



AGENDA

LOS ANGELES REGIONAL INTEROPERABLE COMMUNICATIONS SYSTEM AUTHORITY

BOARD OF DIRECTORS REGULAR MEETING

Thursday, July 7, 2010 • 10:30 a.m. – 12:00 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: July 1, 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. **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 June 3, 2010, Board of Directors Regular Meeting

IV. CONSENT CALENDAR – (None)

V. REPORTS (1 – 3)

1. Response for Items from previous meeting of June 3, 2010

Item A-1. Membership Documentation – Poster

- a. Resolution of the two members (UCLA and the City of Avalon) to LA-RICS.

2. Committee Reports

- a. Finance Committee Report – Perez
 - : Announce New Officers
 - : Status of Funding Plan
- b. Operations Committee Report
- c. Legislative Committee Report
- d. Technical Committee Report

3. Project Status – Poster

- a. Broadband Technology Opportunities Program (BTOP) Grant Application
- b. Broadband Border Initiative – Expansion of the Broadband Waiver
- c. Mandatory Proposers' Conference
- d. Evaluation Team and Subject Matter Experts (SMEs) Training RFP Submission Deadline

4. Grant Status – Henry

VI. ADMINISTRATIVE MATTERS

5. Re-examination of Channel Frequency Allocation – Poster/Thayer

- a. DISCUSSION ITEM: Local control over frequency allocation will not be abrogated. Re-evaluation of frequencies will be after vendor proposal to the RFP are received.

VII. MISCELLANEOUS – (None)

VIII. ITEMS FOR FURTHER DISCUSSION AND ACTION BY THE BOARD

- a. Fiscal Manual – September 2, 2010.

IX. PUBLIC COMMENT

X. ADJOURNMENT – NEXT MEETING: Thursday, August 5, 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.



Board of Directors MEETING MINUTES

**LOS ANGELES REGIONAL
INTEROPERABLE COMMUNICATIONS SYSTEM AUTHORITY**

June 3, 2010

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

Board Members Present:

Charles "Charlie" Beck, Vice Chair, Police Chief, City of Los Angeles
Mark Alexander, City Manager, City of La Cañada Flintridge, representing Contract Cities Association
Leroy Baca, Sheriff, County of Los Angeles County
P. Michael Freeman, Fire Chief, County of Los Angeles
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
Alex Rodriguez, Fire Chief, City of Santa Fe Springs, representing the Los Angeles Area Fire Chiefs Association
Scott Pickwith, Police Chief, City of La Verne, representing the Los Angeles County Police Chiefs Association

Representatives For Board Members Present:

Cathy Chidester, representing John Schunhoff, Interim Director, DHS, County of Los Angeles
June Gibson, representing Gerry Miller, Chief Legislative Analyst, City of Los Angeles
Nancy Ramirez, representing Michael Bowman Police Chief, Los Angeles Unified School District
Alan Patalano, representing Reginald "Reggie" Harrison, Deputy City Manager, City of Long Beach
Derek Webster, representing Kim Raney Police Chief, City of Covina, At Large Seat
Jacqueline "Jackie" White, representing William "Bill" Fujioka Chair, CEO, County of Los Angeles

Officers Present:

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

Representatives For Officers Present:

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

Absent:

Mark Saladino, Los Angeles County Treasurer and Tax Collector
Miguel Santana, CAO, City of Los Angeles
Gregory "Greg" Simay, Assistant General Manager, City of Burbank Water & Power, representing At Large Seat



BOARD OF DIRECTORS MEETING MINUTES

Los Angeles Regional Interoperable Communications System Authority

I. CALL TO ORDER

A meeting of the Los Angeles Regional Interoperable Communications System Authority Board of Directors was called to order on June 3, 2010 at 9:00 a.m. by the Acting Chair Jackie White.

II. ANNOUNCE QUORUM – Roll Call

Formal roll call performed with an acknowledgement of a quorum.

