

**HERTZBERG-DAVIS FORENSIC SCIENCE CENTER  
FACILITY COORDINATING COMMITTEE**  
1800 Paseo Rancho Castillo, Los Angeles, California 90032  
Tuesday, November 5, 2024, 0900 Hours

**MINUTES OF MEETING NO. 195**

**I. CALL TO ORDER**

Meeting called to order by James Carroll at 0902 hours.

**II. ROLL CALL/ATTENDEES**

**LAPD:** Gabriel Gnanapragasam, Kristina Takeshita, Aaron McElrea, Supria Rosner, Allison Manfreda, Crystal Wysong

**LASD:** James Carroll

**FACILITIES:** Sidney Crocket, Elizabeth Garcia

**CAL STATE LA:** N/A

**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:** See Attachment A, provided by Sidney Crocket, which was discussed point by point during the meeting. Additionally, Sidney Crocket provided Attachment B, a budget update. In the future, the budget tracking spreadsheet will be provided, either on-demand or via email.
- 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:** Nothing to report
- b. **Team Building Activities:** A combined holiday event is tentatively scheduled for December 12, 2024. LAPD and LASD to coordinate.

**VI. ONGOING PROJECTS:** Nothing to report

**VII. NEW BUSINESS:** Nothing to report

**VIII. MISCELLANEOUS:** Nothing to report

**IX. ADJOURNMENT**

Meeting adjourned at 0945 hours

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The above minutes of FCC Meeting No. 195 document our understanding of items discussed in the referenced meeting.

**NEXT MEETING: Tuesday, December 3, 2024**

## Minutes of FCC Meeting 195 Attachment A

### FSB - FCC MEETING NOTES 11/05/24

- 09/03/24 - The status of the special JPA meeting to finalize and accept this year's budget and give delegated authority to us to extend the existing HVAC preventive maintenance contract with Johnson Controls is approved and signed by the Chair. We can now move forward with the contracts unit to start working on an RFP for the new contract. We are scheduled to meet with the contract's unit later this month. 10/03/24 - The contract extension is in the process of being finalized. 11/05/2024- The SD contract's unit is getting the final signatures for this contract extension. Also will meet with them on the 21<sup>st</sup> to initiate discussions regarding new HVAC contract.
- One of the elevators is currently down for inspection / maintenance. The State inspector has shut it down until we get the proper testing completed. We were in contact with AMTECH, and they were no longer willing to provide us with the proper insurance documentation. We are now working with Otis, and we are now waiting for insurance documentation to get them out here. We have again reached an impasse. So, we have decided to see what a maintenance contract with Otis would cost, which should allow them to give us the legal endorsements for insurance that our procurement personnel are requiring in order for Otis to come on Site. 10/03/24 – The service agreement submitted by Otis Elevator Co. has been reviewed by County Counsel. He has suggested some changes, and the changes have been submitted to Otis, to see if the changes are acceptable. 11/05/2024 – Update, from our last discussion, Otis has accepted the changes submitted by County Counsel, but they have also made some modifications as well. County Counsel is in the process of reviewing the modifications so that we may move forward.
- Energy upgrade project: met with purchasing and they will start the process of getting the bidding process started. No change from CSULA purchasing on this, met with contractor that gave Dan the estimate for updated pricing. – They are revising the cost of some of the projects to re-submit, no response. JCI coming out Tuesday to access energy upgrade project "Wall of Fans". Met with EMCOR this week again, to revisit the energy upgrades. Meeting with EMCOR is rescheduled for a Teams meeting at a later date. The meeting took place, waiting for a budgetary cost estimate update. Still waiting to hear back from them. Processing one of the items on the list of energy upgrades, also submitted a RFQ for an additional line item on the list of energy upgrades. We believe we have the final draft for building energy upgrades and have sent them over to purchasing for RFQ. The added scope of work will include the 17 original VSDs and adding the installation of energy valves, upgrade some interior lighting to LEDs, as well as upgrading some existing lighting control panels. We can now revisit this request with the buyer in hopes of getting it out to bid this fiscal year. We have sent a request to the buyer to get this moving forward but have not heard back yet. 10/03/24 – We are looking for purchasing alternatives for this purchase. 11/05/2024 – Had a phone conversation with the buyer which gave some insight. In addition, EMCOR came out to review the change in the scope of work and we are scheduled to have some pricing this week.

