



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

June 25, 2015 1:30 p.m. – 2:30 p.m.

I. CALL TO ORDER: Meeting was called to order at 1:33 PM

1. Verify the quorum of Board Members: Quorum was verified at 1:33 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: May 28, 2015
- Approval of IVECA's Monthly Financial Report for May 2015

Recommendation: Approval of the Consent Agenda.

Final Action: Rosanna Bayon-Moore reported minor adjustments to the May minutes. Rosanna Bayon-Moore recommended small red lines changes pertaining to the RCS item (#5) and potential changes to the agreement. Also, with regard to the animal control topic combined with RCS, to make sure that the record completely reflects what it was discussed. A copy of the minutes with red lines changes was provided to Veronica Leal (page no. 3, items # 5 and #7). A motion was made by Ray Loera and seconded by Nick Wells to approve the changes to the minutes as noted. Motion was unanimous.

A motion was made by Rosanna Bayon-Moore and seconded by Pete Mercado to approve the monthly Financial Report – May 2015. Motion was unanimous.

THIS AGENDA TO BE POSTED AT THE CITY HALL AND AT THE LOCATION OF MEETING

IV. NEW BUSINESS

- 1. Discussion/Action:** **Update the Board with the results of the Bid Opening in regards to the Palo Verde Generator Project and projected start date**

Recommendation: Tony Rouhotas and Jeff Green met with the contractor on June 24th. Tony Rouhotas reported that they had two options: The same size generator or core generator. If we go with core generator, arrival time is three (3) months. It is not the generator that is on back order, it is the transfer switch. The generator that we all approved and agreed on as being adequate should arrive in three (3) weeks. Also, he reported that the notice to proceed through the County process was completed on May 24th; it has been awarded. Project will be completed in less than eight (8) weeks.

Final Action: No action needed. Information only
- 2. Discussion/Action:** **Update the Board with the current status of the Job Description / Employment Package for Project Manager**

Recommendation: Tony Rouhotas reported that the job description was completed and it is ready for the CEO to review. Human Resources will not release the job description until it is reviewed by CEO.

Final Action: No action needed. Information only
- 3. Discussion/Action:** **Present the Board with Account Definitions for the following Accounts: (Perma, Site Maintenance, Office/Personnel, Facility, Site Lease & Contingency Reserve.).**

Jeff Green reported that the account definitions with modifications have been sent to the board members. Jeff Green will send the final (adopted) budget to board members.

Recommendation: *The Project Manager recommends that the IVECA Board approve the definitions. Rosanna Bayon-Moore commented that Feasibility Studies (Site Maintenance Account #01) will be performed by outside consultants; therefore, it should fall under Professional Fees.*

Final Action: A motion was made by Rosanna Bayon-Moore and seconded by Tony Rouhotas to approve the task definition as modified with the Feasibility Studies being moved into account #04 Office/Personnel. Motion was unanimous.
- 4. Discussion/Action:** **Present to the Board the revised Consolidated Dispatch Feasibility Study Scope of Work (SOW) Draft #4.**

Ken Herbert reported that the Consolidated Dispatch Feasibility Study has been forwarded to Ryan Childers for review. Mike Crankshaw reported that he found a manual of 'Case studies for Consolidated Public Safety Dispatch Center Feasibility Study: The Next Steps'. Ken Herbert stated that the manual will be scanned and forwarded to board members.

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 Tony Rouhotas to amend the advertising approach and proceed with soliciting quotes after going to council's approval. Motion was unanimous.
- 5. Discussion/Action:** **Repair rodent damage at Brunts Corner Site #611.**

Jeff Green reported that on May 12th, Bay City changed the oil on all the sites (quarterly service). RCS technicians were unable to initiate the generator at Brunts Corner. Jeff Green contacted a Bay City technician. The technician found a severe rodent damage in the controller, a picture of the damage was included in the agenda packet. A quote for the amount of \$9,087.21 to repair damage was provided to Jeff Green. It includes replacement of the starter, belts and radiator hose. Jeff Green contacted the executive board to notify the situation and cost. IVECA Executive Board authorized Jeff to proceed with repairs. Airwave Communications will install traps at the other sites to prevent these issues.

Recommendation: *Project Manager recommends the ratification of the emergency repair cost of \$9,087.21*

Final Action: Rosanna Bayon-Moore made a motion and seconded by Terry Hagen to ratify the action taken by the Project Manager. Motion was unanimous.

V. REPORTS

7. Other: Reports from officers & committees.
 - a. Update from Rosanna Bayon-Moore concerning the Regional Animal Control Steering Committee - Revenue Ballot Measure
On June 19th Rosanna Bayon-Moore sent an emailed to all board members pertaining to the voters' survey. It is out for the next two weeks. Typical voters will be tested on range of issues; waiting for the results.

VI. INFORMATION

8. IVECA Updates – Project Manager Jeff Green.
 - a. Rebanding Update:
Jeff Green reported that he met with Kelly from Airwave Communications to coordinate the logistics for the rebanding. The first round was with Caltrans, they have three (3) sites: East Y, where 98 and I-8 merge, El Centro and Brawley. They were able to complete rebanding ahead of schedule. Jeff recommended that when you (agency) receive the two week notice, collect all radios and do not wait until the actual date.
 - b. Jeff Green reported that last week he spoke to Sue Willy pertaining storage of surplus equipment removed during Next Generation upgrade. RCS want to stockpile the old radios and they want IVECA to provide a location in El Centro. Sue Willy will include in the RFP that the awarded vendor will provide a warehouse in El Centro to store old equipment. The awarded vendor shall provide the warehouse for up to 12 months of storage. IVECA has 12 months to salvage, scrap, sell or destroy the old equipment. These radios were purchased through IVECA, Motorola funding.
 - c. Monthly Site Report:
Jeff Green reported that a circuit board was replaced on Black Mountain. On May 9th, Salton City's generator failed to start and Bay City was dispatched to the site. The problem was a memory chip; it was rebooted and it's now back in operation. On May 17th, Airwave Communications found that one of the air conditioners at Ogilby was not cooling. Vic's Air Conditioning was dispatched to the site and found a leak on the freon line; it was repaired. Palo Verde still scheduled power outages from Southern California Edison.
-Jeff reported that he reviewed the Cahuilla MOA and sent it to Ryan Childers. The Cahuilla MOA is between US Navy, BLM and IVECA. US Navy will be providing the tower; BLM will be providing the ground work and the shelter; and IVECA will be providing the emergency generator backup and possibly the 400 AMP service (provided by IID). Jeff stated that next month (July) Ryan Childers will present the MOA, and after his authorization IVECA will sign agreement and move forward with the project. It is expected that RFPs will be sent out before the end of this year, and begin construction the first quarter of 2016. BLM and Navy need to spend their funds by September of 2016.
-Jeff Green reported that annual invoices were sent out on June 19th to the Finance departments. He mentioned that in the past late fee was waived, however, not this year. There is a 5% late fee after August 1st, 2015.
9. Round Table
 - Mike Crankshaw reported on the privatizing of dispatch centers.
 - Pete Mercado reported that he met with ICOE and IVTA representatives pertaining to contract with Time Warner. The City of Calexico is concerned because it will impact everyone. He recommended that IVECA should attend the monthly IVTA meetings; they meet the first Thursday of the month (next meeting: September 3rd).
 - Jeff Green reported that at the old Calexico site, there's a small shelter that RCS San Diego does not want/need. Tony Rouhotas stated that the County is interested in the shelter.

VII. Adjournment. The meeting was adjourned: 2:43 PM.
The next regular meeting date: July 23, 2015.