



BOARD OF DIRECTORS SPECIAL MEETING MINUTES

**LOS ANGELES REGIONAL
INTEROPERABLE COMMUNICATIONS SYSTEM AUTHORITY**

Thursday, September 13, 2018 • 9:00 a.m.
Los Angeles County Sheriff's Department
The Hertzberg Davis Forensic Science Center
Conference Room 263
1800 Paseo Rancho Castilla, Los Angeles, CA 90032

Board Members Present:

Joe Ortiz, Chief of Police, City of Sierra Madre Police Dept.
Chris Nunley, Chief of Police, City of Covina Police Dept.

Alternates For Board Members Present:

John Geiger, General Manager, CEO, County of Los Angeles
Chris Bundesen, Asst., Fire Chief, County of Los Angeles Fire Dept.
Dean Gialamas, Division Dir., Los Angeles County Sheriff's Dept.

Officers Present:

Scott Edson, LA-RICS Executive Director
Priscilla Lara, LA-RICS Board Secretary

Absent:

Cathy Chidester, Dir., EMS Agency, County of LADHS
Chris Donovan, Fire Chief, City of El Segundo Fire Dept.
Mark Alexander, City Manager, CA Contract Cities Assoc.
Louis Perez, Deputy Chief, City of Inglewood Police Dept.
John Curley, Chief of Police, City of Covina Police Dept.



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

I. ~~CALL TO ORDER~~ APPROVED CALL TO ORDER

Director Dean Gialamas called the Special Meeting of the Board to order at 9:06 a.m.

II. ANNOUNCE QUORUM – Roll Call

Director Dean Gialamas asked for a roll call and acknowledged a quorum was present.

III. APPROVAL OF MINUTES (A)

A. July 31, 2018 – Special Meeting Minutes

Board Member Nunley motioned first, seconded by Alternate Board Member Perez.

Ayes 6: Ortiz, Nunley, Geiger, Bundesen, Gialamas and Perez

MOTION APPROVED

IV. PUBLIC COMMENTS – (NONE)

V. CONSENT CALENDAR – (NONE)

VI. REPORTS (B-E)

B. Director's Report – Susy Orellana-Curtiss

Administrative Deputy Susy Orellana-Curtiss provided the Director's Report on behalf of the Executive Director Edson. Administrative Deputy Orellana-Curtiss stated the Long Term Evolution (LTE) project would be an expansion of 26 more sites to complement the 76 we already built, constructed, and transferred to AT&T, to expand Public Safety LTE FirstNet in the Los Angeles region. The vision is to fill in the gaps in the basin, potentially the mountains and Catalina Island.

Administrative Deputy Orellana-Curtiss went on to state both LTE and Land Mobile Radio (LMR) construction projects have grant deadlines and after discussions with our Project Management Team and Motorola Team, we made the decision to explore an outside Architectural and Engineering (A & E) firm to create the design and drawings for the standalone LTE sites. We plan to have Motorola design and install the LTE equipment on the sites co-located with LMR since.



Administrative Deputy Orellana-Curtiss stated due to this aggressive schedule, Executive Director Edson reached out to each of you last month to inform you LA-RICS had issued a Request for Proposal (RFP) for A&E services through the Department of Public Works. **APPROVED** You will be receiving an update on the process under Agenda Item H. Monday, September 10, 2018, was the deadline for receipt of proposals and LA-RICS is moving forward with the evaluation process.

LA-RICS anticipates 17 LTE sites will be designed and constructed via use of the A&E Firm and Construction Firm, and Motorola will build nine (9) co-located LTE/LMR sites. Administrative Deputy Orellana-Curtiss stated following this path allows for an aggressive and parallel design and construction deployment. Agenda Item H is a discussion item providing additional details of the RFP process for the A&E services RFP and to answer any questions relating to this procurement.

Administrative Deputy Orellana-Curtiss stated Agenda Item I addresses modifications to our existing policy for the permit application process. This will expand delegated authority to include certain instances where we would like to allow the Executive Director to sign submissions of permits that will allow efficient processes. The Team will provide additional details under Agenda Item I.

