

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

1. **CALL TO ORDER**

The Interoperability Network of the South Bay (INSB) Technical Committee convened in a regular session at 10:07 am on Tuesday, August 14, 2018, in the second floor conference room of the South Bay Regional Public Communications Authority, 4440 W. Broadway, Hawthorne, CA.

2. **ROLL CALL**

Present: Vice Chairman Jerry Edwards, City of Torrance
Member Debra Kochheim, City of Redondo Beach
Alternate Member John Krok, City of Gardena
Member Milton McKinnon, City of Hermosa Beach
Alternate Member Breck Slover, City of El Segundo

Absent: City of Hawthorne
City of Manhattan Beach

Also Present: Alternate Member Dennis Faro, City of Torrance
Executive Director Ernest Gallo, INSB Governance Board
Alternate Member Landon Phillips, City of Hermosa Beach
Officer Matt Slawson, Torrance Police Department
Mr. Jeff Fukasawa, Commline
Mr. Victor Bowers, Commline

3. **POSTING OF THE AGENDA**

Executive Secretary Weeks confirmed that the agenda for this meeting was posted per Brown Act requirements.

4. **CONSENT CALENDAR**

4a. Approval of Minutes –July 10, 2018

MOTION: Member McKinnon moved to approve the INSB Technical Committee minutes of July 20, 2018 as written. The motion was seconded by Member Kochheim and passed by unanimous voice vote, absent the Cities of Hawthorne and Manhattan Beach.

5. **ACTION ITEMS**

5a. New Quote from Motorola Re Additional Equipment and Installations at El Segundo Water Tower Site

Referring to written material included in the agenda packet, Vice Chairman Edwards explained that Motorola's revised quote for improvements at the El Segundo Water Tower site, in the amount of approximately \$15,000, reflects the deletion of charges for the Manhattan Beach Water Tower site, resulting in a cost reduction of approximately \$10,000. He requested that the INSB Technical Committee recommend approval of the quote in order for it to be considered by the INSB Governance Board at their next meeting.

Mr. Jeff Fukasawa, Compline, pointed out that Motorola's new quote might erroneously include tax on labor.

Stating his intent to obtain clarification from Motorola on the charges in the quote, Vice Chairman Edwards suggested that the INSB Technical Committee recommend approval not to exceed \$16,000.

Executive Director Gallo noted that Motorola's cover letter for the contract includes warranty and other pertinent information.

MOTION: Member McKinnon moved to recommend approval of Motorola's revised quote for improvements at the El Segundo Water Tower site not to exceed \$16,000. The motion was seconded by Member Kochheim and passed by unanimous voice vote, absent the Cities of Hawthorne and Manhattan Beach.

5b. Notification Form

Vice Chairman Edwards distributed a copy of the notification form that will be emailed to inform INSB users of system outages. He noted the need to determine a distribution list for this form.

5c. LA-RICS LMR Work Group-Subject Matter Expert

Vice Chairman Edwards distributed a letter from the Los Angeles Regional Interoperable Communications System (LA-RICS) Authority dated July 10, 2018, seeking volunteers to participate in the Land Mobile Radio (LMR) Fleet Mapping Working Group. He related INSB Technical Committee Alternate Member Faro's willingness to represent the INSB on the Group.

MOTION: Member McKinnon moved to recommend that INSB Technical Committee Alternate Member Dennis Faro serve as the INSB's representative on the LA-RICS LMR Fleet Mapping Working Group. The motion was seconded by

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Member Kochheim and passed by unanimous voice vote, absent the Cities of Hawthorne and Manhattan Beach.

6. **REPORTS**

6a. Alternate Member Phillips reported on the INSB Operations Committee's recent discussion of mobile command post and Bearcat radios, to be funded by Area G.

Executive Director Gallo related that this information will be shared with the INSB Governance Board.

6b. Alternate Member Phillips related the INSB Operations Committee's decision for all cities to cut over to the INSB system at the same time.

Member Kochheim and Mr. Jeff Fukasawa, Commline, presented information on plans to upgrade/remodel Redondo Beach's communications center, which will include redundancy between Redondo Beach's and the SBRPCA's communications centers.

Vice Chairman Edwards pointed out the importance of ensuring that Torrance's communications center can be backed up by the SBRPCA. He suggested that the members of the INSB be contacted to determine how close they are to cutting over and asked that Member Kochheim provide input at the next INSB Technical Committee meeting on the status of Redondo Beach's cut over.

6c. Alternate Member Phillips shared information on the INSB Operations Committee's discussion of reducing the number of talk groups and reutilizing the South Bay Regional Public Communications Authority's (SBRPCA) tactical frequencies for sharing.

Alternate Member Krok emphasized that the SBRPCA's channel names and line up must be maintained as they currently exist. However, additional mutual aid talk groups can be created.

Officer Slawson advised that the INSB Operations Committee will rework the channel lineup and report back.

6d. Executive Director Gallo provided input on plans to change the INSB Governance Board's bylaws to allow for purchases of smaller expenses that will not require the Board's approval.

6e. Executive Director Gallo advised that a quote in the amount of approximately \$4,700 for secure access at the El Segundo Water Tower site will be presented for the INSB Governance Board's approval at their next meeting.

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Mr. Jeff Fukasawa, Commline, suggested that this cost be discussed with Executive Director Erick Lee, SBRPCA, and Chief Donovan, El Segundo Fire Department.

6f. Vice Chairman Edwards called attention to the need for an emergency meeting of the INSB Technical Committee prior to the next INSB Governance Board meeting to review/recommend approval of Derra Design's final proposal for the El Segundo Water Tower site so it can be presented to the INSB Governance Board for approval at their next meeting.

6g. Vice Chairman Edwards shared information on the status of the combiner and antennae shipments.

7. **INFORMATION ONLY**

7a. Los Angeles Territory Motorola APX Subscriber Volume Pricing Package

Vice Chairman Edwards distributed an "INSB Subscriber Units and IDs" list, which he asked Commline to review.

8. **ORAL COMMUNICATIONS**

8a. Vice Chairman Edwards highlighted the importance of adhering to the grant reimbursement deadline.

8b. Mr. Jeff Fukasawa, Commline, offered input on various agencies' interest in joining the INSB after it is up and running.

Executive Director Gallo commented on the need to determine rates to be charged to agencies that join the INSB.

9. **ADJOURNMENT**

The meeting was adjourned at 11:25 AM.