



AGENDA

LOS ANGELES REGIONAL INTEROPERABLE COMMUNICATIONS SYSTEM AUTHORITY

BOARD OF DIRECTORS REGULAR MEETING

Thursday, September 2, 2010 • 9:00 a.m. – 10:30 p.m.

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

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

AGENDA POSTED: August 27, 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>.

Members:

1. **William T Fujioka**, 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

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. **Vacant**, 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 August 5, 2010, Board of Directors Regular Meeting

IV. CONSENT CALENDAR – (None)

V. REPORTS (1 – 3)

1. Committee Reports – no reportable action
2. Project Status – Poster
 - a. Proposer Evaluation Progress
 - b. LA Safety Net
 - c. Narrow banding – Washington D.C.
3. Grant Status – Henry
 - a. State Homeland Security Grant Program (SHSGP)
 - b. Justice Association Grant/American Recovery And Reinvestment Act (JAG-ARRA)
 - c. Urban Areas Security Initiative (UASI)

VI. ADMINISTRATIVE MATTERS (4 – 6)

4. Officer of the Board – Poster
 - a. DISCUSSION ITEM: Recommendation to appoint a secretary to serve as the Secretary to the Authority.
5. Agreement for an Independent Contractor (Grant Specialist) – Poster
 - a. ACTION ITEM: It is recommended that your Board approve an independent contractor (Sara Henry) to serve a grant specialist for the Authority. The County's Chief Executive Office has agreed to offer Ms. Henry a Delegated Authority Agreement (DAA) for her services. The Authority will reimburse the County for service rendered in the same manner as employees provided to the Authority by the County

Attachment: Item 5

6. Recommendation for the Director Appointment – Poster
 - a. ACTION ITEM: Approve the process to appoint the LA-RICS Director.

Attachment: Item 6



VII. MISCELLANEOUS – (None)

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

IX. PUBLIC COMMENT

X. ADJOURNMENT – NEXT MEETING: Thursday, October 7, 2010 at 9:00 a.m.
at the Grace E. Simons 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

September 2, 2010

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

Dear Directors:

REQUEST APPROVAL FOR USE OF AN INDEPENDENT CONTRACTOR AS A GRANT SPECIALIST FOR THE AUTHORITY

RECOMMENDATION

It is recommended that your Board approve an independent contractor (Sara Henry) to serve as a grant specialist for the Authority. The County's Chief Executive Office has agreed to enter into a Delegated Authority Agreement (DAA) with Ms. Henry for her services as a grant specialist. The Authority will reimburse the County for service rendered by Ms. Henry in the same manner as other employees provided to the Authority by the County.

BACKGROUND

The Authority has approved the hiring by the County of two (2) Administrative Services Managers, one to serve as a Grant Specialist and the other to serve as a Contracts/Agreement Specialist. Ms. Henry has the qualifications to serve the Authority as a Grant Specialist as well as a Contracts/Agreement Specialist. Ms. Henry will serve as the Contract/Agreement Specialist, and will also temporarily serve as the Grant Specialist until additional staffing is obtained to permanently fill such position. Ms. Henry currently serves the Authority on a part-time basis as a Grant Specialist.

The DAA identifies the position and compensation equivalent to the County of Los Angeles classification of Administrative Services Manager I. The DAA will have a term of three (3) years with an option two (2) years extension, contingent upon approval of the Authority.

The Statement of Work is attached.

Respectfully submitted,

Scott L. Poster
Task Force Leader

SLP:dm

cc: County Counsel

AGENDA ITEM 5

STATEMENT OF WORK

The County shall compensate CONSULTANT at an hourly rate of \$58 per hour.

The CONSULTANT shall provide contract management, grant management, and financial management services associated to the Los Angeles Regional Interoperable Communication System (LA-RICS) project.

CONSULTANT shall work closely with LA-RICS staff to ensure timely progress towards the completion of LA-RICS. This includes monitoring the progress of projects managed by the LA-RICS staff, developing project timelines, coordinating necessary documents for required approvals and tracking project milestones and deliverables.

CONSULTANT shall oversee and manage fiscal, legal, and programmatic contracting services for federal and state grants. This includes drafting, negotiating, processing, and monitoring professional service agreements, MOUs, amendments and other types of contracts for the LA-RICS project.