As promised at our last Board meeting Agenda Item J is a draft of Information Technology and Security Program Policies for your Board consideration.

In addition, Agenda Item K is a huge accomplishment of the project with a Site Access Agreement for LACF072 that will allow for a LMR site in the Malibu area. This will greatly improve the coverage in the area and help us fight fires that too often occur in the area.

Finally, as you know for the benefit of public safety and those we serve, AT&T has agreed to assume all 76 sites we built in this region under LTE Phase 1. Agenda Item L includes an assignment of 26 County owned sites out of the 76 sites. This is a huge accomplishment and will allow AT&T to integrate these sites on a gratis basis as long as Band 14 is always included at these sites.

Administrative Deputy Orellana-Curtiss stated again this is a huge accomplishment and we believe the written agreement is a model for other cities to follow as they negotiate their agreements with AT&T. LA-RICS has offered to share our template agreement with these agencies should they want to use it as sample language. The details relating to this item will be presented by Counsel Truc Moore under Agenda Item L.

This concludes the Director's Report.

C. Project Manager's Report – Justin Delfino



APPROVED Project Manager Delfino introduced the new LMR and LTE Project Managers with Jacobs. Steve Page is the new LMR Project Manager and Rosalyn Knowlton is the new LTE Project Manager. Project Manager Delfino stated both Motorola and Jacobs have brought on new team members for LMR and LTE. With Jacobs and Motorola having separate dedicated PM's, the two Programs will be more efficiently run. On September 5th, 2018, an Executive Management Meeting took place with Motorola and LA-RICS. The message from Motorola is that they have committed to staffing and ensuring that the appropriate amount of construction crews, design and architecture engineers will be present for the major ramp up in Phase 2 activity currently planned between now and the end of the year.

Project Manager Delfino presented a PowerPoint presentation to the Board that included the following updates:

LTE Round 2 Highlights September 2018:

- A&E vendor expected to start in October 2018.
- Team will lead and manage production of 40+ site drawings and value engineering efforts.
- LA-RICS Team is collaborating with Motorola and AT&T for site configurations and co-location opportunities.
- This requires the involvement of LMR and LTE System Managers to coordinate scope, scheduling, and cost.
- Bill of Materials are being generated to utilize previously procured materials.

UASI 16 Planned Work Status:

1. AGH: Plans at 75% CD after re-formatting site and permit bifurcation.
2. BKK: Load study passed, plans at 75% CD.
3. CCT: Ph.2 change work – generator plans at 100% CD.
4. CRN: Plans are in plan check review with LA County.
5. POM: Plan check comments from State are 3 days late.
6. SGH: Site started construction.
7. UNIV: Site is being submitted to plan check today.
8. VPK: Ph.4a scheduled to complete in November 2018.

23 sites in total will commence Ph.4 work in addition to the Ph.2 work shown above.

The next sites on the PowerPoint presentation were listed below:



- LAN – (Racks are installed today and some cabling)
- **APPROVED** SGH – (There's an existing communications shelter and some abandoned utilities and was a challenge but the site is on track for a 60-day completion)
- LA-RICSHQ – LA-RICS Headquarters – (The roof work is very close to being complete. A cable tray on the left and on the right is the microwave link). The site is expected to complete on time.
- VPK – (Image on the left is an aerial photo to show the lay of the land also the tower, shelter, generator and Glendale Water & Power (GWP) transformer is in. The image on the right has now asphalt and new valley gutter. This site is on track for its scheduled completion date.)
- The next sites on the PowerPoint presentation align with the 20/20/20/20 Track:

Targeted start dates for the end of Summer 2018:

1. UCLA – In Plan check.
 2. POM - Plan check.
 3. LA-RICSHQ - Started CX.
 4. SGH – Started CX.
 5. LAN – Started CX.
 6. UNIV – Plan check
 7. CRN - Plan check error
- 43% of targeted starts reached to date.
 - 72% of targeted starts will shift to end of year starts.

