



IMPERIAL VALLEY EMERGENCY COMMUNICATIONS AUTHORITY (I.V.E.C.A.)

Website: www.iveca800.org

Ken Herbert, President
Mike Crankshaw, Vice-President
Rosanna Bayon-Moore, Treasurer
Ralph Cordova, Board Member
Ray Loera, Board Member
Tony Rouhotas, Board Member

Terry Hagen, Board Member
Eddie Madueño, Board Member
Pete Mercado, Board Member
Janette Angulo, Board Member
Nick Wells, Board Member
Veronica Leal, Note Taker

Jeff Green, IVECA Project Manager

Rodolfo Aguayo, Imperial County HR Director/PERMA

Monthly meetings are held on the 4th Thursday at 1:30 p.m.

REGULAR MEETING

IVECA BOARD OF DIRECTORS
Economic Development Department
1249 W. Main Street
El Centro, CA 92243

All supporting documentation is available for public review in the Imperial Valley Emergency Communications Authority "IVECA" office located at 605 W. H Street, Suite 122, Brawley, CA 92227 during regular business hours, Monday through Friday, excluding holidays 8:00 a.m. – 5:00 p.m.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this public meeting, you should contact the office of IVECA at (760) 425-0951. Notification at least 48 hours prior to the meeting will enable IVECA to make reasonable accommodations, modifications, or arrangements to assure accessibility to this public meeting.

MINUTES

August 27, 2015 1:30 p.m. – 2:30 p.m.

I. CALL TO ORDER: Meeting was called to order at 1:43 PM

1. Verify the quorum of Board Members: Quorum was verified at 1:43 PM
2. Verification of posting of Agenda: The agenda was posted at El Centro City Hall, Economic Development Dept. and IVECA website.

II. PUBLIC COMMENTS: *This is a public meeting. The IVECA Board welcomes your input and you may address the Board on items that are within the jurisdiction of IVECA but are not on the agenda. Members of the public may comment on items that are on the agenda when that item is being addressed by the Board. Please state your name and address for the record. Speaking time is limited to three (3) minutes. The Board is prohibited from discussing or taking any action on any item not appearing on the agenda.*

III. CONSENT AGENDA: *Consent agenda items are approved by one motion. IVECA Board or members of the public may pull consent items to be considered at a time determined by the President.*

- Approval of IVECA's Minutes: Regular Meeting
- Approval of IVECA's Monthly Financial Report

Recommendation: Approval of the Consent Agenda.

Final Action: A motion was made by Nick Wells and seconded by Tony Rouhotas to approve the minutes from the month of June 2015 and the Financial Report for the month of July 2015. Motion was unanimous.

IV. NEW BUSINESS

1. **Discussion/Action:** **Winterhaven Fire District's request to become a customer with the addition of a Winterhaven Fire District talk group.**
Jeff Green reported that IVECA received a letter from Acting Fire Chief Ernie Calderon from Winterhaven Fire Protection District requesting the addition of a talk group. If request is approved by IVECA, Winterhaven Fire District will then need to submit a Customer Service Agreement to San Diego-Imperial County RCS Board of Directors for approval. Winterhaven Fire District understands that

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if they become a 'Customer', they will be charged at a higher rate of \$76.07 per radio. Currently they have 12 radios in service under the partnership cost of \$27.50 per radio. Jeff Green reported they have the month of June and July payments outstanding. He recommends IVECA board to accept Winterhaven Fire District as Customer and stipulate on the contract that account has to be current and remain current in the future.

Recommendation: Project Manager recommends the approval of Winterhaven Fire District's request.

Final Action: A motion was made by Mike Crankshaw and seconded by Terry Hagen to approve Winterhaven Fire District's request to become a 'Customer'. Two (2) abstentions: Tony Rouhotas, Imperial Co. Fire Chief and Raymond Loera, Imperial County Sheriff.

2. Discussion/Action: Update the Board with the current status of the Job Description / Employment Package for Project Manager

Recommendation: Rosanna Bayon-Moore discussed that job description needs clarification on the position itself; is it going to be a public agency position or consultant. IVECA executive members will hold a closed session before the next regular meeting.

Final Action: A motion was made by Mike Crankshaw and seconded by Janette Angulo to table the Job description for one more month, hold a closed session and move forward with the adoption. Motion was unanimous.

3. Discussion/Action: Present to the Board the revised Consolidated Dispatch Feasibility Study Scope of Work (SOW) Draft #4.

Ryan Childers reported he made some changes to the RFP; he added what the board had requested. Discussed a concern he had regarding the timeline, the release of RFP had already passed. He reported that he is waiting for the actual website address where the RFP information will be posted. Jeff Green stated he already contacted the person who handles the website; they are just waiting for the information. Mike Crankshaw inquired the cost of advertising. Rosanna Bayon-Moore stated that quotes will be solicited rather than spending money for advertising.

