICATIONS – POSITION DESCRIPTIONS AND SALARY  
RECOMMENDATIONS FOR ADMINISTRATIVE AND SUPPORT POSITIONS.  
"PERMANENT POSITIONS"**

**SUBJECT:**

It is recommended that the Authority approve recruitment and hiring of the management team to operate LA-RICS as discussed during the April 4, 2010 Board of Directors Regular Meeting.

**BACKGROUND:**

Permanent staffing and organizational structure is necessary to operate LA-RICS for the short and long term. Although these positions may be hired from any member of the Authority, the Board of Directors approved the majority of employees should be from one administrative agency. As each agency has different position descriptions County item descriptions were used for consistency. If an item is hired from an agency other than the County an equivalent item description would be utilized. As the vendor selection for the radio system approaches the team will need to be filled out. There is an urgency to fill some of the positions as soon as possible. Recruitment the approved positions will be prioritized and begin in May 2010. The critical positions are the Director, Management Secretary, and the Administrative/Finance Manager with support staff. The remaining positions will be filled as needed prior to August 2011.

Note: (\*) depicts the Administrative/Finance positions.

A detailed description of duties and proposed salary (of \$1.8 million) for fourteen (14) positions are as follows: *(Amount includes salary and employee benefits)*

- Accounting Officer I – \$96,520.00\*
- Administrative Services Manager I (Contracts/Agreements) – \$119,610.73\*
- Administrative Services Manager I (Grant Specialist) – \$119,610.73\*
- Administrative Services Manager II (Planning Manager) – \$129,453.37\*
- Administrative Services Manager III (Administration/Finance Manager) – \$169,743.26\*

## **AGENDA ITEM 9**

- Battalion Chief/Lieutenant (Operations Manager) -- \$218,250.71
- Director, LA-RICS -- approximately \$200,000.00 (*to be negotiated*)
- Executive Assistant (Liaison/Government Relations) -- \$157,658.27
- Information Technology Manager I (Technical Manager) -- \$168,716.84
- Management Secretary III -- \$92,794.20
- Secretary III (4 positions) -- \$274,141.87 (One Sec III is in the Administrative/Finance Section)\*

**PURPOSE / JUSTIFICATION OF RECOMMENDED ACTION:**

The purpose of the recommended action is to identify the positions and contract their services from an established administrative agency that is a member of the Authority. Contract services will eliminate the need for a separate infrastructure (human resources, risk management, payroll, etc.) in the Authority. The Authority will have no employees as each employee working for the Authority will be drawn from an administrative agency that will be responsible for salary and employee benefits and all human resource issues. The sponsoring administrative agency will be reimbursed for the salary and employee benefits for each employee assigned to the Authority by the Authority. It is agreed that no overhead charges will be billed to the Authority as overhead expenses will be borne by the sponsoring agency.

**FISCAL IMPACT / FINANCING**

Once a spending plan is approved and adopted by the Authority, the costs of operating the Authority will be shared by the members of the Authority as identified in the Joint Powers Authority (JPA) Agreement. Until the spending plan is adopted and implemented the cost of operating the Authority will be borne by the County and offset with federal grant funds including, but not limited to Homeland Security and Urban Area Security Initiative Grants.

**FACTS AND PROVISIONS / LEGAL REQUIREMENT**

The Chief Executive Office and Auditor Controller have reviewed the recommended action.

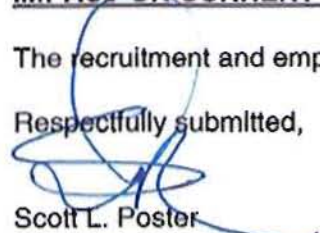
**CONTRACTING PROCESS:**

Employee agreements and contracts between the sponsoring administrative agencies and the Authority will need to be developed on an as needed basis.

**IMPACT ON CURRENT SERVICES (OR PROJECTS):**

The recruitment and employment of the management team is critical to the success of LA-RICS.

Respectfully submitted,



Scott L. Poster  
Task Force Leader  
SLP:dm

c: County Counsel



## **APPENDIX I – POSITION DESCRIPTIONS**

### **ACCOUNTING OFFICER I – \$66,566.16**

#### **CLASSIFICATION STANDARDS:**

Performs professional accounting work and directs a small staff engaged in the operation of an accounting system of moderate scale or complexity and in the work of a small group of related activities of a department. In determining the scale and complexity of the accounting system the following factors are considered: The number and diversity of accounts from the County's standard accounting system utilized in departmental operations; the degree and kind of departmental supplementation of the County's standard system, examples of which would include specialized cost accounting, proprietary accounting, and asset, liability, trust, or revenue accounting sub-systems; the kind and level of cost accounting work; types of reports required to meet legal requirements, management information needs, and the like; responsibility for an external auditing program or an internal audit program approaching in complexity the former; and the extent, if any, of an ongoing program of internal accounting systems and procedures development.