Targeted start dates for the end of Year 2018:

1. DPW038 – 100% CD – Plan split
2. CCT - Generator relocation work
3. MIR - 75% CD – Plans split.
4. OAT - 100% CD – Plans split.
5. AGH – 75% - Plans split.
6. LACFDEL – 75% - Request with LACF for conduit use.
7. INDWT – 50% - Plans split.
8. BKK – 75% CD

This concludes the Project Manager's Report.



D. Joint Operations and Technical Committee Chairs Report – No Report

APPROVED
E. Finance Committee Report – No Report

VII. DISCUSSION ITEMS (F-G)

F. Outreach Update

Executive Assistant Wendy Stallworth-Tait presented Agenda Item F and highlighted certain activities from the LA-RICS Outreach Report consisting of Executive Director Edson, Program Director Odenthal and others' meeting with the cities of Bell, Azusa, Irwindale and Industry to provide them with an overall LA-RICS project update; AT&T meetings and a meeting with the U.S. Forest Service to discuss 13 proposed LMR sites in the Angeles National Forest.

There was no further discussion.

G. PSBN Onboarding Update

Executive Assistant Stallworth-Tait presented Agenda Item G and stated onboarding continues with installation of 1,291 routers for the Los Angeles County Sheriff's Department and the installation of 686 routers for the Los Angeles County Fire Department. The transition of PSBN sites to AT&T continues. We are coordinating joint testing with various agencies to minimize any service impacts due to the transition. Device vendor evaluations are underway to help determine router preferences.

There was no further discussion.

H. Request for Proposals for Los Angeles Interoperable Communications System (LA-RICS) Authority Engineering Design and Related Services

Contracts Manager Jeanette Arismendez presented Agenda Item H, an update to the Request for Proposals and stated LA-RICS is expanding its PSBN deployment through PSBN Round 2 which among other things will add 26 sites to the existing deployment and enlisted the County of Los Angeles Department of Public Works (Public Works) to release the RFP for qualified Architectural and Engineering firms for engineering design and related services. Public Works is appropriately equipped to release an RFP of this nature in a timely manner. Contracts Manager Arismendez stated we are moving into the evaluation process and oral interviews will be conducted on September 18, 2018; proposer determination is scheduled to occur on September



20, 2018; negotiations are scheduled to commence on September 24, 2018 and we aim to recommend a contract award to your Board in October.

APPROVED

Alternate Board Member John Geiger made a suggestion that as you get into the negotiations in October to consider bringing forward a document very similar to the final document for the Board to approve. This is so the Board may consider granting delegated authority to the Executive Director. Contracts Manager Arismendez concurred with Alternate Board Member Geiger and will inform the Executive Director.

VIII. ADMINISTRATIVE MATTERS (I-L)

I. APPROVE REVISIONS TO THE POLICY FOR THE LA-RICS PERMIT APPLICATION PROCESS

Contracts Manager Jeanette Arismendez presented Agenda Item H and recommended that the Board approve revisions to the enclosed LA-RICS Ministerial Permit Application Process (Enclosure) to expand the Executive Director's authority currently to approve and sign ministerial permit applications and/or related permits, as well as any other ministerial and/or administrative documents needed in order to comply with codes, ordinances, regulations, to also include signing temporary right of entry permits and temporary access agreements with various jurisdictions and private entities. The expansion of this delegated authority will facilitate access for site preparation work (i.e. staging, parking, etc.) to facilitate site construction and the implementation, operation, and maintenance of the Land Mobile Radio System and the PSBN.

Alternate Board Member Geiger stated the amendment is well written and is the kind of tactic tool we want you to have to avoid delays in construction and moved that it be approved.

Alternate Board Member Geiger motioned first, seconded by Alternate Board Member Gialamas.

Ayes 6: Ortiz, Nunley, Geiger, Bundesen, Gialamas and Perez

MOTION APPROVED.

