

**SPECIAL JOINT MEETING OF THE
INTEROPERABILITY NETWORK OF THE SOUTH BAY
JOINT POWERS AUTHORITY TECHNICAL AND OPERATIONS COMMITTEES
TUESDAY, NOVEMBER 10, 2020, 10:00 AM
CONDUCTED VIA TELECONFERENCE
LINK: <https://global.gotomeeting.com/join/929906069>
Audio Only: [+1 \(786\) 535-3211](tel:+17865353211)
Access Code: 929-906-069**

1. CALL TO ORDER

2. ROLL CALL - OPERATIONS COMMITTEE

- | | |
|-----------------|-------------------|
| • El Segundo | • Hermosa Beach |
| • Gardena | • Hawthorne |
| • Redondo Beach | • Manhattan Beach |
| • Torrance | |

3. ROLL CALL - TECHNICAL COMMITTEE

- | | |
|-----------------|-------------------|
| • El Segundo | • Hermosa Beach |
| • Gardena | • Hawthorne |
| • Redondo Beach | • Manhattan Beach |
| • Torrance | |

4. POSTING OF THE AGENDA

5. PUBLIC COMMENT

In the interest of maintaining appropriate social distancing, members of the INSB Technical and Operations' Committees and staff will participate in this meeting via teleconference. The Authority encourages the public to participate by using one of the following options for public comments:

- Email your public comment to cchoi@rcc911.org by 7:30 AM, the day of the meeting and have your comment available to the INSB Technical and Operations' Committees and the public.
- Call (310) 973-1802 ext.100 and leave a message by 7:30 AM, the day of the meeting.

6. APPROVAL OF MINUTES

6a. Approval of Operations Committee Minutes – October 13, 2020

6b. Approval of Technical Committee Minutes – October 13, 2020

7. GENERAL BUSINESS OF OPERATIONS COMMITTEE

- CLETS Encryption Requirement
- Portable/Vehicle Mounted Repeaters vs. BDA's
- SCHIMO Drill in December

8. GENERAL BUSINESS OF TECHNICAL COMMITTEE

- Installation of Firewalls for INSB Wireless Ring
- Wireless INSB Ring
- ICI-S Technical Update
- Technical Issues

9. COMMENTS FROM OPERATIONS COMMITTEE MEMBERS

10. COMMENTS FROM TECHNICAL COMMITTEE MEMBERS

11. ADJOURNMENT

6a/6b

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

October 13, 2020

1. CALL TO ORDER

The Interoperability Network of the South Bay (INSB) Operations and Technical Committees convened in a special joint meeting at 10:07AM on Tuesday, October 13, 2020 by teleconference.

2. ROLL CALL - OPERATIONS COMMITTEE

Present: Captain Ryan Allee, El Segundo Fire Department
Lieutenant David Brock, Gardena Police Department
Lieutenant Landon Phillips, Hermosa Beach Police Department
Sergeant Matt Slawson, Torrance Police Department

Absent: City of Hawthorne
City of Manhattan Beach
City of Redondo Beach

3. ROLL CALL - TECHNICAL COMMITTEE

Present: Captain Ryan Allee, El Segundo Fire Department
Lieutenant Landon Phillips, City of Hermosa Beach
Debra Kochheim, City of Redondo Beach
Dennis Faro, City of Torrance

Absent: City of Manhattan Beach
City of Hawthorne
City of Gardena

Also Present: Jeff Fukasawa, Commline
Victor Bowers, Commline
Mike Druschel, Chevron Fire Department
Executive Director Ernest Gallo, City of Torrance
Jerry Edwards, City of Torrance
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

MOTION: Lt. Phillips moved to approve the INSB Operations Committee minutes from July 7, 2020. The motion was seconded by Captain Allee and passed.

6b. Approval of Operations Committee Minutes – August 11, 2020

MOTION: Captain Allee moved to approve the INSB Operations Committee minutes from August 11, 2020. The motion was seconded by Lt. Phillips and passed.

