



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

Website: [www.iveca800.org](http://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 4<sup>th</sup> 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**

**March 26, 2015 1:30 p.m. – 2:30 p.m.**

**I. CALL TO ORDER**

1. Verify the quorum of Board Members: Quorum was verified at 1:35 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: February 26, 2015
- Approval of IVECA's Monthly Financial Report: February 2015

**Recommendation:** Approval of the Consent Agenda.

**Final Action:** A motion was made by Tony Rouhotas and seconded by Rosanna Bayon-Moore to approve IVECA's monthly financial report. Motion was unanimous. Ryan Childers reported an error on February's minutes: *Item# 4 Legal Counsel to Attend All Board Meetings* – correction: Attorney-Client Fee Contract was amended and it was approved; contract was not from 7 years ago.

**IV. NEW BUSINESS**

1. **Discussion:** **Update Palo Verde Generator Project**

**Recommendation:** Tony Rouhotas reported that Grant was approved by the state; however, not by FEMA. Rosanna Bayon-Moore proposed that if Grant is not approved within a specific period; then IVECA funds will be spent.

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- Final Action:** No action was taken.
2. **Discussion/Action:** **Approval and Adoption of Job Description / Employment Package for Project Manager**
- Recommendation:** Tony Rouhotas reported that job description was submitted to County for review.
- Final Action:** No action was taken. It will be discussed April meeting.
3. **Discussion/Action:** **Approval of Resolution 15-01 adopting a Purchasing & Procurement Policy**
- Recommendation:** Rosanna Bayon-Moore reported that Ryan reviewed the policy with subcommittee. Packet shows a complete procedure.
- Final Action:** A motion was made by Ralph Cordova and seconded by Mike Crankshaw to increase Executive Board Member approval amount from \$3,500 to \$5,000 (Purchasing & Procurement Policy/Purchasing and Approval Limits page 1).
4. **Discussion/Action:** **Approval and Adoption of the proposed 2014/2015 Budget**
- Recommendation:** Ken Herbert, Rosanna Bayon-Moore and Jeff Green met with Hutchinson and Bloodgood to review Budget. Rosanna Bayon-Moore discussed three options: A)Proposed Operating Budget \$662,021; B)Does not affect the operating budget, \$662,021 it affects the cash balances in the bank account; and C)Proposed Operating Budget \$589,296.
- Final Action:** A motion was made by Ralph Cordova and seconded by Rosanna Bayon-Moore to approve 2015/2016 Budget - option C)Proposed Operating Budget \$589,296.
5. **Discussion/Action:** **Appointment of Alternates to the RCS Board of Directors**
- Recommendation:** Ken Herbert recommended sending the letter to RCS and listing all IVECA board members as alternates.
- Final Action:** A motion was made by Rosanna Bayon-Moore and seconded by Mike Crankshaw to send the letter to RCS listing all IVECA board members.
6. **Discussion/Action:** **Approval of Resolution 15-\_\_ adopting a Conflict of Interest Code**
- Recommendation:** Ryan Childers reported that board members and Project manager need to fill out the form 700.
- Final Action:** A motion by made by Mike Crankshaw and seconded by Eddie Madueño to approve Resolution 15-01 adopting a Conflict of Interest Code.
7. **Discussion/Action:** **Request from BLM to program their new radios with the previous authorized fleetmap**
- Recommendation:** **Project Manager recommends granting approval.** Jeff Green will send a letter to RCS authorizing to program the new radios.
- Final Action:** No motion required.

## V. REPORTS

8. Other: Reports from officers & committees.  
 a. Update Voter Survey

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## VI. INFORMATION

9. IVECA Updates – Project Manager Jeff Green
  - b. Regional Dispatch Consultant
    - a) Scope of work is drafted and will be sent to Ryan Childers. Jeff Green- asked IVECA board members to review IVECA Consolidated Dispatch Feasibility Study; he provided a copy to Janette Angulo, Ken Herbert and Ryan Childers for review.
  - c. Rebanding Update (April 2015): Jeff Green reported that Airwave Communications will handle all radios, not Infinity Wireless. He will meet with RCS and Infinity Wireless on April 7<sup>th</sup>.
  - d. Monthly Site Report: Jeff Green reported that PERMA wants to perform an appraisal; they want to see all the sites – May 6<sup>th</sup> and 7<sup>th</sup>.
10. Round Table:
  - Ken Herbert: Recommended that if there are email issues to post all backup on IVECA website.

**VII. Adjournment.** A motion was made by Ken Herbert and seconded by Mike Crankshaw to end meeting at 2:45 p.m.  
The next regular meeting date: April 23, 2015