

**HERTZBERG-DAVIS FORENSIC SCIENCE CENTER
FACILITY COORDINATING COMMITTEE**
1800 Paseo Rancho Castilla, Los Angeles, California 90032
Tuesday, January 7, 2025, at 0900 hours

MINUTES OF MEETING NO. 197

I. CALL TO ORDER

Meeting called to order by James Carroll at 0902 hours.

II. ROLL CALL

LAPD: Kristina Takeshita, Aaron McElrea, Allison Manfreda, Crystal Wysong

LASD: James Carroll

FACILITIES: Sidney Crocket, Manuel Zapata, Elizabeth Garcia, Russ Erney

CSULA: Jane Gauthier

III. APPROVAL OF MINUTES FROM LAST MEETING

Motion to approve by Kristina Takeshita, seconded by Jane Gauthier, 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 emailed an Excel spreadsheet containing the detailed budget to the FCC prior to the meeting.

Carpet and flooring samples will be provided to the FCC for consideration to replace the flooring near the passenger elevators on the second floor.

By the February 2025 FCC meeting, an update on procurement will be provided. Due to delays with CSULA procurement, LASD procurement will be investigated as an alternative.

- 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
h. **Emergency Evacuation Plan:** Nothing to report

V. ONGOING TOPICS

- a. **Special Topics:** Russ Erney from Facilities Services Bureau is shadowing Sidney Crocket as a possible replacement upon Mr. Crocket's retirement.
b. **Team Building Activities:** Nothing to report

VI. ONGOING PROJECTS

Nothing to report

VII. NEW BUSINESS

Nothing to report

VIII. MISCELLANEOUS

**HERTZBERG-DAVIS FORENSIC SCIENCE CENTER
FACILITY COORDINATING COMMITTEE**
1800 Paseo Rancho Castilla, Los Angeles, California 90032
Tuesday, January 7, 2025, at 0900 hours

- a. Reopening the Metro Express market is still under consideration by the CSULA bookstore.

IX. ADJOURNMENT

The meeting was adjourned at 0945hrs

The above minutes of FCC Meeting No. 197 document our understanding of items discussed in the referenced meeting.

NEXT MEETING: Tuesday, February 4, 2025

Attachment A
FCC Meeting 197, Jan 07, 2025

FSB - FCC MEETING NOTES 01/07/25

- 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. 12/3/24 - The extension has been completed; this topic will be removed. **01/07/25 – We met with the contracts unit to discuss the new contract and put together a timeline and some milestones for this new 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. 12/3/24 - We are trying to get a meeting with Otis, but there is no word at this point. **01/07/25 – The last email went to Otis on 12/27/25, he replied on 12/30/25 stating he would call to discuss, but I never received a call.**
- 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. 12/3/24 - We had a discussion with the buyer, she would like for me to revise some things. We will also attempt to replace the failing lighting controllers (separately) throughout the building. **01/07/25 – Waiting for a quote to start the process to get some of the lighting controllers replaced. We will start with the 5th floor.**

Attachment A

FCC Meeting 197, Jan 07, 2025

- 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. 10/03/24 – The implementation of fee for charging shall begin November 2024. 12/3/24 – We have generated approximately \$1500 in charging fees for the month of November. Usage is down from the previous month, from about 600 kwh peak to about 400 kwh peak in the month of November. 01/07/25 – We generated approximately \$1637.01 in charging fees for the month of December 2024.
- 12/3/24 – We need to discuss the security at the facility, possibly 24/7. Due to vandalism. 01/07/25 – We submitted a budgetary cost request for additional security. Just waiting for the numbers.
- 12/3/24 – We need to discuss the need for new carpet in the elevator lobby. 01/07/25 - We have not met with the vendor yet to discuss options.
- 12/3/24 - Autoclave repair should be moving again, met with Steris, they have agreed to provide us with the required COI to get this repair back in process. Waiting for the vendor to supply us with a COI that meets procurements requirements. 01/07/25 – After requesting that Steris increase their insurance limits. The response from Steris on January 3, 2025, was that they are

Attachment A
FCC Meeting 197, Jan 07, 2025

unable to agree to the change we requested. We are still trying to process the repair with Full Spectrum Lab Services.

- 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. 12/3/24 - The move is complete; we will work on clearing the room. 01/07/25 – Still work on this.

FSB would like to ask for 3 parking spots on the west side of the parking lot in connection with the move.

- Information in red denotes changes.