## Minutes of FCC Meeting 195 Attachment A

- Charging Stations Repair; New vendor we need to give specific details the station number the issue with the unit and photos of the issue. We received the clips, still waiting for charge point to come out to install. New information on the ability to charge employees for charging vehicles. A) \$.20 / KWH, B) First 4 hours free, thereafter \$5.00 / hour. Will check to see what our usage is /day and see if it adds up. Charge Point came out to replace the clips, there were additional issues with charging stations. What is the status now? The amount to charge, Jim's question of initial cost or replacement cost. Installed 4/11/2019. In the process to get them back out to make repairs on Station 4. There is extended warranty for the system and I'm in the process of getting a quote. With this number you can be pretty exact on what the cost of operation. There is an ongoing repair in process. The amount for the repair contract is \$810 per station. Still in the process with the repair. Job Walk today with EVCS, to discuss the option of changing the existing heads. There is one station according to charge point that is not communicating, we now have a P.O. to proceed, waiting for dates of service from Charge Point. Charge points are scheduled to come out today for repairs. Update of changing the fee structure of employee charging vehicles here at HDFS. The ability to get out of the car charging business, this may be more complicated than thought. May need to give up restricted parking. Also, may need revert back to keeping control of the chargers, but ask for the ability to charge a fee. What are the reasons you want to present to the board for changing the fee structure. After reaching out to our prospective new EV charging company. For now, we will need to keep our existing ChargePoint chargers, possibly purchase a service contract for a set term, and ask the board to allow us to start charging employees a fee for EV charging. Someone was going to get back to me, concerning the language you want to use, as to your reason for the change. We also need to set the charging policy. We are currently in the process of getting the one EV charging station repaired, once completed we can enter into the maintenance agreement for all the chargers. The charging station has been repaired. The warranty / maintenance agreement contract has been implemented. **11/01/24 – The implementation of fee for charging shall begin November 2024**
- ~~We are wrapping up the installation of the Hamilton freezer installation in Lab 434 for LAPD. Lots of crafts involved Plumbers, Electricians, Sheet Metal, as well as painters. **10/03/24 – Work for the freezer should be completed. Remove this topic.**~~
- ~~We need to get the COI into the office 3-4 weeks prior (week or two prior) to the date of whatever company is coming on the grounds. Remove this topic.~~
- Preventive Maintenance of the electrical switchgear to be done on a Saturday, 6-8 hours with building being without service. Good time to test emergency equipment if needed. Revised timeframe 2-4 hours. Waiting for LADWP to confirm the proposed dates and time. LADWP requires a fee to come in and do the shutdown on off hours. We are in the process of trying to resolve the issue. Waiting to hear back from DWP to see if payment was received. The shutdown appeared to be successful, if there were any issues that arose as a result of the PM, please let me know ASAP to try to get them corrected. These items will be placed on hold until the conclusion of the JPA meeting. We will get an infrared test of our electrical distribution systems.

## Minutes of FCC Meeting 195 Attachment A

11/05/2024 - The infrared testing was completed on 10/30/24, and a report will be generated to determine if further action is needed.

- ~~We will be performing the building's annual Fire Test / Inspection, Saturday September 21, 2024, for an estimated time duration of 12 hours. On the day of the test, Technicians will need access into Labs, Evidence and any other sensitive areas that may need escort, just as last year. 10/03/24 – The Annual fire test was performed on Saturday, September 21, 2024. It was a successful test, there were some fire devices identified as non-operational. The technicians will come back on a future date to make the repairs. Remove this topic.~~
- ~~We are in the process of getting a preventive maintenance service on the domestic water pump. 10/03/24 – This was completed 09/19/24.~~
- ~~The replacement of the refrigerant monitoring system is taking place currently. The system is located in the office 102A and needs to remain there as part of the monitoring system. FSB will need occasional access to the equipment. Remove this topic.~~
- We will start the process of performing a load bank for the generator. We were not able to get this done last year, but we will try again.
- FSB relocation to room 262A, construction has started – construction is at 90%, still waiting for server. The server has arrived now we just need to have DSB to configure the device so we can move the key systems needed to function. That portion of the work is completed, it appears we can move in. We will need to pick a date (weekend) when we can transfer the building systems. 10/03/24 - We have started the move to the new office, should be on going for at least a couple of weeks. 11/05/2024 – The move to the new office has mostly been completed.
- Storage on the 6<sup>th</sup> floor –  
  
FSB would like to ask for 3 parking spots on the west side of the parking lot in connection with the move.
- Answer any questions concerning Budget tracker -
- Information in red denotes changes.