A. COMMENTS FROM CONGRESSWOMAN HARMAN

Congresswoman Jane Harman spoke to the Board of Directors in regards to interoperability and the Broadband Border Initiative. She requested LA-RICS request an extension of the LA-RICS Broadband Waiver with the United States Commerce Department by July 1st, to setup an interoperable network across the California/Mexico border. She also asked that LA-RICS establish a working group to work with her office to amend the LA-RICS Broadband Waiver, granted to LA-RICS by the Federal Communications Commission (FCC), to include San Diego and Imperial counties, as they are contiguous with the Mexico border. A \$200 million dollar amount that has been earmarked under the stimulus bill would fund the Broadband System.

Due to the urgency of this matter a motion was put forward.

Board Member Leroy Baca made a motion to establish a working group to work with Congresswoman Jane Harman's office to submit an amended waiver to the United States Commerce Department by July 1, 2010 and participate in the Broadband Border Initiative.

MOTION APPROVED.

B. ANNOUNCEMENT: COMMITTEE REQUEST

Scott Poster, Task Force Leader, made an announcement regarding the Advisory Committees. He commented that important aspects of LA-RICS are the Committees and their participation with the project. He stated that the Board has four (4) Advisory Committees and requests have been sent on several occasions to Board Members to fill these committees with representatives. He mentioned that at the last meeting, the Acting Chair had requested that the Board Members provide names for the committees. He stated that the current status of the committees was: seven (7) representatives on the Operations Committee, eight (8) on the Legislative, eight (8) on the Finance, and eight (8) on the Technical.

He reiterated that committee participation is imperative and that the Board Members need to appoint representatives in order to make these committees effective. He encouraged the Board to provide a name for participation in the committees.

III. APPROVAL OF MINUTES

Motions were made for approval of the minutes from the May 6, 2010, Board of Directors Regular Meeting.

MOTION APPROVED.



IV. CONSENT CALENDAR

None.

V. REPORTS (1 – 3)

1. Response for Items from previous meeting of May 6, 2010

Item A-1. Personnel Contract Timeline – Poster

- a. Provide a timeline for contracts that will be brought to the Board, in regards to the hiring of all personnel, including the Director position.

Scott Poster gave a report on this item stating that the budget is being prepared and will be provided to the Board of Supervisors on June 29th for their approval. The anticipated approval of the 2010/11 Operational Budget for the Joint Powers Authority (JPA) would be effective on July 1st. He stated that after July 1st, active recruitment will begin for a Director and the Management team. The management team should be hired within 60 days after July 1st, while a Director would be hired in approximately 60 to 90 days, depending on the interest and recruitment period.

Board Member Mark Alexander stated he was unclear about the recruitment, referring to the fiscal manual presented in the Agenda, reference 2.1.1 "The Authority will not directly employ any employees, but instead employees will remain employees of their member department/city/agency".

Scott Poster clarified that currently the JPA does not intend to have any employees working directly for the JPA. He stated that the JPA will retrieve its management team from an administrative agency or by contract. He stated that if people's services are utilized, that service will be from an administrative agency that will be reimbursed for services rendered via an agreement or contract. For a County employee, there will be a specific item number that will be used and the JPA will reimburse the County. He explained that the JPA will have no direct employees, but the personnel working for the JPA will be paid by their administrative agency, alleviating the need for a Human Resources and Employee Relations department.

Board Member Mark Alexander asked when the Authority will have its own personnel to which Scott Poster stated that at the moment the direction was to maintain the JPA without any employees.

2. Committee Reports – (no reportable action)

No reportable action from the Committees.