### **ADMINISTRATIVE SERVICES MANAGER I – \$82,490.16**

#### **CLASSIFICATION STANDARDS:**

Positions allocable to this class generally report to an Administrative Services Manager II or III and are responsible for one of a variety of departmental administrative service functions which may include:

- 1) Supervising the work of a small technical personnel staff or performing the more difficult technical personnel work.
- 2) Supervising the operation of large, highly specialized personnel processing and payroll operations in a medium to large county department
- 3) Supervising a small administrative staff responsible for assisting in the preparation of the departmental budget, conducting general management studies, or independently performing the more difficult, complex and sensitive studies.
- 4) Supervising or coordinating the operation and maintenance of a county administrative facility; Incumbents must have the ability to provide a full range of administrative and technical supervision over a work unit, have a good working knowledge of departmental and unit functions and operations, and the ability to write and speak effectively.

### **ADMINISTRATIVE SERVICES MANAGER II – \$89,485.08**

#### **CLASSIFICATION STANDARDS:**

Provide technical and administrative supervision over one or more teams of subordinates providing services. Typical assignments in this class include:

- 1) Developing and supervising departmental budget preparation procedures, analyzing budget requests and supervising and participating in the preparation and justification for an annual budget request
- 2) Supervising department personnel staff performing classification, recruitment or other departmental personnel services
- 3) Supervising systems and work measurement staff engaged in planning, analyzing, directing and conducting systems, organization, methods and work measurement studies



## **APPENDIX I – POSITION DESCRIPTIONS**

- 4) Incumbents must have the ability to provide full technical and administrative supervision to professional and technical staff and have a thorough working knowledge of departmental operations.

### **ADMINISTRATIVE SERVICES MANAGER III – \$117,064.32**

#### **CLASSIFICATION STANDARDS:**

Positions allocable to this class report to a division level manager and are responsible for directing, through subordinate managers, a section which provides one of a variety of administrative services which may include:

- 1) Directing a departmental budget unit with immediate responsibility for preparing and administering the budget.
- 2) Directing department personnel operations or directing a major segment of a department personnel program
- 3) Directing technical and clerical staff in the departmental staff allocation control, annual fixed asset budget preparation, and equipment control functions
- 4) Department-wide responsibility for the systematic review of work functions and the planning, assignment, direction and evaluation of staff performing systems and work measurement studies.
- 5) Positions allocable to this class serve as the highest level of technical review of departmental policies and procedures; decisions and recommendations made at this level have major department-wide impact.
- 6) Incumbents must have a very good knowledge of departmental operations, policies, procedures, laws, regulations and ordinances governing the activities within their areas of responsibility, the ability to manage section operations through subordinate supervisors, and integrate functions with departmental objectives. Incumbents must possess broadly developed management and delegation skills which will allow for their rotation between primary management assignments.

**DIRECTOR** – approximately \$200,000.00 salary to be negotiated.

#### **CLASSIFICATION STANDARDS:**

Included on Board Letter (see Agenda Item 8).

### **EXECUTIVE ASSISTANT – \$108,729.84**

#### **CLASSIFICATION STANDARDS:**

The one position allocated to this class in a department typically reports to a Department Head. The position is responsible for providing a wide range of staff support services on the more complex departmental management issues and operational needs, including conducting special administrative and research studies affecting departmental operations and acting as liaison and coordinator for the director within the department and between the various commissions, boards, committees and public and private entities.

## **APPENDIX I – POSITION DESCRIPTIONS**

### **INFORMATION TECHNOLOGY MANAGER I – \$116,356.44**

#### **CLASSIFICATION STANDARDS:**

Positions allocable to this class are allocated to a departmental centralized IT organization and are responsible for managing the staff and resources of a small division or large section that provide information technology services for business users. Information Technology Managers are classifications requiring a high degree of professional information technology knowledge as well as a broad range of management skills including organizational design, strategic planning, budgeting and personnel management.

