



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

October 22, 2015 2:00 PM – 2:40 PM

I. CALL TO ORDER: Meeting was called to order at 2:00 PM

1. Verify the quorum of Board Members: Quorum was verified at 2:00 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: Motion was made by Nick Wells and seconded by Eddie Madueño to approve the September minutes. Motion was unanimous. The monthly financial report, not available; move to next IVECA meeting

IV. NEW BUSINESS

1. **Discussion/Action:** Presentation from committee of the Memorandum of Agreement (MOA) to consolidate the following site Black Mountain, Brawley, Brunt's Corner, & Salton City.

Ken Herbert, Rosanna Bayon-Moore and Mike Crankshaw have been working with Sue Willy and Steve Jaszowski from RCS. Ken Herbert reported a copy of the annual cost for each site is included in the agenda packet.

Recommendation:

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

Final Action: Information only

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

Imperial County (Fire Department) offered to incorporate the position of Project Manager to their agency, reporting to Imperial County Fire Chief. Tony Rouhotas reported the job description has been approved and it was submitted to County HR. Rosanna Bayon-Moore forwarded a memorandum to IVECA members via email pertaining to IVECA Project Manager Position. A hardcopy of the memo was distributed at the meeting.

Recommendation:

Final Action: A motion was made by Ralph Cordova and seconded by Nick Wells to direct legal (Ryan Childers) to draft an MOU. Motion was unanimous. An additional motion was made by Ralph Cordova and seconded by Eddie Madueño to give the President, Ken Herbert, authority to take appropriate administrative steps to keep this item moving forward. Motion was unanimous.

3. Discussion/Action: The November BOD Meeting falls on November 26th which coincides with the Thanksgiving Holiday and the December BOD meeting falls on December 24th which coincides with Christmas Eve. Ken Herbert reported he prefers option #4 - announce meeting dates in October, every year. At this moment, IVECA is not ready to go dark on December due to action items: Job Description for Project Manager and RFP. Next IVECA regular meetings would be November 19th and December 17th.

Recommendation: **Option #1:** All future IVECA BOD's meetings that fall on or the day prior to a recognized holiday shall be moved to one week prior to the regularly scheduled IVECA BOD meeting.

Option #2: All future IVECA BOD's meetings that fall on the day of a recognized holiday shall be moved to one week prior to the regularly scheduled IVECA BOD meeting.

Option #3: December shall be a dark month for all future IVECA BOD meetings.

*****Option #4:** All future meeting dates that occur in November and December shall be announced at the October meeting. This shall occur on a year to year basis.

Final Action: A motion was made by Eddie Madueño and seconded by Ralph Cordova to select option #4: at the October meeting IVECA board members will decide on the November and December meeting dates. Motion was unanimous.

4. Discussion/Action: Brawley Site # 605 Both AC Units have multiple Freon leaks thus requiring replacement of both AC units. As per the IVECA Policy & Procedures, two Executive Board members were contacted for approval on October 14, 2015.

Jeff Green reported both compressors on both units were failing. It was recommended to either replace copper lines or to replace both units with new AC units (\$3,960 each unit X 2= \$7,920). A proposal (#2786) from Vic's was attached to the agenda packet; Vic's will provide and install both AC Units. Under the Procurement Policy, Jeff has the authority to approve expenses up to \$5,000. The Executive Board members Ken Herbert, Mike Crankshaw and Rosanna Bayon-Moore reviewed the options and approved the replacement of new AC units. Mike Crankshaw and Rosanna Bayon-Moore authorized Jeff Green to sign the work order. Both units arrived yesterday (October 21) and will be installed today (Oct. 22).

Recommendation: Two of the three executive officers approved this work order with the understanding it would be placed before the board for ratification.

Final Action: A motion was made by Ralph Cordova and seconded by Eddie Madueño to approve the authorization of the two AC units purchased. Motion was unanimous.

V. REPORTS

5. Other: Reports from officers & committees. Nothing to report.
 - a.
 - b.

VI. INFORMATION

6. IVECA Updates – Project Manager Jeff Green
 - a. Change Order Request #3 Palo Verde Generator Project
Jeff Green reported last month the board approved change order request #3. A conduit was installed from the generator to inside the building where the radios room is located for a CAT 5 cabling to be installed for future monitoring. The work order has been signed and completed. The Palo Verde Generator Project was finalized with the County.
 - b. Rebanding Update: Jeff Green invited Kelly from Airwave Communications to answer questions pertaining to rebanding of radios. Pete Mercado invited Kelly to the Mutual Aid meeting at Imperial County Station #2, Oct. 23rd at 10:00 AM, to share information and answer questions from different Fire agencies and City Managers.
Kelly reported that they planned to complete rebanding by the end of the year.
Jeff Green received an update for this meeting from RCS: the Valley has over 1,600 radios and Airwave has processed 375 radios. Any radio purchased from Motorola will be already rebanded and programmed.
 - c. Monthly Site Report:
Sidewinder Site (CHP on interstate 8 by Winterhaven area): Jeff Green reported last week they had another T-1 outage. RCS recommended that instead of using a T-1 line (which there is no control over it is AT&T) to use a Low-Microwave Pott from Ogilby over to CHP. RCS and Jeff will be discussing this issue and will present a packet or an idea of how to eliminate this problem.
 - d. Trainings: Jeff Green reported Imperial County Health Dept. sponsored a training prior to their flu clinic.
 - e. RCS BOD Meeting update: Jeff Green attended RCS meeting on October 1st. The Morongo Basin Ambulance was approved as a customer authorizing 10 active radios with an additional 5 radios for future use. Once the paperwork is completed, they will become active customer with annual revenue of \$3,630 for NOC fees and infrastructure revenue deposited back to IVECA for \$6,411.24. Winterhaven Fire District was also approved as a customer adding 11 active radios to the system with an additional 9 radios for future use. Their annual NOC revenue would be \$3,300 and annual infrastructure revenue back to IVECA would be \$5,828.40.
Jeff Green presented Revenue/Billing Update report for August and September 2015 (NOC billing and revenue); the available balance RCS trust fund as of September 30, 2015 is \$9,130,153.05. (Report attached to agenda packet). In December, RCS and Next Generation will meet at 1:00 PM. The four seats in RCS, as of today, consist of Sheriff Ray Loera, Jeff Green, Fire Chief Pete Mercado and Fire Chief Tony Rouhotas; these four positions will dissolve. In the Next Generation, the representation will be two positions, Fire Chief Tony Rouhotas and Fire Chief Tony Mercado.
Jeff Green reported on the RFP- Feasibility Study timeline: deadline for questions is on November 14, received three questions and will be answered on the website. The proposal due date is December 9th, and on December 14th is the review of proposals. The RFP can be accessed on IVECA's website. RFP was sent to five (5) businesses.
Jeff will schedule the annual inspection for all generators.
7. Round Table
-Pete Mercado announced that the Imperial County Mutual Aid meeting will be on October 23rd at 10AM at Imperial County Station #2. One of the agenda items is rebanding.

VII. Adjournment. Meeting was adjourned at 2:40 PM.

The next regular meeting date: November 19, 2015