3. Project Status – Poster

Scott Poster provided a brief description of the project status since the last meeting as follows:



a. Site Visits conclusion June 18, 2010

It was reported that the site visits conclude on June 18th; although, the management team working with the vendors concluded on June 3rd.

b. Mandatory Proposers' Conference scheduled June 29, 2010

It was reported that the Mandatory Proposer's Conference is scheduled for June 29th, which is mandatory for those vendors who would like to participate in response to the Request for Proposal (RFP). The vendor questions that have been submitted have been addressed and a second round of questions will be addressed as they come in. The team is planning a training session in July for the Evaluation Team and Subject Matter Experts (SMEs), which is anticipated to be approximately a four (4) hour training period. The training will be about the informed averaging and how to process and handle the RFP. During the month of July, vendors will be working on their proposal for the RFP, which has a deadline submission of August 4th.

VI. ADMINISTRATIVE MATTERS (4 – 11)

4. Board Chairperson for Selection

- a. ACTION ITEM: Selection of Chair and Vice Chair for the 2010/11 fiscal year. *"For each fiscal year, the Board shall elect a Chairperson and Vice-Chairperson from among the Directors..."* (Joint Powers Agreement – Article III, Section 3.01).

Board Member LeRoy Jackson made a motion to nominate the current officers [William T Fujioka as Chair, and Charles Beck as Vice Chair].

MOTION APPROVED.

5. Legal Opinion on the methodology for appointment of the review boards – Silva

- a. DISCUSSION ITEM: Board's ability to delegate to an unidentified ad hoc committee to select a committee of unidentified individuals who will act for the Board in the analysis of the submittals to the Request for Proposal (RFP).

Jose Silva, JPA Counsel, briefly reported on the actions previously taken by the Board, which delegated to an ad hoc committee the selection of the Evaluation Team and Subject Matter Experts (SMEs).

He stated that Scott Poster was designated as the Task Force Leader of LA-RICS at the February 4th Board Meeting, and "in that capacity he shall take such actions and administration of the authority to advance the objectives of the authority, including the actions to be taken in connection with the request or proposals which have been issued by LA-RICS, as authorized by the Board of Directors". Under the Authority delegated by the Board, the Task Force Leader created an Ad Hoc Committee composed of individuals from certain member



organizations to select the Evaluation Team and SMEs from the nominations that had been submitted by the Board, which was discussed during the April 1, 2010 Board Meeting.

He concurred with Board Member LeRoy Jackson in that pursuant to County procedure, the administrator had the authority to choose and create the Ad Hoc Committee for the selection of the Evaluation Team and SMEs.

He also agreed with Board Member Mark Alexander stating that the reason for the Task Force Leader creating this Ad Hoc Committee was because any ad hoc appointed by the Board of Directors would be subject to the Brown Act.

Board Member LeRoy Jackson asked if it would be a Brown Act committee if a working committee was set up to work with the other counties of the Border, which Jose Silva responded that there would likely be issues in regards to that, but he was not certain and would look into it.

6. New Membership in the Authority – Radeleff

a. DISCUSSION ITEM: Procedures for new members to join the Authority (Joint Powers Agreement – Article VII, Section 7.02).

John Radeleff, Deputy Task Force Leader, gave a briefing on the admission of new members to LA-RICS. He stated the Joint Powers Agreement authorizes the Board to admit new members into the Authority with three (3) requirements: (1) participation as limited to public agencies as defined by the California government code; (2) the agency must execute a counterpart to agreement; and (3) the Board must adopt a resolution admitting the agency.

He stated that there have been recent requests from several agencies inquiring about membership to LA-RICS. He mentioned that currently the LA-RICS team is working with legal counsel to develop a standard process for evaluating requests and considering the operational issues, as well as legal authorization. A process is under development to survey and investigate the agency to determine its qualifications, needs, proper approval requirements, and the operational impact on LA-RICS. He stated that the last step would be to provide a vetting process for both an operational and legal point of view, in order to give the Board and the members of this Authority the confidence that the addition of new members will continue the vision of LA-RICS, will not negatively impact the existing members, and will serve to strengthen the LA-RICS mission. He stated that once the process was developed the applications for new membership would be brought to the Board for consideration.