### **MANAGEMENT SECRETARY III – \$63,996.00**

#### **CLASSIFICATION STANDARDS:**

Positions in this class is allocated when the work of the supervisor requires full-time personal secretarial assistance. The level of secretary allocated is related primarily to the level of supervisor served. Typically, positions allocable to this class provide full-time personal and confidential administrative secretarial assistance to a deputy director and characterized by the professional or technical nature of work performed, or major protective or recreational service provided. Also allocable to this class are positions which provide personal secretarial assistance to management positions responsible for directing the administrative operations.

### **OPERATIONS MANAGER (Battalion Chief/Lieutenant) – \$141,192.00**

#### **CLASSIFICATION STANDARDS: (SWORN POSITION)**

Has immediate responsibility for coordinating the **Operational requirements** of all members of the LA-RICS JPA and directs the staff within the Section to **complete, analyze, and execute** the policies and procedures relevant to the radio system, equipment, maintenance, and training.

Incumbent is responsible for supervision of participants within the Operations Section; ensuring, through subordinate staff that the system, equipment, and training is planned, analyzed, and executed to meet the needs of the first responder. Incumbents of this class must, through subordinate staff, exercise thorough knowledge of the operational policies and procedures governing the respective disciplines and of emergency operations.

### **SECRETARY III – \$47,265.84**

#### **CLASSIFICATION STANDARDS:**

Positions in this class is allocated when the work of the supervisor requires full-time personal secretarial assistance. The level of secretary allocated is related primarily to the level of supervisor served. Typically, positions allocable to this class provide full-time secretarial assistance the head of a major section or minor division and characterized by the professional or technical nature of work performed.





# **Board of Directors MEETING MINUTES**

**LOS ANGELES REGIONAL  
INTEROPERABLE COMMUNICATIONS SYSTEM AUTHORITY**

April 1, 2010

Grace E. Simons Lodge  
1025 Elysian Park Drive, Los Angeles, CA 90012

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## **Board Members Present:**

William "Bill" Fujloka, Chair, CEO, County of Los Angeles  
Charles "Charlie" Beck, Vice Chair, Police Chief, City of Los Angeles  
Mark Alexander, City Manager, City of La Canada Flintridge, representing Contract Cities Association  
Leroy Baca, Sheriff, County of Los Angeles County  
Michael Bowman, Police Chief, Los Angeles Unified School District  
P. Michael Freeman, Fire Chief, County of Los Angeles  
Reginald "Reggie" Harrison, Deputy City Manager, City of Long Beach  
LeRoy Jackson, City Manager, City of Torrance, representing At Large Seat  
Millage Peaks, Fire Chief, City of Los Angeles  
Donald "Don" Pedersen, Police Chief, City of Culver City, representing At Large Seat  
Scott Pickwith, Police Chief, City of LaVerne, representing the Los Angeles County Police Chiefs Association  
Kim Raney, Police Chief, City of Covina, At Large Seat  
Alex Rodriguez, Fire Chief, City of Santa Fe Springs, representing the Los Angeles Area Fire Chiefs Association  
Gregory "Greg" Simay, Assistant General Manager, City of Burbank Water & Power, representing At Large Seat

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## **Representatives For Board Members Present:**

Tom Coultas, representing Miguel Santana, CAO, City of Los Angeles  
Cathy Chidester, representing John Schunhoff, Interim Director, DHS, County of Los Angeles  
June Gibson, representing Gerry Millor, Chief Legislative Analyst, City of Los Angeles

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## **Officers Present:**

Scott Poater, Task Force Leader  
John Radeleff, Deputy Task Force Leader  
Wendy Quintero, Board Secretary

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## **Representatives For Officers Present:**

Yee, Connie, representing Wendy Watanabe, Los Angeles County Auditor-Controller

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## **Absent:**

Mark Saladino, Los Angeles County Treasurer and Tax Collector





I. CALL TO ORDER

A meeting of the Los Angeles Regional Interoperable Communications Systems Authority Board of Directors was called to order on April 1, 2010 at 9:00 a.m. by the Chair Bill Fujioka.

II. ANNOUNCE QUORUM – Roll Call

A quorum was present, no formal roll call.

III. PRESENTATIONS

Chair Bill Fujioka presented a plaque recognizing Deputy Chief Dennis Keane for his key role and contributions (ten years) to the LA-RICS project and congratulates him on his upcoming retirement from the Los Angeles Fire Department. Several Board Members acknowledged his leadership, professionalism, and dedicated service to public safety.

IV. APPROVAL OF MINUTES

Motions were made for approval of the minutes from the March 4, 2010, Board of Directors Regular Meeting.