# Minutes of FCC Meeting 195

## ATTACHMENT B

Line#	Item/Description	Amount					Increase 2024-25 Increase
		2023-24 Proposal	2023-24 Actuals	2023-24 Balance	2024-25 Proposal	2024-25 Actuals	
<b>3-Way Shared Costs - LASD, LAPD, CSULA</b>							
1.0	Extraordinary Repair Fund (ERF) End of Life (EOL)	250,000	246,479		250,000	0	0
	Subtotal	250,000	246,479	3,521	250,000	0	0
2.0	Maintenance						
2.1	General Maintenance	700,000	694,521	5,479	700,000	135,938	0
2.2	Preventive Maintenance	525,000	347,221	177,779	525,000	20,127	0
	Subtotal	1,225,000	1,041,742	183,258	1,225,000	156,065	0
3.0	Facility Service						
3.1	Janitorial Service	610,000	542,861	67,139	635,000	211,240	25,000
3.2	Landscape Maintenance	34,000	26,460	7,540	36,000	11,025	2,000
	Subtotal	644,000	569,321	74,679	671,000	222,265	27,000
4.0	Utilities						
4.1	Electricity	1,170,000	1,205,119	-35,119	1,188,000	491,640	18,000
4.2	Water	77,000	27,665	49,335	82,000	20,776	5,000
4.3	Gas	260,000	155,203	104,797	276,000	39,825	16,000
	Subtotal	1,507,000	1,387,987	119,013	1,546,000	552,241	39,000
5.0	General Liability Insurance	25,000	22,273	2,727	25,000	27,178	0
6.0	Personnel						
6.3	Operations Assistant II	131,000	131,797	-797	134,000	133,527	3,000
6.4	Security Officer (#1)	105,000	104,987	13	108,000	107,055	3,000
6.6	Senior General Maintenance #1	110,000	109,278	722	111,000	110,719	1,000
6.7	Senior General Maintenance #2	110,000	109,278	722	111,000	110,719	1,000
	Subtotal	456,000	455,340	660	464,000	462,020	8,000
	<b>3-Way Shared Cost Sub-Total</b>	<b>4,107,000</b>	<b>3,723,143</b>	<b>383,857</b>	<b>4,181,000</b>	<b>1,419,768</b>	<b>74,000</b>
<b>2-Way Shared Costs - LASD, LAPD</b>							
6.0	Personnel						
6.1	Manager I, Operations and Crafts	230,000	229,507	493	233,000	232,517	3,000
6.2	Senior Typist Clerk (STC)	93,000	92,872	128	95,000	94,090	2,000
	Subtotal	323,000	322,379	621	328,000	326,607	5,000
7.0	Waste Removal						
7.1	Trash	33,000	22,804	10,196	35,000	7,613	2,000
7.2	Biohazard	10,500	6,500	4,000	11,000	1,639	500
7.3	Lead Removal	135,000	87,600	47,400	153,000	25,500	18,000
	Subtotal	178,500	116,905	61,595	199,000	34,752	20,500
8.0	Communications						
8.1	Telecommunications	34,000	23,112	10,888	34,000	5,780	0
8.2	Data Communication	22,000	16,285	5,715	22,000	5,348	0
8.3	Data Systems Maintenance	22,000	0	22,000	22,000	0	0
	Subtotal	78,000	39,397	38,603	78,000	11,128	0
9.0	Equipment and Supplies						
9.1	Copy Machine Paper	16,000	8,158	7,842	16,000	6,216	0
9.2	Lab Equipment	400,000	374,563	25,437	400,000	75,478	0
	Subtotal	416,000	382,721	33,279	416,000	81,695	0
10.0	Elevator Maintenance	30,000	7,474	22,526	30,000	0	0
	<b>2-Way Shared Cost Sub-Total</b>	<b>1,025,500</b>	<b>868,875</b>	<b>156,625</b>	<b>1,051,000</b>	<b>454,181</b>	<b>25,500</b>
<b>UNIT - Sheriff</b>							
6.5	Security Officer (#2-LASD)	105,000	104,987	13	108,000	107,055	3,000

2023-24 Budget Carryover

Total

540,495

To be used for  
infrastructure Repair

3,358,995

	2023-24 Proposal	2023-24 Actuals	2023-24 Balance	2024-25 Proposal	2024-25 Actuals	2024-25 Balance	Increase
<b>3-Way Shared Cost</b>	County of Los Angeles	\$1,818,755	\$1,649,531	\$169,224	\$0		-1,818,755
	City of Los Angeles	\$1,818,755	\$1,649,531	\$169,224	\$0		-1,818,755
	Calif. State Univ. at L.A.	\$469,490	\$424,081	\$45,409	\$0		-469,490
<b>2-Way Shared Cost</b>	County of Los Angeles	\$512,750	\$434,438	\$78,312	\$525,500		12,750
	City of Los Angeles	\$512,750	\$434,438	\$78,312	\$525,500		12,750
<b>Unit Cost</b>	County of Los Angeles	\$105,000	\$104,987	\$13	\$108,000		3,000
<b>Totals by Unit</b>	<b>County of Los Angeles</b>	\$2,436,505	\$2,188,956	\$247,549	\$633,500		-1,803,005
	<b>City of Los Angeles</b>	\$2,331,505	\$2,083,969	\$247,536	\$525,500		-1,806,005
	<b>Calif. State Univ. at L.A.</b>	\$469,490	\$424,081	\$45,409	\$0		-469,490
	<b>Total Annual Operating Budget</b>	\$5,237,500	\$4,697,005	\$540,495	\$1,159,000		-4,078,500