

HERTZBERG-DAVIS FORENSIC SCIENCE CENTER
FACILITY COORDINATING COMMITTEE
1800 Paseo Rancho Castilla, Los Angeles, California 90032
Tuesday, April 1, 2025, at 0900 hours

MINUTES OF MEETING NO. 200

I. CALL TO ORDER

Meeting called to order by James Carroll at 0902 hours.

II. ROLL CALL

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

LASD: James Carroll

FACILITIES: Russ Ermey, Elizabeth Garcia

CSULA: Jane Gauthier

III. APPROVAL OF MINUTES FROM LAST MEETING

Motion to approve by Gabriel Gnanapragasam, seconded by Jane Gauthier, motion approved unanimously.

IV. REQUIRED TOPICS

a. Facilities Report:

- i. See Attachment A, provided by Russ Ermey, which was discussed point by point during the meeting.
- ii. The status of the autoclave was discussed. It was recently serviced and the vendor commented that it is in good condition, but in need of regular preventive maintenance rather than replacement at this time. It was agreed to perform regular maintenance and monitor reliability prior to deciding to replace.

b. Contracts: The switching to Rees Scientific for refrigerator/freezer temperature monitoring is in progress. FSB to determine the next steps to move forward with a contract.

c. Dispute Resolution: Nothing to report

d. Risk Management: Nothing to report

e. Security and Access: LASD and LAPD would like to verify the access groups and personnel access within the access control system, as well as consider options for a standardized, consistent approach to tracking.

f. Interagency Cooperation: Nothing to report

g. Parking: Nothing to report

h. Emergency Evacuation Plan: Nothing to report

V. ONGOING TOPICS

a. Special Topics: The vending machines in the facility are outdated and often poorly stocked. It is also unclear where the revenue is directed. FSB to investigate responsibility for the vending machines, gather information, and consider alternatives.

b. Team Building Activities: Nothing to report

VI. ONGOING PROJECTS

Nothing to report

VII. NEW BUSINESS

Nothing to report

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VIII. MISCELLANEOUS

The FMC meeting is scheduled for May 15, 2025, at 0900hrs in HDFSC Room 202 (Cavanaugh Conference Room)

IX. ADJOURNMENT

The meeting was adjourned at 0936hrs

The above minutes of FCC Meeting No. 200 document our understanding of items discussed in the referenced meeting. Unless notice to contrary is received, the notations will be considered acceptable, and work will proceed based on those understandings. Any discrepancies should be brought to the attention of James Carroll within seven (7) working days of receipt of this draft.

NEXT MEETING: Tuesday, May 6, 2025