**MOTION APPROVED.**

V. CONSENT CALENDAR

None.

VI. REPORTS (1 – 3)

1. Response for Items from previous meeting of March 4, 2010

Scott Poster, Task Force Leader, stated that Items 3e, 3g, and 6a would be addressed in a report by Tim Coultas of the Finance Committee.

**Agenda Item A-1. Item 3e** – Proposed Joint Powers Authority (JPA) Management Team Composition and Job Analysis Specification, **Agenda Item A-2. Item 3g** – Proposed Operating Budget, and **Agenda Item A-5. Item 6a** – Proposed Operating Budget for Management Staff.

Scott Poster provided responses to Items 4, 5b, 8a, and 10a as follows:

**Agenda Item A-3. Item 4** – Approval of Reprogramming 2007 UASI Funds were approved by the LA Long Beach USAI Approval Authority on January 28, on a conference call hosted by Charles DeCuir.

**Agenda Item A-4. Item 5b** – Ad Hoc RFP Committee for selection of Evaluation Team and Subject Matter Experts Composition is a five (5) person group, composed of County Counsel, a representative from the LA Mayor's office, Long Beach, County of Los Angeles Internal Services Department (ISD), and the Task Force Leader.



**Agenda Item A-6. Item 8a** – Embedded Financing: approval of alternative financing to be removed from the Request for Proposal (RFP) portion was a tabled item at the last meeting and the alternative financing has been included in the RFP and the language was sent to the JPA Board.

**Agenda Item A-7. Item 10a** – LA-RICS JPA Brown Act Handbook was distributed to the Board and posted on the Authority's website.

2. **Committee Reports**

Finance Committee Chair Tom Coultas reported that the Committee met on March 22, 2010 to consider a report from the Task Force Leader in regards to the preliminary budget and operating staff for the LA-RICS project. He stated that the committee discussed the positions and the proposed organization chart—reaching the following conclusions:

- Permanent staffing and budget will be required in order to move the project forward. A preliminary organizational structure with thirteen (13) positions is proposed, which would be the baseline staffing and will scale up as necessary. The projected cost for staff is \$1.7 million dollars. **The working group is in the process of developing position descriptions, which will be coming back to the next Finance Committee meeting.**
- The Director's position is being developed and a salary of approximately \$200,000.00 dollars is proposed, which is consistent with what the County utilizes as base salary for a small department. Given the size and scope of this project the salary is believed to be suitable and appropriate to recruit the level of talent necessary to run this project. The overhead rate is about 45%, which is consistent with the County employee benefits.
- Finance Committee report recommendation #5 states to *"adopt a policy that all costs incurred by any agency prior to the adoption of the LA-RICS Funding Plan shall be borne by the agency incurring the cost and the agency shall not seek reimbursement from the JPA"*, which needs to be further discussed within the Finance Committee. **It is asked that this item be placed on the next meeting's agenda as an action item, where the committee will be proposing that the JPA adopt the permanent staffing as proposed and move forward with the position descriptions, salary recommendations, and the recruitment for the Director. Further, to authorize the Task Force to complete the remaining position descriptions and bring salary recommendations back to the committee and to adopt the budget as identified.**

**For the next meeting this recommendation will be added as an Action Item.**

Board Member LeRoy Jackson asked where the funding sources were.

Board Representative Tom Coultas stated the preliminary funding source for the positions is from the County, as additional funding sources and the budget are developed, grant resources will also be used.





Board Member Mark Alexander asked if the committee was going to provide a budget that shows operating revenue and expenditures.

**Board Representative Tom Coultas stated that budgetary information would be provided to the Board in future meetings describing the budget with expenditures and revenue.**

Chair Bill Fujjoka mentioned that an item was being proposed for future agenda.

Chair Bill Fujjoka stated there was no reportable action from the (b) Operations Committee or (c) Legislative Committees.

3. Project Status

Scott Poster provided a brief description of the project status since the last meeting. It was stated the LA-RICS organization is transitioning to a post RFP status while focusing on active projects. At this time, six (6) projects from the 2007 SHSGP are being advanced, along with fourteen (14) projects from JAG, seven (7) in the City of Los Angeles and seven (7) in the County of Los Angeles. Also, two (2) projects are being advanced from the CEO funds. Approximately four hundred (400) individual tasks are being re-directed. The staff inside the JPA is changing to focus on these projects in order to move forward. A brief description of these grants was included in the agenda.

