

**MINUTES OF A REGULAR MEETING OF THE
INTEROPERABILITY NETWORK OF THE SOUTH BAY
JOINT POWERS AUTHORITY TECHNICAL COMMITTEE**

March 12, 2019

1. CALL TO ORDER

The Interoperability Network of the South Bay (INSB) Technical Committee convened in a regular meeting at 10:04AM on Tuesday, March 12, 2019, in the second floor conference room at the South Bay Regional Public Communications Authority, 4440 West Broadway, Hawthorne, CA.

2. ROLL CALL

Present: Chairman Erick B. Lee, City of Gardena
Vice Chair Jerry Edwards, City of Torrance
Member Debra Kochheim, City of Redondo Beach
Member Shawn Bonfield, City of El Segundo
Member Andy Harrod, City of Manhattan Beach
Member Milton McKinnon, City of Hermosa Beach

Absent: City of Hawthorne

Also Present: Alternate Member Dennis Farro, City of Torrance
Alternate Member John Krok, City of Gardena
Executive Director Ernest Gallo, INSB Governance Board
Jeff Fukasawa, Commline
Victor Bowers, Commline
Bryan Gordon, Palos Verdes Estates

3. POSTING OF THE AGENDA

Executive Assistant Choi confirmed the agenda for this meeting was posted per Brown Act requirements.

4. PUBLIC COMMENT

None.

5. CONSENT CALENDAR

5a. Approval of Minutes – February 13, 2019

MOTION: Member Harrod moved to approve the INSB Technical minutes of February 13, 2019. The motion was seconded by Member McKinnon and passed by unanimous voice vote.

6. REPORTS

6a. Report on El Segundo Water Intrusion Issue

Mr. Fukasawa, Commline, reported the roof is being repaired this week to be finished by Friday. Chairman Lee confirmed electronics to be installed by next week and the system will be ready to turn on.

6b. Update on Acceptance Testing Plan

Vice Chair Edwards reported insurance hold up with teaming up with Motorola for acceptance driving. There are weekly calls with Motorola and the Committee will agree to the drive testing before the meeting.

6c. Status Update on Backup Link to ICI System

Executive Director Gallo reported that March 25, 2019 is still the target date.

6d. Report Confirming Installation of Grant Funded Equipment at 6 Sites

Vice Chair Edwards and Mr. Fukasawa reported on their equipment inspection visits to all sites last week. They confirmed that all equipment purchased under the grant has been installed.

They also reported that the antennas at Punta Place are pointed in the right direction. Mr. Fukasawa mentioned Motorola will be double checking on the power cables at all sites for consistency and uniformity with plans to follow up with Motorola tomorrow.

6e. Grant Close Out Report from the SBRPCA's Executive Director

Chairman Lee reported that all invoices and proof of payment are due at the end of this month. Based on the installation confirmation report from Vice Chair Edwards and Mr. Fukasawa, the SBRPCA will pay the remaining invoices associated with the grant, including the milestones for installation of equipment and system acceptance. There is a 5-year warranty on the system. The Committee unanimously affirmed the SBRPCA's intent to issue the final payments related to the UASI grant.

7. **ACTION ITEMS**

7a. Reporting Problems and Tracking/Notifying End Users of Maintenance

Vice Chair Edwards described no reporting system currently on updating on trouble ticket and who repaired it. When a problem is reported, this board can track it, and share as a group before we go live. Trello is an option to add the distribution list, download the app, and invite users. Vice Chair Edwards and Mr. Bowers will report back by next meeting.

7b. Alias Names

Vice Chair Edwards inquired if the same alias on AVTEC would be the same alias on provisioning and Torrance console. Mr. Bowers indicated one CSB file will export and import provisioning.

7c. Recommendation to Governance Board Regarding ICI System

Executive Director Gallo mentioned nomination of representation will be needed in the beginning April.

MOTION: Member McKinnon moved to approve Vice Chair Edwards as primary and Alternate Member Farro as secondary. The motion was seconded by Member Harrod and passed by unanimous voice vote.

8. **COMMENTS FROM TECHNICAL COMMITTEE MEMBERS AND STAFF**

Chairman Lee introduced Bryan Gordon from Palo Verdes Estates. Mr. Gordon expressed his agency's interest in the INSB network. Chairman Lee recommended that the City of Palos Verdes Estates send a letter of interest to Executive Director Gallo, copying Vice Chair Edwards and Chairman Lee. Upon receipt of the letter, staff could begin to evaluate the request and provide recommendations on potential responses to the Governance Board.

Executive Director Gallo presented a recurring costs spreadsheet and will follow up in two or three meetings for the agenda.

The Committee will discuss encryption at next meeting.

Both Technical and Operations committee will recommend going live before live date.

9. **ADJOURNMENT**

Meeting adjourned at 11:30AM.