STATEMENT OF PROCEEDINGS FOR THE REGULAR MEETING OF THE LOS ANGELES REGIONAL CRIME LABORATORY FACILITY MANAGEMENT COMMITTEE
LEROY D. BACA MEDIA CENTER
HERTZBERG-DAVIS FORENSIC CENTER
1800 PASEO RANCHO CASTILLA
LOS ANGELES, CA 90032

Monday, June 16, 2014
8:00 AM

Proud Partner

AUDIO LINK FOR THE ENTIRE MEETING. (14-2854)

Attachments: AUDIO

Present: Chair Dardy Chen, Representative Kirk Albanese, Representative Glen Dragovich and Representative Carlos Portillo

Absent: Representative Patty Huber

I. ADMINISTRATIVE MATTERS

Call to Order. (14-2658)

Chair Dardy Chen called the meeting to order at 8:03 a.m.

1. Approval of May 21, 2013 Facility Management Committee meeting minutes. (14-2659)

On motion of Representative Albanese, seconded by Representative Dragovich, and unanimously carried, the May 21, 2013 minutes were approved.

Attachments: SUPPORTING DOCUMENT

2. Receive and File the approved Facility Coordinating Committee (FCC) minutes for:

May 08, 2013, Meeting Minutes
June 12, 2013, Meeting Minutes
July 10, 2013, Meeting Minutes
August 14, 2013, Meeting Minutes
September 11, 2013, Meeting Minutes
October 09, 2013, Meeting Minutes

November 13, 2013, Meeting Minutes
December 11, 2013, Meeting Minutes
January 08, 2014, Meeting Minutes
February 12, 2014, Meeting Minutes
March 12, 2014, Meeting Minutes
April 09, 2014, Meeting Minutes
May 14, 2014, Meeting Minutes (14-2660)

On motion of Representative Albanese, seconded by Representative Dragovich, and unanimously carried, the FCC meeting minutes were received and filed.

3. Introduction of FMC Representatives. (14-2661)

Facility Management Representatives, Chair Dardy Chen, Kirk Albanese, Glen Dragovich and Carlos Portillo provided self introductions along with members of the public and staff present.

4. Election of 2015 Officers. (14-2662)

On motion of Chair Chen, seconded by Representative Dragovich, the Committee unanimously elected Representative Albanese as the Chair for 2015.

II. REPORTS

5. REQUIRED TOPICS

- Parking
  - Interagency Cooperation
  - Dispute Resolution
  - Security and Access
  - Emergency Evacuation Plan
  - Contracts
  - Report by Facility Manager

- Report from the Facility Coordinating Committee:
  David Walters, Los Angeles Sheriff's Department
  Yvette Burney, Los Angeles Police Department
  Denise Herz, California State University Los Angeles
  Beatrice Yorker, California State University Los Angeles (14-2663)

PARKING
No report was presented.

INTERAGENCY COOPERATION
No report was presented.

DISPUTE RESOLUTION
No report was presented.

SECURITY AND ACCESS
Scott McIntyre, Facility Manager, reported that the security office had recently installed an electronic key safe that is accessible to all three agencies. The system will track all the emergency keys through a computer program centralized at one single location, which is the main facilities office. A key code will be utilized to enter into the building. Each employee will be assigned a key code number tracking the individuals accessing the building without the need of physically tracking an actual key.

EMERGENCY EVACUATION PLAN
Scott McIntyre, Facility Manager, reported the last evacuation drill was held October 17, 2013. The last earthquake drill was conducted in conjunction with the California Shake Off. Both drills were without incident.

CONTRACTS
Scott McIntyre, Facility Manager, reported on the following contracts, which were processed through the LASD's procurement system:

- Bio waste removal services
- Lead cleaning for the shooting facilities
- Reverse Osmosis Water Systems Maintenance
- Auto clave equipment maintenance is being conducted

Mr. McIntyre also reported on the housekeeping and landscaping contracts that are procured through CSULA.

Mr. McIntyre added the mechanical system maintenance contract is set to expire October of this year. An extension of the current contract will be utilized to continue services without lapse of service.

REPORT BY FACILITY MANAGER
Scott McIntyre, Facility Manager, provided an overview of the Reconciliation Statement for 2013 14 and Proposed Annual Operating Budget for Fiscal Year 2014 15, and reported that there is a need for a 16% increase due to the rising cost of utilities, general maintenance and landscape.

Mr. McIntyre read into the record that $139,454.50 was in the Grant Account and $1,446,761.00 was in the Extraordinary Repair Fund.

The following items are to be included to the July 2014 JPA meeting:

- **Approval of $2,960,227.00 in the Annual Operating Budget for Fiscal Year 2014-15**
- **Request to extend the Controlled Air Conditioning contract agreement for one year in the amount of $90,000**
- **Approval of a system to monitor the freezers and refrigerators in the building**
- **Approval to establish an Extra Ordinary Equipment Fund**

REPORT FROM THE FACILITY COORDINATING COMMITTEE:
Dave Walters, Los Angeles Sheriff's Department reported on the change of the Technical Crime Lab Data System Bureau, and the Development Crime Dir. Examination.

Yvette Burney, Los Angeles Police Department (LAPD) reported on the two (2) crime labs, which achieved national recognition and LAPD recertification; three (3) Sheriffs continued to work with the California State University Los Angeles (CSLA) to recruit interns for the summer; six (6) students received experience from crime lab activities, and where placed on projects that are not a priority to the LAPD Department but beneficial to their learning experience. LAPD plans to hire more interns once the City procures additional funding.

Denise Herz, California State University Los Angeles, made a recommendation to hire another Criminalist specializing in Toxicology.

III. DISCUSSIONS

6. Consideration of Future Agenda Items. (14-2665)

No action taken.

IV. MISCELLANEOUS

Matters Not Posted

7. Matters not on the posted agenda, to be discussed and (if requested) placed on the agenda for action at a future meeting of the Committee, or matters requiring immediate action because of an emergency situation or where the need to take action arose subsequent to the posting of the agenda. (14-2666)

No action taken.

Public Comment

8. Opportunity for members of the public to address the Committee on items of interest that is within jurisdiction of the Committee. (14-2667)

No members of the Public addressed the Committee.

Adjournment

9. Adjournment for the Meeting of June 16, 2014. (14-2668)

The meeting adjourned at 8:29 a.m.