

**SPECIAL JOINT MEETING OF THE  
INTEROPERABILITY NETWORK OF THE SOUTH BAY  
JOINT POWERS AUTHORITY TECHNICAL AND OPERATIONS COMMITTEES**

**JULY 9, 2019**

**1. CALL TO ORDER**

The Interoperability Network of the South Bay (INSB) Technical and Operations Committees convened in a special meeting at 10:02AM on Tuesday, July 9, 2019, in the second floor conference room at the South Bay Regional Public Communications Authority, 4440 West Broadway, Hawthorne, CA.

**2. ROLL CALL - TECHNICAL COMMITTEE**

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

Absent: Vice Chair Jerry Edwards, City of Torrance  
City of Hawthorne

**3. ROLL CALL - OPERATIONS COMMITTEE**

Present: Captain Nick Facer, Torrance Fire Department  
Battalion Chief Shawn Bonfield, El Segundo Fire Department  
Lt. Landon Phillips, Hermosa Beach Police Department  
Engineer James Craig, Manhattan Beach Fire Department  
Executive Director Erick B. Lee, City of Gardena  
Division Chief Isaac Yang, Redondo Beach Fire Department

Absent: City of Hawthorne

**4. POSTING OF THE AGENDA**

Chair Lee verified that the agenda was posted on the Authority's window and website and distributed via email in accordance with the Brown Act.

**5. PUBLIC COMMENT**

Thomas Luce addressed both committees on the subject of encryption. He reported that the Orange County Fire Authority and the Orange County metro cities recently decided to turn off encryption on their main radio frequencies. Mr. Luce urged the INSB to not encrypt its main dispatching channels.

**6. APPROVAL OF MINUTES**

6a. Approval of Technical Committee Minutes – June 11, 2019

Member McKinnon moved to approve the INSB Technical minutes of June 11, 2019 as written. The motion was seconded by Member Bonfield and passed by unanimous voice vote.

6b. Approval of Operations Committee Minutes – June 4, 2019

Member Facer moved to approve the INSB Operations minutes of June 4, 2019 as written. The motion was seconded by Member Phillips and passed by unanimous voice vote.

**7. GENERAL BUSINESS**

7a. Governance Board Update

Executive Director Gallo provided a summary of the actions taken at the June 18, 2019 meeting of the Governance Board.

7b. Update on Delay Spread Issue & Configuration of Water Tower Sites

Chair Lee reported that Motorola identified and corrected the issues causing the delay spread issue and reconfigured the cabling on the two water tower sites.

7c. Report on Testing of System

Chair Lee advised that Motorola will be testing the system on July 10, 2019. As such, INSB users should not be using the system. Additionally, Motorola will conduct drive testing again during the week of July 15, 2019 or July 22, 2019. All Operations Committee and Technical Committee members will be advised of this testing as soon as the dates are solidified, as user testing will need to temporarily cease during that time.

7d. Testing Plan re: Manhattan Beach Water Tower

Chair Lee reported that once Motorola concludes the drive testing, Commline will conduct 5-site testing again with the Manhattan Beach water tower turned off. All Operations Committee and Technical Committee members will be advised of this testing as soon as the dates are solidified, as user testing will need to temporarily cease during that time. The committees agreed that once Commline's testing is concluded, extensive field testing will need to resume.

7e. Testing Plan re: Motorola Drive Test

Item covered as part of discussion of item 7c.

7f. Agency by Agency Update on Readiness to Go Live

Each agency reported on its readiness to transition to the INSB network, as summarized in the attached "AGENCY READINESS CHECKLIST."

7g. Criteria for Go Live

Based on information discussed during the meeting, the committees agreed that the system should be fully tested by Motorola and Commline by late July. Individual agencies should be able to conduct extensive field testing in early August. The results of this field testing will be reviewed at the August 13, 2019 Technical Committee meeting. The Technical Committee will determine if the region is ready to go-live with its Fire Departments on the system at that time.

7h. Affiliate Requests from Chevron Fire Department & SCIMO

The committees discussed the requests received from Chevron Fire Department and SCIMO and determined that the Operations Committee will be provided an updates list of all talk groups. The committee will then review the requests and recommend the appropriate talk groups that should be assigned to both entities and the source of system identification numbers. The recommendations will then be reviewed by the Technical Committee at its August 13, 2019 for technical feasibility and implementation.

**8. COMMENTS FROM TECHNICAL COMMITTEE MEMBERS**

None.

**9. COMMENTS FROM OPERATIONS COMMITTEE MEMBERS**

None.

**10. COMMENTS FROM STAFF**

Executive Director Gallo advised that all budget contributions have been received for Fiscal Year 2019-2020. He also advised that he is working with the City of Manhattan Beach to determine insurance requirements for the upcoming water tower rehabilitation project. Once that information is known, Derra Design will be able to start its design work.

**11. ADJOURNMENT**

The meeting adjourned at 11:06AM.