

**MINUTES OF A SPECIAL MEETING
OF THE INTEROPERABILITY NETWORK
OF THE SOUTH BAY TECHNICAL AND
OPERATIONS COMMITTEES**

January 8, 2019

1. CALL TO ORDER

The Interoperability Network of the South Bay (INSB) Technical and Operations Committees convened in a special session at 10:07AM on Tuesday, January 08, 2019, in the Community Room of the Hawthorne Police Department, 12501 Hawthorne Blvd., Hawthorne, CA.

2. ROLL CALL

Present: Chairman Erick B. Lee, City of Gardena
Vice Chair Jerry Edward, City of Torrance
Member Nick Facer, City of Torrance
Member Debra Kochheim, City of Redondo Beach
Member Shawn Bonfield, City of El Segundo
Member Landon Phillips, City of Hermosa Beach
Member Milton McKinnon, City of Hermosa Beach
Member Josh Armstrong, City of Hawthorne

Absent: Member Dorothy Scheid, City of Hermosa Beach

Also Present: Alternate Member Dennis Faro, City of Torrance
Officer Matt Slawson, City of Torrance
Alternate Member John Krok, City of Gardena
Lt. Vince Osorio, City of Gardena
Executive Director Ernest Gallo, INSB Governance Board
Member Andy Harrod, City of Manhattan Beach
Ben Bellante, City of Redondo Beach
Sergeant Chris Wiley, City of Hawthorne
Chief Michael Ishii, City of Hawthorne
Gary Blankenship, BearCom
Christine Toth, BearCom
Gordon Arnold, City of Glendale
Victor Bowers, Commline
Jeff Fukasawa, Commline
Evan West, City of El Segundo
Margaret Liu, City of El Segundo
Ryan Allee, City of El Segundo
Communications Operator Lena Ramos, SBRPCA
Operations Manager Shannon Kauffman, SBRPCA

3. POSTING OF THE AGENDA

Executive Assistant Choi confirmed that the agenda for this meeting was posted per Brown Act requirements.

4. APPROVAL OF MINUTES

4a. Approval of Technical Committee Minutes – December 11, 2018

MOTION: Member Armstrong moved to approve the INSB Technical Committee minutes of December 11, 2018, as written. The motion was seconded by Member Harrod and passed by unanimous voice vote.

4b. Approval of Operations Committee Minutes – December 4, 2018

MOTION: Member Bonfield moved to approve the INSB Operations Committee minutes of December 4, 2018 as written. The motion was seconded Lt. Vince Osorio and passed by unanimous voice vote.

5. REPORTS

5a. Status Update on Installation at 6 Sites

Vice Chair Edwards reported all 6 sites have Radio Frequency (RF) equipment. Three of the sites have tested and showcased good coverage. Once the antenna systems are up, all six sites will start coverage tests for two weeks. The goal is to have coverage tests completed by mid-February which may delay Fire date to go live.

5b. Manhattan Beach Water Tower

Chairman Lee reported the antenna by Airwaves were supposed to be installed. Documentation to the City of Manhattan Beach have been submitted for permits. Paperwork, including indemnifications, should be resolved by end of week. With rain, there will be delays due to soft soil that will impact the heavy equipment. Installation may be completed by the end of January. Mitigation plans to move the antennas to another location are in progress. Scaffolding is viable and looking into costs. If coverage is good with just five sites, the JPA will look into costs for ninth months with only five sites. Coverage testing will be crucial and impactful.

5c. Status Update on Second Link to Glendale

Vice Chair Edwards reported that originally second link to Glendale, prime site to Mt. Tom, is one link. Alternate Member Gallo will verify the right address, acquire a Purchase Order, and report back with a date. Mr. Arnold reported four carriers are interested and will be provided all addresses to see what they can do. Vice Chair Edwards is not recommending to go live until second link. This will allow Operations more time for testing and training.

5d. Update Provisioning Manager Talk Group Names

Mr. Arnold recommends the use of fire scoping and will be working with Mr. Bowers of Commline, Operations Manager Kauffman and Administrative Services Manager Krok. Between consoles and subscribers, it will be crucial to change and to match nomenclatures on mobiles and portables. Vice Chair Edwards recommends Commline, Mr. Blankenship, and Alternate Member Faro to work with consoles. Uniformity in naming convention for the consoles and subscribers units will be important.

6. ACTION ITEMS

6a. Status check for subscriber units for both mobiles and portables

Member Phillips moved to combine action items 6a, 6b, 6d, and 6e for reporting updates. Torrance Police and Fire are all done. Training and Access points are done. Second phase of trainings is done. Third round of training should take place before going live.

Gardena reported some portables were out. Police has 50% still waiting and plan another round of training. Still working on reprogramming with WIFI.

Hawthorne had their portables issued to the trainers. By next month, all portables will be issued. Process will be in place for mobiles and should be completed by end of month. Member Armstrong reported 75% done.

Manhattan Beach reported mobiles are done with exception of Command post. Portables are scheduled to be done by end of month. Access points are not completed as of yet.

Redondo Beach Fire is completed. Portables almost completed with police and a few mobiles are installed. Currently, there are no access points. Consoles will be done in the next few weeks. No training as of yet.

Hermosa Beach Police have all mobiles finished but no training yet. Select officers have been identified for soft testing. Access points are ready. No training will take place until transitional code play. Member McKinnon reported access points worked really well. Commline made updates.

Redondo Beach Fire reported mobiles and portables are done. Initial training completed and need temp code plug-in.

Manhattan Beach Fire reported vehicles are installed. Rigs have been brought in and Alternate Member Krok reported completion soon. Portables are there, not sure if distributed. El Segundo Fire reported same as mobiles. Next week, all Fire Rigs will be done and are also waiting for code plug-in. No reverse access. Lt. Phillips reported the test group have already be handpicked. Officers will be testing and reporting back.

6b. Status check for access points for programming

Update included in 6a.

6c. Status check on consoles for the three dispatch centers

RCC is done. Torrance should be done by end of week with provisioning manager. Consolettes for the trunking should be done within the month. RB: Jeff reported equipment was delivered. Waiting for MOU in place, go with Avtec system to be configured to RCC. Need to validate MOU between SBRPCA and RB to access INSB system. Debra reported that it is with the city attorney's office and will follow-up offline with Director Lee.

6d. Status check on training

Reported in 6a.

6e. Emergency buttons on portables

Reported in 6a.

6f. Technical Committee Recommendation re: Technical Readiness to Go Live

Item moved to February at respective meetings.

6g. Operations Committee Recommendation re: Operational Readiness to Go Live

Item moved to February at respective meetings.

7. INFORMATION ONLY

Torrance Police met with Santa Monica's new sergeant about encryption keys. In the meantime, it was discussed to open access channel in the event Torrance needs to contact Santa Monica. Effective today, convention p25 is monitored by dispatch. Chair Lee reported Motorola recently issued advisory against auto-tuning. Alternate Member Krok discussed the calculations issues and waiting for new values when re-tuning. Per Motorola's factory recommendations, there is no need to re-tune out of the box. Gordon has equipment that flags subscriber units that require maintenance. More information to follow.

8. ORAL COMMUNICATIONS

9. ADJOURNMENT

Adjourned at 11:23AM.