**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 10:05 AM on Tuesday, June 12, 2018, in the second floor conference room of the South Bay Regional Public Communications Authority, 4440 W. Broadway, Hawthorne, CA 90250.

2. **ROLL CALL**

Present: Member Josh Armstrong, City of Hawthorne
            Member Shawn Bonfield, City of El Segundo
            Alternate Member Dennis Faro, City of Torrance
            Member Andy Harrod, City of Manhattan Beach
            Member Debra Kochheim, City of Redondo Beach
            Member Erick Lee, City of Gardena

Absent: City of Hermosa Beach

Also Present: Wireless Technician Joel Dalguntas, City of Torrance
            Executive Director Ernest Gallo, INSB Governance Board
            Alternate Member John Krok, City of Gardena
            Alternate Member Scott Martinez, City of El Segundo
            Officer Matt Slawson, Torrance Police Department
            Jeff Fukasawa, Commline
            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. **PUBLIC COMMENT**

None.

5.   **ACTION ITEMS**

5a.   Approval of Minutes – May 8, 2018

MOTION: Member Armstrong moved to approve the Interoperability Network of the South Bay (INSB) Technical Committee minutes of May 8, 2018 as written. The motion was seconded by Member Kochheim and passed by unanimous voice vote, absent the City of Hermosa Beach.

5b.   Update on Motorola Bid Re: El Segundo Water Tower Sixth Site

Member Lee explained that, because various items are not covered under the Urban Area Security Initiative (UASI) 16 Grant, the costs for the sixth site at the El Segundo Water Tower were divided into two parts (written material distributed at the meeting) as follows: (1) the additional services in the amount of $41,644 needed to support the El Segundo Water Tower tank, which will be funded by the UASI 16 Grant; and (2) the site requirements for the El Segundo Water Tower, including a shelter, a new air conditioning unit, electrical improvements and a chemical ground system, in the amount of $54,897.25, which will be funded by the INSB JPA.

Jeff Fukasawa, Commline, confirmed that point-to-point connectivity was included as part of the project costs.

Member Lee clarified that the items amounting to $54,897.25 will be handled in the form of a new purchase order from INSB to Motorola.

MOTION: Member Armstrong moved to recommend expenditures in the amount of $41,644 for additional services to support the El Segundo Water Tower tank to be funded by Urban Area Security Initiative (UASI) 16 Grant; and (2) $54,897.25 for various site requirements, such as a shelter, a new air conditioning unit, electrical improvements and a chemical ground system, for the El Segundo Water Tower site, to be funded by the Interoperability Network of the South Bay (INSB). The motion was seconded by Member Harrod and passed by unanimous voice vote, absent the City of Hermosa Beach.

5c.   Project Update for the Governance Board

Member Lee related Executive Director Gallo's request for the Interoperability Network of the South Bay (INSB) Technical Committee to provide updates on the status of the project timeline to the INSB Governance Board on a regular basis. Noting his plans to share updated information on the project timeline to the INSB Governance Board at the next Governance Board meeting, Member Lee invited INSB Technical Committee members to contact him if they are interested in assisting with this process.

Jeff Fukasawa, Commline, advised that he will provide a Gantt chart to the chair prior to the next meeting of the Technical Committee.

Executive Director Gallo noted that the INSB Operations Committee will also be asked to provide regular updates to the INSB Governance Board.

6. **REPORTS**

 6a. Request for Security Improvements at El Segundo Site

  Executive Director Gallo reported on El Segundo Public Works' Department's request for security improvements at the El Segundo Water Tower site. He confirmed that no delays in the project timeline are anticipated as a result of these improvements.

  In answer to a question from Officer Slawson, Torrance Police Department, Victor Bowers, Commline, explained that the Interoperability Network of the South Bay (INSB) will not go live until all the sites are up and running.

  Jeff Fukasawa, Commline, estimated that the best-case scenario for the INSB to go live will be September 2018 and the worst-case scenario will be January 2019.

  Member Lee advised that the Grant reimbursement request must be submitted by the end of January 2019.

7. **ORAL COMMUNICATIONS**

 7a. Alternate Member Krok shared information on the remote access points (RAPs) that will facilitate programming of the mobile and portable radios over secured Wi-Fi networks to ensure operability on the Interoperability Network of the South Bay (INSB) network.

 7b. Executive Director Gallo advised Derra Design's submitted first draft proposal for the El Segundo Water Tower site was received.

 7c. Jeff Fukasawa, Commline, and Alternate Member Krok, assured Executive Director Gallo that Glendale is being kept up to date on the status of the go-live timeline for the Interoperability Network of the South Bay (INSB).

8. **ADJOURNMENT**

The meeting was adjourned at 10:30 AM.