J. APPROVE THE IMPLEMENTATION OF THE LA-RICS INFORMATION TECHNOLOGY AND SECURITY PROGRAM POLICIES (POLICY NOS. 024-2018, 025-2018, AND 026-2018)



Deputy Program Manager Roth presented Agenda Item J on behalf of the Joint Technical and Operations Committees (Joint Committees) three (3) policies which **APPROVED** have received recommendation from the Joint Committees and recommended that the Board approve the following:

1. Approve LA-RICS IT Security Program Policies (Policies) to establish and enhance the Authority's Information Technology (IT) Security Program.
 - Board Policy No. 024-2018 – LA-RICS Information Technology and Security Program Policy (Enclosure 1)
 - Board Policy No. 025-2018 – Use of LA-RICS Information Technology Resources Policy (Enclosure 2)
 - Board Policy No. 026-2018 – LA-RICS Antivirus Security Policy (Enclosure 3)
2. Authorize the Executive Director to implement whatever appropriate procedures and/or plans necessary to carry out the Policies.

Alternate Board Member Geiger asked if LA-RICS currently has a Chief Information Security Officer (CISO). Administrative Deputy Orellana-Curtiss stated we do not have one, however during this deployment phase of the project we rely heavily on the Information Security Officer's and their staff from LASD, LACoFD as well as collaborate with ISD and CIO. Alternate Board Member Geiger stated the Board Letter refers to a CISO; will there be a Point of Contact (POC) or an advisory committee that will formalize the CISO role/position. Administrative Deputy Orellana-Curtiss stated LA-RICS envisions a POC / CISO being formalized and stated this is something staff and Joint Committees have been and will continue to discuss, including whether one is retained from a member agency or brought into the organizational structure of LA-RICS. We will review at the Joint Committee level and then present a recommendation to the Board for consideration. Alternate Board Member Geiger stated the document is well reasoned and recommend to move for approval.

Alternate Board Member Gialamas stated he agreed and echoed Alternate Board Member Geiger's concern that a single POC, CISO or advisory committee having the role and responsibility of overseeing security policies, among others as we advance towards system acceptance. As we get active in developing and implementing the system, we need to consider requirements related to CJIS and the right to know/need to know information, which includes specified training of staff because we have non-law enforcement personnel that may have access to law enforcement information as we move forward. This information has to be protected in transit and at rest. Alternate



Board Member Gialamas stated we need to ensure we are not putting the Authority in jeopardy by violating a CJIS rule or requirement.

APPROVED

Alternate Board Member Geiger motioned first, seconded by Alternate Board Member Bundesen.

Ayes 6: Ortiz, Nunley, Geiger, Bundesen, Gialamas and Perez

MOTION APPROVED.

Counsel Moore then introduced Counsel Roberto Saldana before the presentation Item K as the new LA-RICS Real Estate Counsel, replacing Sonia Chan. Counsel Saldana is joining our office from private practice and is part of the Property and Real Estate Division at County Counsel.

K. APPROVE SITE ACCESS AGREEMENT WITH CONSOLIDATED FIRE PROTECTION DISTRICT OF LOS ANGELES FIRE DISTRICT FOR A LAND MOBILE RADIO SYSTEM SITE

Executive Assistant Stallworth-Tait presented Agenda Item K and recommended that the Board:

1. Find that the approval and execution of the Site Access Agreement (SAA) with the Los Angeles Fire District (Fire District) for the LACF072 site to allow for all Land Mobile Radio (LMR) System work including construction, installation, operation and maintenance of the LMR infrastructure at this site as covered by the SAA are (a) within the scope of the Final Environmental Impact Report (EIR) prepared for the Los Angeles Regional Interoperable Communications System (LA-RICS) Land Mobile Radio (LMR) System, which was previously certified under California Environmental Quality Act (CEQA) on March 29, 2016, and (b) find that the environmental findings and Mitigation Monitoring Program previously adopted by the Board are applicable to the currently recommended actions, and (c) there are no changes to the project at this site or to the circumstances under which the project is undertaken that require revisions to the previous EIR due to new significant effects or a substantial increase in the severity of previously identified significant effects.
2. Authorize the Executive Director to finalize and execute, substantially similar in form to the enclosed, one SAA with the Fire District.