Board Member LeRoy Jackson stated that there were two (2) agencies that had requested membership and were approved by the Board by a voice motion. He asked if they would need to go through this new process, to which John Radeleff responded that it would not be necessary.



Board Member LeRoy Jackson asked if we should adopt a resolution formalizing the process mentioned and stated that a resolution should be done on the two (2) agencies that were admitted by the voice motion.

John Radeleff responded that a resolution is required and that the LA-RICS team would go back to look for the documents of these two new members (UCLA and the City of Avalon) that had been added.

7. 2010/11 Operating Budget for the Authority – Poster

- a. **ACTION ITEM:** Approve the revised 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.

Scott Poster gave a brief summary of the action item and recommendation to the Board. He stated that this was a revised budget and that the difference was the removal of the employee description. He informed that this budget only stated a line item for the employee cost and a contract that will be prepared at a different time.

MOTION APPROVED.

Board Member LeRoy Jackson expressed concern with regards to the budget and the fact that the long-term implications of budgeting have not been addressed for LA-RICS. He stated LA-RICS does not have a source of revenue and the designation of grants was unclear. He further expressed that a resolution has to be taken into consideration of what the long-term implications of the effort will be.

Acting Chair Jackie White stated that the LA-RICS staff and County have been discussing available funding through grants and a long range plan.

Board Member LeRoy Jackson stated that there have been discussions about shared and use cost that would be applied back to the agencies. He said that the member agencies are facing major budget situations and that they need to be made aware of costs in a timely manner to prioritize. He stated that a long range budget needs to be addressed which will stipulate where resources will come from for the next three (3) to four (4) years.

Scott Poster stated that the funding plan is of utmost importance and is under development. He reiterates that the Board Members designate a representative on the Finance Committee to work on such issues and find a solution.

8. Broadband Technology Opportunities Program (BTOP) grant funding – Poster / Thayer

- a. **ACTION ITEM:** Request approval to proceed with the grant application for a 700 MHz public safety broadband mobile communication system.

Scott Poster gave a brief summary of the action item and recommendation to the Board. He explained that LA-RICS is one of the twenty-one (21) entities that received an FCC waiver to



utilize a 700 MHz spectrum set aside for the build out of a nationwide broadband data network supporting speeds of up to 10Mb or more. He stated that simultaneously, the National Telecommunications and Information Administration (NTIA) opened a filing window for a BTOP grant allowing the waiver recipients to receive federal funds. A substantial amount of money that was set aside for telecommunications for the nation, approximately \$7.2 billion dollars has been put out for many different projects one of them being interoperability. He stated that the grant projects that LA-RICS may be able to obtain are between \$5 million to \$150 million, but may exceed \$150 million with appropriate justification. He mentioned that the authority will require outside assistance, a consulting engineering firm, to prepare the application. He explained that the 700 MHz broadband has never been done and is LTE, Long Term Evolution Technology, a technology that is brand new and has not been created anywhere, where L A-RICS would be in the frontier of new emerging technology.

Scott Poster stated that County funds will be used to file the application and hire a consultant, as grant funds cannot be used to obtain grants. The potential contract size for the consultant is \$100-\$150 thousand dollars.

MOTION APPROVED.

Board Member P. Michael Freeman asked if the consultant costs would come back to the budget that was approved, Item 7, or from another source. Scott Poster replied that the consulting cost was not part of the 2010-2011 Budget and the CEO's office would determine if funds can come out from that source. He stated the cost for the preparation of the application is likely reimbursable and that there would be a 20% part that LA-RICS would need to fund.

Board Member Mark Alexander asked if it is expected that the County will pay for the cost or LA-RICS reimburse the County. Scott Poster stated that the JPA would request the County to pay for the cost, as the budget does not take effect until July 1st.

