

HERTZBERG-DAVIS FORENSIC SCIENCE CENTER
FACILITY COORDINATING COMMITTEE
1800 Paseo Rancho Castilla, Los Angeles, California 90032
Tuesday, May 6, 2025, at 0900 hours

MINUTES OF MEETING NO. 201

I. CALL TO ORDER

Meeting called to order by James Carroll at 0910 hours.

II. ROLL CALL

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

LASD: James Carroll

FACILITIES: Russ Ermev, 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:** See Attachment A, provided by Russ Ermev, which was discussed point by point during the meeting.
- b. **Contracts:** The switching to Rees Scientific for refrigerator/freezer temperature monitoring is expected to occur in early July 2025. Awaiting certificate of insurance and additional quotes.
- 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:** The vending machines in the facility are managed by Honeycomb vending, with LASD SSB acting as liaison. LASD SSB to reach out to Honeycomb to request more frequent stocking.
- b. **Team Building Activities:** Nothing to report

VI. ONGOING PROJECTS

Nothing to report

VII. NEW BUSINESS

The proposed budget for FY25-26 was discussed and will be presented to the FMC on May 15, 2025. The lab equipment fund (9.2) will be reduced to \$300,000.

VIII. MISCELLANEOUS

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

IX. ADJOURNMENT

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The meeting was adjourned at 1027hrs

The above minutes of FCC Meeting No. 201 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, June 3, 2025

DRAFT