Alternate Board Member Bundesen motioned first, seconded by Alternate Board Member Geiger.



Ayes 6: Ortiz, Nunley, Geiger, Bundesen, Gialamas and Perez

APPROVED
MOTION APPROVED

L. APPROVE SUBLICENSES AND CONSENT TO SUBLICENSE FOR TWO LTE/LMR SITES; AND AMENDMENT, CONSENT, ASSIGNMENT AND ASSUMPTION OF SITE ACCESS AGREEMENTS FOR 26 LTE SITES

Counsel Moore presented Agenda Item L and recommended that the Board approve the following:

1. Find that the approval of the Sublicenses and Consent to Sublicenses for LASDTEM and PLM to allow AT&T-NCW to access, operate, maintain, upgrade, supplement, construct, install, and repair LTE equipment and infrastructure for the NPSBN at that those sites, is within the scope of the activities previously authorized by your Board on March 6, 2014, which your Board previously found statutorily exempt from review under the California Environmental Quality Act (CEQA) pursuant to Public Resources Code Section 21080.25, the exemption adopted specifically for the Los Angeles Regional Interoperable Communications System (LA-RICS) project, and further find that any work related to accessing, operating, maintaining, upgrading, supplementing, constructing, installing, and repairing LTE equipment and infrastructure for the NPSBN at that those sites that may occur as a result of this action, is categorically exempt under CEQA pursuant to CEQA Guidelines sections 15301, 15303 and 15304 for the reasons set forth in this letter and in the record of the project.
2. Find that the approval of the Amendment, Consent, Assignment and Assumption of LTE Site Access Agreements for the 26 sites identified in Attachment 1 to allow AT&T-NCW to continue to access, operate, maintain, upgrade, supplement, construct, install, and repair the LTE equipment and infrastructure for the NPSBN at those sites, is within the scope of the activities previously authorized by your Board on March 6, 2014, February 5, 2015 and July 9, 2015, which your Board previously found statutorily exempt from review under the California Environmental Quality Act (CEQA) pursuant to Public Resources Code Section 21080.25, the exemption adopted specifically for the Los Angeles Regional Interoperable Communications System (LA-RICS) project, and further find that any work related to accessing, operating, maintaining, upgrading, supplementing, constructing, installing, and repairing the LTE equipment and infrastructure for the NPSBN at that those sites that may occur as a result of this action, is categorically exempt under CEQA pursuant to CEQA Guidelines sections 15301, 15303 and 15304 for the reasons set forth in this letter and in the record of the project.



- APPROVED**
3. Delegate authority to the Executive Director to execute additional assignment agreements for other PSBN sites from Round 1 of the LA-RICS LTE/PSBN project with other jurisdictions and AT&T-NCW, provided they are substantially similar in form to Enclosure 3 with respect to the obligations, terms and conditions that affect and impact the Authority, and provided County Counsel reviews and approves as to form prior to execution by the Executive Director.

Alternate Board Member Gialamas motioned first, seconded by Alternate Board Member Bundesen.

Ayes 6: Ortiz, Nunley, Geiger, Bundesen, Gialamas and Perez

MOTION APPROVED

IX. MISCELLANEOUS

Alternate Board Member Gialamas acknowledged a guest in the audience, LA-RICS previous Interim Executive Director John Radeleff.

Alternate Board Member Gialamas announced new procedures for parking passes resulting from instances of parking pass counterfeit, and stated going forward, staff will meet Board and Alternate Members in front of the Crime Lab to provide a permit. Members of the public attending the Board meeting will follow the same process or can go to the office for a parking permit. LA-RICS will be available to give passes to those members of the public attending the Board meeting.

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

XI. CLOSED SESSION REPORT - NONE

XII. ADJOURNMENT and NEXT MEETING:

The Board meeting adjourned at 9:44 a.m., and the next meeting will be held on Thursday, October 4, 2018, at 9:00 a.m., at the Los Angeles Sheriff's Department, Scientific Services Bureau, located at 1800 Paseo Rancho Castilla, Los Angeles, CA 90032.