9. Approval for outside counsel – Poster / Thayer

- a. **ACTION ITEM:** Recommendation to approve that the Authority retain outside counsel to assist in LA-RICS matters related to the FCC.

Scott Poster gave a brief summary of the action item and recommendation to the Board.

Board Member LeRoy Jackson expressed concerned with the amount and contract for the outside counsel. Scott Poster stated that the budget for this counsel has already been established and the County has made a commitment to cover the costs; funds have been procured.

MOTION APPROVED.



10. LA-RICS Fiscal Manual – Poster / Webber

- a. **ACTION ITEM:** Request to approve the Fiscal Manual to provide guidance to the LA-RICS organization.

Scott Poster gave a brief summary of the action item and recommendation to the Board.

Board Member Mark Alexander made a motion to have the Fiscal Manual reviewed by the Finance Committee to provide a recommendation before the Item was approved.

Scott Poster suggested the initial version of the fiscal manual be approved by the Board, as starting July 1st a finance manual and procurement would need to be in place for the fiscal year. He stated that LA-RICS has been operating by using Departmental funds from different departments (Sheriff, Fire, ISD, etc.) and effective July 1st the JPA would be operating on its own. He also stated that even though the Finance Committee has not reviewed the fiscal manual, it has been reviewed by the County of Los Angeles Auditor Controller.

Board Alternate Sandy Jo MacArthur made another motion to approve the initial fiscal manual and in September, after the 1st quarter, this be brought to the Board for a final approval.

Scott Poster stated that if the fiscal manual was approved he would convene the Finance Committee and present the fiscal manual to them for their review, which he would then come back in September to discuss with the Board.

Board Member Mark Alexander reiterated his motion with a modification to approve the fiscal manual subject to the consideration from the Finance Committee, which it would then come back to the Board for review and a report.

MOTION APPROVED.

11. Extension of Service for Interim Leadership – Poster

- a. **ACTION ITEM:** Recommendation to approve extension of services for the Task Force Leader and Deputy Task Force Leader.

Scott Poster gave a brief summary of the action item and recommendation to the Board.

MOTION APPROVED.

COMMENT: Board Alternate Cathy Chidester made a comment to commend Scott Poster and his team on the work that they have done in the short period of time.

Board Alternate Sandy Jo MacArthur stated the City concurs with that and thanked Scott Poster for his hard work.



VII. MISCELLANEOUS – (None)

VIII. ITEMS FOR FURTHER DISCUSSION AND ACTION BY THE BOARD

Frequency Allocation

- a. Re-examination of frequency allocation to be discussed on July 1, 2010.

IX. PUBLIC COMMENTS

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

X. ADJOURNMENT and NEXT MEETING

Acting Chair Jackie White adjourned the meeting at 10:21 a.m.

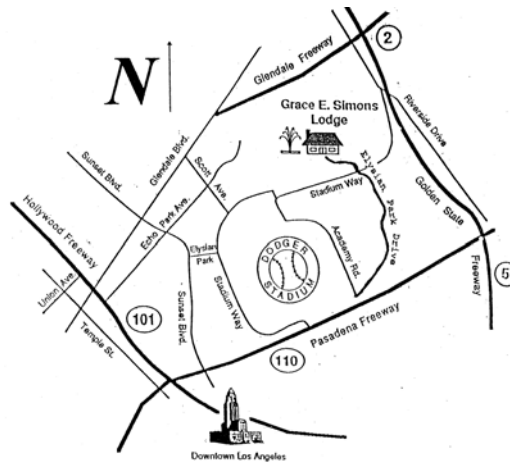
The next regular meeting of the Board of Directors is scheduled for Thursday, July 1, 2010, at 9:00 a.m. at the Grace E. Simons Lodge.

AMENDMENT: The next regular meeting of the Board of Directors has been rescheduled for Wednesday, July 7, 2010, at 10:30 a.m. at the Grace E. Simons 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.