Ryan Childers reported changes made to the Consolidated Dispatch Feasibility Study Scope of Work – Draft: Page 14 (section D) he added *Conflict of Interest* language for the consultants; it should have a Conflict of Interest. The *Rights of IVECA* (section E, page 14), he included that IVECA can enter into an agreement with another Proposer in the event the originally selected Proposer defaults or fails to execute an agreement with IVECA. On page 15 (section G) *Payment Structure*, the method of payment is based on the task that they are doing with the maximum not to exceed fee, as negotiated between the parties and upon completion of project, they will submit a detailed invoice. IVECA will pay within 30 days of receipt.

Recommendation: Project Manager recommends that upon the review of legal council the authorization to place the RFP in the "Out to Bid" phase.

Final Action: A motion was made by Rosanna Bayon-Moore and seconded by Eddie Madueño to modify the release date by two (2) months and seven (7) days and push all other dates back approximately two (2) months.

4. Discussion/Action: Present to the Board the final Microwave Backhaul Network Service Agreement with the State of California for the use of the IVECA microwave path

Ryan Childers reported that the final (draft) Microwave Backhaul Network Service Agreement was ready and recommended the IVECA board to approve it. IVECA will then send the agreement to the State for signatures.

Ryan Childers requested the IVECA members' input on the following points: Page 2 (section 2) - *Fee for Network Use*: Service charges will begin retroactively effective December 1, 2013. Page 2 (section 5) – *Yearly Fee Changes*: The fee for utilizing RCS Network will increase by three percent (3%) annually beginning December 1, 2015.

Jeff Green reported that he was contacted by Sue Willy. She wants to review the numbers from Exhibit A; wants to verify that they are current numbers. He reported that if the State does not accept the agreement, IVECA can shut off their microwave.

- Recommendation:** Project Manager recommends that upon the review of legal council the Board authorize the submission to the State for signatures.
- Final Action:** A motion was made by Rosanna Bayon-Moore and seconded by Janette Angulo to approve the agreement as presented and allow for update of the numbers that RCS returns with changes. Motion was unanimous.
- 5. Discussion/Action:** **Update and present to the Board the Cahuilla Ranger Station draft MOA**
 Ryan Childers presented updates to the IVECA board, stating that MOA is not ready for approval at this moment. IVECA's responsibility is the maintenance of the power generation system. They tried to insert language into the agreement that if anything went wrong on anybody's part for any reason, IVECA will be liable (language was amended). Aside from that, the agreement is very straightforward. RCS also reviewed the agreement and made some revisions.
- Recommendation:** Project Manager recommends that upon the review of legal council the Board move forward in the partnering with the US Navy, BLM, & IVECA in the Cahuilla Ranger Station site project.
- Final Action:** No action was taken. Ryan Childers will send the agreement back stating that IVECA board has agreed to the changes and will bring it back for approval.
- 6. Discussion/Action:** **Present the Board with the County of San Diego Exercise of Option Letter.**
 Jeff Green reported that on July 23rd, IVECA received a letter from the County of San Diego concerning their lease option at the Salton city site. The County does not want to go into another three (3) year period commencing April 1, 2016 and terminating March 31, 2019.
 Kenneth Herbert reported that today (8/27/15) he spoke to Sue Willy. She would like to get rid of the leases and go with the MOU. She is asking for a working group (committee) and would like to come down next month to meet and move the MOU forward.
- Recommendation:** Project Manager recommends the Board create a committee to review the San Diego County proposed agreements and bring to the next Board meeting.
- Final Action:** The committee members (volunteers): Rosanna Bayon-Moore, Mike Crankshaw and Kenneth Herbert.

V. REPORTS

7. Other: Reports from officers & committees.
- a. Update from Rosanna Bayon-Moore concerning the Regional Animal Control Steering Committee - Revenue Ballot Measure
 Rosanna Bayon-Moore reported that on August she received a briefing from Ralph Cordova on the results of the voters' survey. She stated information is sensitive and confidential. The results were favorable to public safety communications and regional animal control solutions.
 - b.

VI. INFORMATION

8. IVECA Updates – Project Manager Jeff Green
- a. Palo Verde Generator Project update: Jeff Green reported the underground was completed on August 14, 2015. Concrete slabs were completed on August 21, 2015. Electrical service was transferred to a new panel on August 25, 2015. Completion of the project is scheduled for September 1, 2015.
 - b. Rebanding Update: Jeff Green reported he continues working with Airwave in coordinating logistics. Sixty-two (62) IVECA cash radios were rebanded two (2) weeks ago. Currently, Airwave is working with ICOE.
 - c. Monthly Site Report: Annual Invoicing: Jeff Green reported that all partners paid their invoices on time.
9. Round Table
- Eddie Madueño reported he received a letter from the US Marshal's office. He gave the letter to Jeff Green. Jeff will contact the US Marshal's office.
 - Due to scheduling conflicts, IVECA board decided to reschedule the September meeting to Thursday, September 17, 2015.

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VII. Adjournment. The meeting was adjourned at 2:37 PM
The next regular meeting date: ~~September 24, 2015~~– September 17, 2015