VII. ADMINISTRATIVE MATTERS (4 – 6)

4. Meeting Protocols

a. **ACTION ITEM:** Approve adoption of Public Meeting Protocols.

Scott Poster stated there are meeting protocols included within the Brown Act Handbook. The Brown Act Handbook is being posted and he recommends approving the public meeting protocols.

Chair Bill Fujjoka stated that when motions were presented they would be put on the table at that meeting and will be considered at the next meeting, unless it's a matter of urgency. Allowing time for everyone, especially those impacted by what is being recommended, to analyze it, consider it and come back with the right positions.

Jose Silva, JPA Counsel, stated there are protocols for the meeting, which will be adopted later at this meeting where there is a section that deals with motions and all the particular issues.

Board Member Mark Alexander commented on a section in the Public Meeting Protocols that states, *"No standees shall be permitted"*. It is stated this protocol is unnecessary. It is also stated that in the section "Additions to the Agenda" it says, *"Any such action item or discussion item shall be added to the agenda at the discretion of the Chair."* It is commented





that in regards to the Brown Act, in order to add an item to the agenda after it has been posted, a procedure is to be followed that a motion is needed along with a  $\frac{3}{4}$  vote on the item which was brought to the attention of the Board, subsequent to the posting of the agenda.

Chair Bill Fujioka states that the Board Member Mark Alexander is referring to the section in the "Additions to the Agenda" where it speaks to adding action items to the discussion items that are replaced in the agenda, but no less than five (5) full business days before a meeting. "One needs to differentiate what is being placed on the agenda five (5) days prior to with sufficient notice versus what requires a motion. If it needs clarification to make a stronger distinction between the two then the changes can be done. **With respect to those standing, it seems unnecessary and will be taken out. With that a motion is put on the table.**"

**MOTION APPROVED.**

5. RFP Release

- a. **ACTION ITEM:** Authorize the LA-RICS Task Force Leader to release to the public the RFP through the County of Los Angeles Internal Services Department (ISD) on April 5, 2010. The RFP will be posted on the ISD website at <http://isd.lacounty.gov> and the Authority's website at [www.la-rics.org](http://www.la-rics.org). ISD shall accept vendor responses to the RFP through August 5, 2010 or such later date as the Authority may determine.

Scott Poster stated the action item and requested approval.

Motion made that RFP will be released on April 5<sup>th</sup>.

**MOTION APPROVED.**

6. Selection of Evaluation Team and Subject Matter Experts

- a. **ACTION ITEM:** Authorize the Task Force leader to select the Evaluation Team and Subject Matter Experts (SMEs) from nominees received by the JPA.

The seventh member will be selected from the list of nominees submitted by the Authority members. Although Authority members may submit multiple nominations, only one voting member will be selected from all nominations.

Scott Poster reports that requests have been sent out to the Board Members and the 85 organizations within the JPA. Currently there are two (2) unfilled positions for evaluators. **Action Item – Authorize the Task Force leader to select the evaluation team and SMEs from nominees received by the JPA and solicit evaluators SMEs from JPA members at large to fill vacancies.**



This would allow the Task Force Leader to have the ability to take the nominees that have been presented and if there are vacancies, to have the ability to solicit the Board to have those vacancies filled.

Board Member LeRoy Jackson asked which two (2) positions were not filled.

Scott Poster responded that the Los Angeles Area Fire and County Police Chiefs Association are not filled.

Board Member LeRoy Jackson asked what is involved in the selection process.

Scott Poster responded that additional time was given for nominations and if there is a vacancy he asked for the ability to solicit the members of the JPA to fill the vacancy, which would then be presented to the Ad Hoc Committee for review and selection of the evaluation team. He also stated that the Los Angeles Area Fire and County Police Chiefs Association were contacted and the County Police Chiefs Association was unable to contribute an evaluator for the length of time needed for the evaluation process.

Board Member LeRoy Jackson expressed concerns about changing the membership of the evaluation team.

Chair Bill Fujioka states that unless the two entities nominate a member for the evaluation team the membership would not need to change. It is strongly encouraged to find members to represent these two entities.

Board Member Leroy Baca asks about the time sequence and when the evaluation team would begin.

Scott Poster reports that training for evaluators would be in May and June.

Board Member Leroy Baca asks when the RFP is supposed to be returned by perspective vendors.

Scott Poster states that responses to the RFP would be August 5, 2010. The obligation and responsibility for the evaluators would include training in June and beginning the second week of August until December it would be full time. The first 2 months will be full time and the last 2 months could be full time depending on the progress.