CONSULTANT shall coordinate meetings with subject matter experts, LA-RICS staff and government administrators to review project status and execute projects in accordance with timelines and budgets.

CONSULTANT shall manage and conduct procurements for LA-RICS projects. This includes drafting and reviewing Requests for Proposals.

CONSULTANT shall assist in identifying and securing additional grant funds for the LA-RICS project. This includes developing, composing, and submitting grant applications.

CONSULTANT shall assist in reviewing LA-RICS projects for compliance with standard policies and grant guidelines.

CONSULTANT shall liaise with government officials, grant administrators, and project stakeholders on an ongoing basis to ensure successful completion of LA-RICS. This includes preparing oral and written reports/briefings on matters associated with LA-RICS and effectively communicating project expectations with LA-RICS staff and stakeholders in a timely and clear fashion.

CONSULTANT shall work on additional special projects, which the County believes are important to furthering the development of LA-RICS, as agreed upon between parties for time to time.

REIMBURSABLE COSTS:

Reasonable out of pocket expenses, including mileage at current IRS allowance rate, for reasonable travel, shall be billed at CONSULTANT's cost, directly as they are incurred. Other travel expenses shall only be reimbursed if approved first in writing by the County and do not exceed the County travel expense reimbursement rates.



LOS ANGELES REGIONAL INTEROPERABLE COMMUNICATIONS SYSTEM AUTHORITY

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

SCOTT L. POSTER
TASK FORCE LEADER

September 2, 2010

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

Dear Directors:

APPROVE THE PROCESS FOR THE APPROVAL OF THE EXECUTIVE DIRECTOR OF THE AUTHORITY

RECOMMENDATION

It is recommended that your Board approve the process for the recruitment and selection of an Executive Director for the Authority.

The recruitment and selection process can be briefly summarized as follows:

1. County shall develop the criteria for the Executive Director position and conduct an Executive Director Recruitment to identify qualified applicants.
2. County, with input from the Interim Director, shall establish a screening panel to refine the applicant group.
3. County, with input from the Interim Director, shall establish an Interview Panel of four (4) individuals—Interim Director, Deputy CEO, representative from the LA Mayor's Office and the Sheriff's Department. The panel is to refine the group to two (2) applicants to move forward.
4. County CEO and Chief Deputy CEO to conduct selection interview of two (2) applicants.
5. County CEO to select Director and present to the Authority's Board of Directors for final approval.

BACKGROUND

The Authority approved the County to proceed with the recruitment and hiring of the Executive Director for the Authority during the May 6, 2010 Board of Directors Regular Meeting.

AGENDA ITEM 6

The Executive Recruitment Section of the County has established recommendations and criteria for the selection process of the Executive Director. A recruitment announcement was published on August 3, 2010 on the California State Association of Counties (CSAC) and National Association of Counties (NACO), as well as the DHR Executive Recruitment website and Fire and Police websites. The recruiting period closed on August 20, 2010.

PURPOSE / JUSTIFICATION OF RECOMMENDED ACTION

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, coordination, integration, and continued maintenance of a regional public safety interoperable radio system. The System will enable authorized users to communicate with each other during both routine and emergency operations.

Adoption of the recommended action 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 procedures established for executive recruitment by the County of Los Angeles through its Department of Human Resources shall be utilized in the recruitment process.

Respectfully submitted,

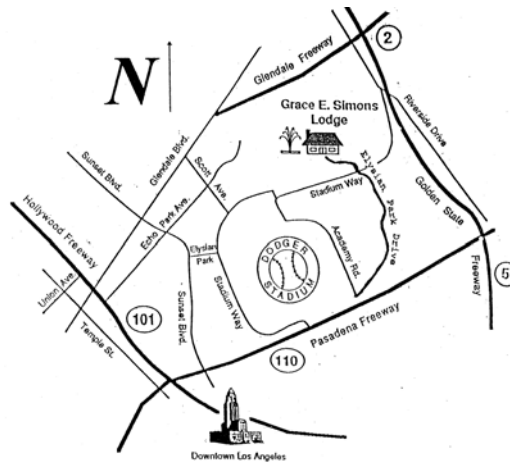


Scott L. Poster
Task Force Leader
SLP:dm

c: County Counsel

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.