6c. Approval of Technical Committee Minutes – August 11, 2020

MOTION: Member Kochheim moved to approve the INSB Technical Committee minutes from August 11, 2020. The motion was seconded by seconded by Lt. Phillips and passed.

7. GENERAL BUSINESS OF OPERATIONS COMMITTEE

a. Roster Changes

With Captain Osorio's promotion and subsequent move to the Governance Board, Lt. Dave Brock will represent City of Gardena as member for the Operations Committee. Lt. Phillips will remain as primary with Officer JR Smith as secondary. Lt. Phillips will follow up with the appointment letters.

b. Volume Fluctuation Issues

Lt. Phillips still noticed inconsistencies with volume fluctuation. Lt. Phillips has heard both issues with field units and with dispatchers. Mr. Fukasawa noticed more radios have to be serviced more frequently, specifically APX 900s. Vice Chair Edwards checked failure rates were not affiliated to the volume fluctuations. He also confirmed dispatcher headsets were the same. Most audio infrastructure is stable but are working with Motorola to troubleshoot the volume fluctuation. Mr. Fukasawa has a guide on the lapel microphones as the previous models are single sided not double sided. Since everyone is not having the same issue, it is not a system wide issue. First, identify who is having the issue so they can be test monitored. Then the field units can be checked for efficacy of the officers. Officer Slawson reported the low volume issue has improved. However, certain field units and certain dispatchers have extremely high volume. Mr. Bowers requested specific times and instances to pinpoint the dispatcher consoles in order to track the issues. For the field unit, there is a possibility of the one audio processor.

c. Affiliate Requests to INSB

LAX Police Department requested to join INSB as an affiliate to access the system. MOTION: Officer Slawson moved to approve the request and bring forth to the Governance Board. The motion was seconded by Captain Allee and passed.

8. GENERAL BUSINESS OF TECHNICAL COMMITTEE

a. Installation of Firewalls for INSB Wireless Ring

Mr. Armstrong was finishing up configuration and putting together a plan. Mr. Fukasawa followed up with Mr. Armstrong and would like to postpone for a later time.

b. Vendor Presentations

Chair Faro would like to promote possible vendor presentations to stay up to date and keep vendors engaged. Participation will be key. Lt. Phillips recommends having vendor in conjunction with the monthly meetings. Member Kochheim concurs and recommends having the item on the agenda.

c. ICI-S Technical Update

Vice Chair Edwards reported that ICI hasn't had a meeting since April 2020. A few ICI members may push for a meeting possibly in November. DSR currently located at SMPD, been in service for 1 Year. 1 day power outage in Glendale core master site and the DSR backup was run for a few months and received no complaints. Decision to move the core from SMPD to new location, Montebello. When that does happen, a period with no back up for ICI-S core for a week or so. Wireless follow-up discussion as future item for INSB Technical. Glendale is taking over Montebello as Foothill Communication contract not renewed. Montebello will be establishing their own radio shop in a year.

d. Technical Issues

On October 2 and 3, 2020, there was an interference issue on channel 8 in El Segundo. Mr. Bowers is updating Alias through reprogramming. Chair Faro can talk offline with Mr. Bowers on the IDs. It was reported there has been no coverage issue with the Manhattan Beach Tower being down.

9. COMMENTS FROM OPERATIONS COMMITTEE MEMBERS

None.

10. COMMENTS FROM TECHNICAL COMMITTEE MEMBERS

Alternate list of member will be necessary for the Governance Board. Executive Director Gallo provided updates for the Governance Board 2021 calendar to the Board, affiliates fees, subscribers are with legal and transit agency inquiries.

Vice Chair Edwards inquired about the number of transit buses in Gardena. Mr. Bowers indicates no roaming in Culver City and Montebello transit departments. Roaming into one additional site is allowed if both Prime Site owners agree. The 2 prime sites would have to have MOU in place. As of now, no city Transit departments in ICI-S are roaming.

Lt. Phillips will follow up with the number of LAX PD IP 103 radios.

11. ADJOURNMENT

The meeting adjourned at 1105AM.

