

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

AUGUST 11, 2020

1. CALL TO ORDER

The Interoperability Network of the South Bay (INSB) Operations and Technical Committees convened in a special meeting at 10:06 AM on Tuesday, August 11, 2020 by teleconference.

2. ROLL CALL - OPERATIONS COMMITTEE

Present: Captain Nick Facer, Torrance Fire Department
Lieutenant Hugo Perez, El Segundo Police Department
Captain Ryan Allee, El Segundo Fire Department
Lieutenant Vince Osorio, Gardena Police Department
Lieutenant Landon Phillips, Hermosa Beach Police Department
Sergeant J. Korte, Redondo Beach Police Department
Sergeant Matt Slawson, Torrance Police Department

Absent: City of Hawthorne
City of Manhattan Beach

3. ROLL CALL - TECHNICAL COMMITTEE

Present: Captain Ryan Allee, El Segundo Fire Department
CFO Ray Beeman, City of Gardena
Josh Armstrong, City of Hawthorne
Lieutenant Landon Phillips, City of Hermosa Beach
Debra Kochheim, City of Redondo Beach
Dennis Faro, City of Torrance

Absent: City of Manhattan Beach

Also Present: Jeff Fukasawa, Commline
Victor Bowers, Commline
Chevron Fire Department
Executive Director Ernest Gallo, City of Torrance
Jerry Edwards, City of Torrance
Shannon Kauffman, Operations Manager of SBRPCA
John Krok, Acting Executive Director of SBRPCA

4. POSTING OF THE AGENDA

Executive Assistant Choi confirmed posting of the agenda on the front window of the Authority's headquarters facility, website, and was distributed by email.

5. PUBLIC COMMENT

None.

6. APPROVAL OF MINUTES

6a. Approval of Operations Committee Minutes – July 7, 2020

Lt. Phillips reported the roster needed to be updated. The minutes will move to the next meeting for approval.

6b. Approval of Technical Committee Minutes – July 14, 2020

MOTION: Member Phillips moved to approve the INSB Technical Committee Minutes from July 14, 2020. The motion was seconded by Mr. Beeman and passed.

7. GENERAL BUSINESS FOR OPERATIONS COMMITTEE

7a. Manhattan Beach water tower site is down – How is the communication with the 5 sites and what are the new impacts?

The El Segundo Fire Department share common areas with Manhattan Beach Fire and can report no changes. The City of Hermosa Beach also indicated no significant difference. Lt. Phillips reported, as the water tower was going down, he presented information about submitting ticket on the online portal for issues. Mr. Krok did not receive any reports.

7b. Site Trunking Communication Plans with Manhattan Beach site down – Any conventional channels affected?

Captain Facer inquired if any conventional channels affected by the site being down. Mr. Krok confirmed no loss of access channels. At the time of the site going down, there was an short outage for Hermosa Beach with no reported issues. During a site trunking incident, El Segundo Fire is using South Bay Access for dispatching and fire calls.

7c. Dispatch audio quality – Updates? Training vs. Equipment

Hermosa Beach Police Department reported that PSOs have been tasked to update on APX900. Lt. Phillips noticed less of volume fluctuations but still have issues due to different consoles and headsets. There has been improvements but still need finetuning. He asked Mr. Bowers to check if all subscriber units have been updated and identify which subscriber units have not been updated. Mr. Bowers mentioned a few vehicles and portables still require updates, but about 85% have been completed. Mr. Krok reported a plan and timeline to reprogram all subscribers' units with all agencies to address clean up. The schedule will be distributed and will require all participation. By September 25, 2020, if any subscriber units have not been updated, they will be turned off to force the update. Vice-Chair Edwards inquired after the radio IDs. Mr. Bowers confirmed that these radio IDs and aliases will be cleaned up during the update in accordance to the INSB Committees and Governance Board.

7d. INSB Affiliates

Captain Facer reviewed the affiliates: Air Force Base, Chevron, Torrance Refinery, McCormick, El Camino PD, and SCIMO. He inquired after their status of programming and updates. Captain Allee reported that Chevron Fire is updated and will follow up with Air Force Base. Captain Facer will follow up with Torrance Refinery to check if they are on track. Mr. Armstrong reported that El Camino will be ready to move forward as soon as the CalOES grant gets funded. McCormick have the talk groups set up. Sergeant Slawson reported the LASD, the Sheriff's Department, have the talk groups. LAPD still are using Access channels and are still in the process of updating their talk groups. Lt. Hugo Perez will follow up with Air Force base. Mr. Bowers asked Sergeant Slawson to follow up with CHP airships.

8. GENERAL BUSINESS FOR TECHNICAL COMMITTEE

8a. Installation of firewalls for INSB Wireless Ring

Mr. Armstrong is provided update on the installation. He reported communication of two down time windows between City of Redondo Beach, Commline, and RCC. Mr. Bowers of Commline will distribute notification to all the involved agencies and cities.

8b. Status of INSB Red channel programming for subscriber units/consoles

The committee received updates on the subscriber units and consoles for Red channel programming. Torrance has it on their consoles and updating the templates and radios. RCC has it on the consoles. When reprogramming takes place, Commline confirmed it will be on all the subscriber units. Mr. Bowers reported that Hermosa Beach has the Red channel change as well as most of Manhattan Beach Police. Redondo Beach received the quote from Commline and will coordinate with them.

8c. INSB Subscriber/Console issues reporting system

Mr. Krok reported there is no data. Outside of the reporting system, the issues with programming have been taken care of. Vice Chair Edwards indicated the need to track all issues in the reporting system. The agencies will need to make a habit to enter tickets into the reporting system. Vice Chair Edwards will ask the Governance Board for clarification. Mr. Krok suggested unscheduled and scheduled outages could be reported by RCC with details into the reporting system.

8d. Manhattan Beach Subsite 2 replace/relocate

The committee agreed to recommend not relocating the tower to the governance board and hear back for more direction.

8e. Technical Issues

No reported issues.

9. COMMENTS FROM OPERATIONS COMMITTEE MEMBERS

Captain Facer confirmed Lt. Phillips will be attending Governance Board meetings with updates from the Operations Committee.

10. COMMENTS FROM TECHNICAL COMMITTEE MEMBERS

Chair Faro indicated that Finance Committee is looking into different allocation models. He reiterated the IDs in the system need to be accurate. Executive Director Gallo mentioned that the Finance Committee approved the model for the allocation model for the Board. The three variables are the number of units, usage which is push to talk, and membership. The membership is prorated to 35%, usage is 50%, and the number of units are 15%. The weighted formula place the highest weight to push to talks. Mr. Krok reported update on Palos Verdes Estates. Should they join, they would stay on their own channel using INSB. Vice Chair Edwards mentioned the diagnostic X box is still pulling radios off the air. There was discussion last year to add more as it has helped with pulling PMs. Commline had a plan to place three for the INSB group.

11. COMMENTS FROM STAFF

Executive Director Gallo plan to submit a draft subscriber agreement to the Board for their input and direction. Also, the Board will see another draft of an agreement on Asset transfer from the City of Torrance to INSB. Once that is approved, the committee will start formalizing custodial arrangements from the UASI grant purchases with the Authority.

12. ADJOURNMENT

The meeting adjourned at 11:05AM.