**Chair Bill Fujioka states that since training will take place in May, most likely June, the item will be tabled one meeting. It is asked to recommend a representative from the Los Angeles Area Fire and County Police Chiefs Association to be part of the evaluation team. If there is no member to fill these positions, then it is moved to go with the Task Force Leader's recommendation to appoint someone.**

Scott Poster recommended at this meeting to provide the Task Force Leader the authority to select the persons nominated for evaluator positions.

Chair Bill Fujioka reiterates the request to bifurcate the Action Item.





Scott Poster stated, after Board Member LeRoy Jackson asked about the selection of the evaluation team by the Board, that the final selection of the Evaluation team is selected by the Ad Hoc Committee. If it is selected by the Board it would be a Brown Act committee and would not be able to work freely. This is the reason for giving the Task Force Leader the opportunity to take the nominees from the Board and have the Ad Hoc Committee make the final selection. It is reiterated that the Ad Hoc Committee is composed of the Task Force Leader, County Counsel, and a representative from LA Mayor's office, Long Beach, and ISD. It is also stated that the evaluator's names are confidential and will not be released.

Chair Bill Fujioka reiterates there is a motion on the table with the recommended bifurcation.

**MOTION APPROVED.**

VIII. MISCELLANEOUS – (None)

IX. ITEMS FOR FURTHER DISCUSSION AND ACTION BY THE BOARD

Chair Bill Fujioka stated these issues are to be discussed on May 6, 2010:

1. The two (2) vacant positions for the Evaluation team by the Los Angeles Area Fire and County Police Chiefs Association.
2. Budget Information from the Finance Committee Chair.

X. PUBLIC COMMENTS

No additional comments from the public on Items of interest were received.

XI. ADJOURNMENT and NEXT MEETING

Chair Bill Fujioka adjourned the meeting at 9:36 a.m.

The next regular meeting of the Board of Directors is scheduled for Thursday, May 6, 2010, at 9:00 a.m. at the Grace E. Simmons Lodge.

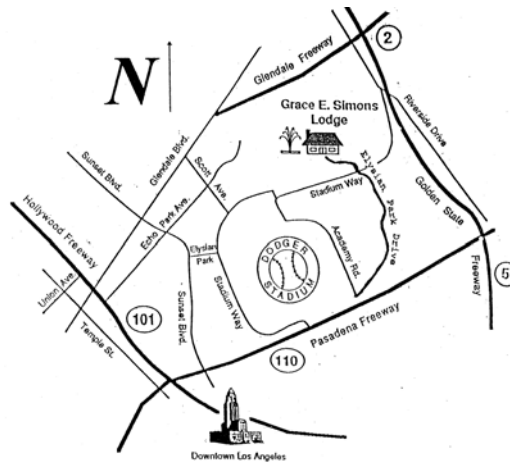


Wendy Quintero, Board Secretary



Grace E. Simons Lodge...1025 Elysian Park Drive...Los Angeles, CA...90012

Map and Driving Directions:



- **5 Freeway NORTH:**

Exit Stadium Way, Turn Left on Riverside Drive. Turn Left on Stadium Way, Turn Right at top of hill on Elysian Park Drive.

- **5 Freeway SOUTH:**

Exit Stadium Way, Turn Left on Stadium Way. Turn Right at the top of the hill on Elysian Park Drive.

- **110 Freeway NORTH:**

Take the 110 North to the 5 North. Exit Stadium Way, Turn Left on Riverside Drive. Turn Left on Stadium Way, Turn Right at top of hill on Elysian Park Drive.

- **2 Freeway SOUTH:**

Take the 2 South to the 5 South. Exit Stadium Way, Turn Left on Stadium Way. Turn Right at the top of the hill on Elysian Park Drive.

- **101 NORTH:**

Exit Glendale Blvd/Echo Park. Go straight on Union Ave. Turn left on Temple St. Turn left on Glendale Blvd. Turn right on Scott Ave. Turn left on Stadium Way. Turn right on Academy Road, immediately turn left back onto Stadium Way. Go half (1/2) mile and turn left on Elysian Park Drive.

- **Sunset Boulevard WEST:**

Take Sunset Blvd., West, Turn right on Elysian Park Avenue. Turn left on Stadium Way. Turn right on Academy Road, immediately turn left back onto Stadium Way. Go half (1/2) mile and turn left on Elysian Park Drive.