7a

<p>California Department of Justice CALIFORNIA JUSTICE INFORMATION SERVICES DIVISION Joe Dominic, Chief</p> 	<h1>INFORMATION BULLETIN</h1>	
<p>Subject:</p> <p>Confidentiality of Information from the California Law Enforcement Telecommunications System (CLETS)</p>	<p>No.</p> <p>20-09-CJIS</p> <p>Date:</p> <p>10-12-2020</p>	<p>Contact for information:</p> <p>CLETS Administration Section CAS@doj.ca.gov (916) 210-4240</p>

TO: ALL CLETS SUBSCRIBING AGENCIES

Law enforcement and criminal justice agencies authorized by the California Department of Justice (CA DOJ) to access the CLETS must adhere to the requirements detailed in the CLETS Policies, Practices and Procedures (PPP) and in the Federal Bureau of Investigation (FBI) Criminal Justice Information Services (CJIS) Security Policy to ensure the confidentiality and integrity of the data therein.¹ More specifically, and as detailed further below, access to certain Criminal Justice Information (CJI) and Personally Identifiable Information (PII) must be limited to authorized personnel; and the transmission of such information must be encrypted. Although generally applicable, the information in this bulletin is particularly relevant to the radio transmission of protected data.

Allowable “access” to CJI and PII, derived from CLETS, is described in CLETS PPP section 1.6.4:

Only authorized law enforcement, criminal justice personnel or their lawfully authorized designees may use a CLETS terminal or have access to information derived from CLETS. Any information from the CLETS is confidential and for official use only. Access is defined as the ability to hear or view any information provided through the CLETS.

The FBI and the CA DOJ establish policies and procedures related to the usage and protection of CJI that govern the usage of the CLETS. The policies define CJI, classify them as restricted or unrestricted, and limit the amount and types of information that can be broadcast over unencrypted radio channels in order to protect sensitive CJI and PII.

Generally, PII is information that can be used to distinguish or trace an individual’s identity, such as an individual’s first name, or first initial, and last name in combination with any one or more specific data elements (see FBI CJIS Security Policy section 4.3.). Data elements include Social Security number, passport number, military identification (ID) number and other unique ID numbers issued on a government document. The most common data elements encountered during field operations include a driver license number or ID number.

The transmission of sensitive CJI and PII must be encrypted pursuant to the FBI CJIS Security Policy sections 5.10 and 5.13; and access may only be provided to authorized individuals as defined under the CLETS PPP and the FBI CJIS Security Policy.

¹ For reference, please refer to the CLETS PPP at <https://oag.ca.gov/sites/default/files/clcts-ppp%2012-2019.pdf> and the FBI CJIS Security Policy at https://www.fbi.gov/file-repository/cjis_security_policy_v5-9_20200601.pdf/view. See also Government Code section 15150 et seq. and California Code of Regulations, title 11, section 703.

Compliance with these requirements can be achieved using any of the following:

- Encryption of radio traffic pursuant to FBI CJIS Security Policy sections 5.10.1.2, 5.10.1.2.1, and 5.13.1. This will provide the ability to securely broadcast all CJI (both restricted and unrestricted information) and all combinations of PII.
- Establish policy to restrict dissemination of specific information that would provide for the protection of restricted CJI database information and combinations of name and other data elements that meet the definition of PII. This will provide for the protection of CJI and PII while allowing for radio traffic with the information necessary to provide public safety.

If your agency is not currently in compliance with the requirements outlined herein, please submit an implementation plan to the CA DOJ, CLETS Administration Section, no later than December 31, 2020. The plan must be on agency letterhead and signed by the Agency Head (e.g., Sheriff, Chief); include a detailed description of how radio communications will be brought into compliance (e.g., encryption), or how the risks will be mitigated through policy if unable to implement the required technology; and must include the projected timeline as to when the issue will be resolved.

For questions about this bulletin, contact the CLETS Administration Section at CAS@doj.ca.gov or (916) 210-4240.

Sincerely,

A handwritten signature in blue ink, appearing to read "Joe Dominic", with a long horizontal flourish extending to the right.

JOE DOMINIC, Chief
California Justice Information Services Division

For XAVIER BECERRA
Attorney General