

**HERTZBERG-DAVIS FORENSIC SCIENCE CENTER
FACILITY COORDINATING COMMITTEE**

1800 Paseo Rancho Castilla, Los Angeles, California 90032

Tuesday, August 6, 2024, at 0900 hours

MINUTES OF MEETING NO. 192

I. CALL TO ORDER

Meeting called to order by James Carroll at 0900 hours.

II. ROLL CALL/ATTENDEES

LAPD: Gabriel Gnanapragasam, Allison Manfreda, Kristina Takeshita, Supria Rosner

LASD: James Carroll

FACILITIES: Sidney Crocket, Elizabeth Garcia

CAL STATE LA: Jane Gauthier

III. APPROVAL OF MINUTES FROM LAST MEETING

Motion to approve by Gabriel Gnanapragasam, seconded by Sidney Crocket, motion approved unanimously.

IV. REQUIRED TOPICS

a. Facilities Report

- i. **JPA Meeting:** A special JPA Meeting has been scheduled for August 22, 2024, at 1000 hours to present the Johnson Controls preventive maintenance contract and request JPA Board approval.
- ii. **Budget:** The 24-25 budget, with additional details requested by the JPA, was sent to LA City CAO Matthew Szabo's office and he approved it. Sidney Crocket to email the revised budget and email chain with Mr. Szabo's office to the FCC.
- iii. **Elevators:** One elevator was taken out of service due to a required inspection. The prospective vendors need to provide certificates of insurance that meet Cal State LA requirements before an inspection can be scheduled.
- iv. **Lighting:** The lighting component of the energy upgrade project was not completed last fiscal year. Facilities is working with the university buyer to identify a vendor and initiate the project during the current fiscal year.
- v. **Vehicle Charging Stations:** Repair of the out-of-service vehicle charging station is in progress. A replacement part has been ordered and is expected to arrive in the coming days, after which the vendor will schedule a service call. Once the repair is complete, a service/maintenance agreement will be purchased.
- vi. **Temperature Monitoring:** The quote from Rees Scientific is being revised. In the meantime, the probes were calibrated approximately two months ago and the calibration will be valid for 10 more months. Prior to recalibrating the probes in 2025, the goal is to switch vendors from TempGenius to Rees Scientific.

- b. **Contracts:** Nothing to report
- c. **Dispute Resolution:** Nothing to report
- d. **Risk Management:** Nothing to report
- e. **Security and Access:** Nothing to report
- f. **Interagency Cooperation:** Nothing to report
- g. **Parking:** Nothing to report

V. ONGOING TOPICS

a. Special Topics

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Wednesday, August 12, 2020, 1200 Hours

- i. **Vehicle Charging Fees:** The JPA Board, in the June 27, 2024, meeting, directed the Facility Coordinating Committee to institute a fee to users of electric vehicle chargers for personal vehicles to recuperate the costs of electricity, charger maintenance, and administrative expenses, with the goal of breaking even. The FCC developed the following fee structure: \$0.30/kilowatt hour, four hours maximum use, a 30-minute grace period after four hours in which to move the vehicle, followed by a \$4/hour (prorated by the minute at \$0.067/minute) overstay fee. LASD and LAPD have notified their department labor relations units. Employees will be given a minimum of 60 days notice and the new fee structure will go into effect on November 1, 2024.
- b. **Team Building Activities**
 - i. **National Forensic Science Week:** September 15 – 21, 2024. LASD and LAPD will coordinate activities.

VI. ONGOING PROJECTS

VII. NEW BUSINESS

VIII. MISCELLANEOUS

- a. On-campus classes begin at CSULA on August 20, 2024

IX. ADJOURNMENT

Meeting adjourned at 0950 hours.

The above Minutes of FCC Meeting No. 192 document our understanding of items discussed in the referenced meeting.

NEXT MEETING: Tuesday, September 3, 2024