TRC Meeting Minutes

Date: September 4, 2014
Time: 10:00 AM
Location: ITSD GRAND CENTRAL, Room 205

Member	Person Representing (print name)
ITSD – Division Manager	Paul Chapman, proxy for Peter Ambs
ITSD – Application Manager	Brian Osterloh
ITSD – Communications Manager	N/P Polo Fierro
ITSD – Infrastructure and Operations Manger	Andre O'Brien
Animal Welfare	Michael Silva
Aviation	Tony Romero, proxy for Patrick Frias
Cultural Services	N/P Dave Mathews
Cultural Services – Library	John Meier
Environmental Health	Noah Parraz, proxy for Danny Nevarez
Family and Community Services	N/P Eddie Andujo
DFAS – ERP	Dennis Pacheco
DFAS – Purchasing	Cheryl Vigil
DFAS – Risk Management	N/P Alan Gutowski
Fire	David Mowery, Cptn.
Internal Audit (non-voting)	Lew Witz
Municipal Development	Robert Nunez
Parks and Recreation	N/P Tim Martinez
Planning	N/P Darryn Phillips
Police	Tim Espinosa
Senior Affairs	Gary Anderson
Solid Waste Management	N/P Tony Schupp
Transit	N. Joe Saraphon

WHAT	WHO	TIME	AGENDA
Housekeeping:			Next TRC Meeting is on September 18, 2014
Call to order	Andre	1	
Roll call	Ramona	1	There was a quorum.
Approve of the Agendum:	Andre	1	**Motion to approve the Agenda by David Mowery; second by N. Joe Saraphon. Motion carried unanimously.**
Review Minutes from Previous TRC	Andre	4	Last meeting held July 17, 2014 - Minutes for 7/3/14 were not reviewed at that time. August 7th and 21st meetings were both cancelled. TRC 2014-07-03_Minutes.pdf TRC 2014-07-17_Minutes.pdf **Motion to approve the Minutes for July 3, 2014 and July 17, 2014 by N. Joe Saraphon; second by Andre O'Brien. Motion carried unanimously.**
Routine Business:		0	

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| Review TRC Request | All | 25 | **HVAC moitoring software upgrade (Stan F. Low) - $15,510.72.** This is to upgrade the software used to remotely monitor and control the HVAC system at the Daytona facility. The current software used to monitor the HVAC system at the Daytona facility is losing support. That software runs on a Windows XP computer. The upgraded version of the software requires Windows 7 to operate. To maintain support for the software (and get off of Windows XP), the software must be upgraded. **Motion to approve purchase request by Stan Low; second by Andre O'Brien. Motion carried unanimously.**

Sunport Parking Software (Patrick V. Frias) - $69,910.00. 3M parking control software includes EFMS Server, Device and Credit card licenses. It will also include lane reporting software. Existing Parking control software is obsolete and was run on windows XP. This software is now non-compliant; the new 3M software will upgrade and enhance Sunport's Parking control abilities.
Motion to approve purchase request and add item as a City standard by Brian Osterloh. Second by Andre O'Brien. Motion carried unanimously.

Sunport Parking Hardware (Patrick V. Frias) - $366,907.75. 3M Hardware will include gate controllers, power pad's, ticket spitter/readers and ramp controllers for level parking availabilities. Existing Parking control Hardware has exceeded its shelf life and is in need of repair/replacement.
This purchase item was presented by Tony Romero in the absence of Patrick Frias. Cheryl Vigil indicated that a discussion of the procurement method to be used for this purchase will need to happen with her and Sunport stakeholders following the TRC vote on this item. A motion to approve the purchase request and add the item as a City standard was made by Brian Osterloh. Second by Andre O'Brien. Motion carried unanimously.

Tech Services Mondo Pad (Timothy R. Espinosa) - $10,910.00. 1-InFocus 70" Mondo Pad; 1 InFocus Mobile Cart. Tech Services does many conferences over the phone and this display will allow us to upgrade to video conferences as well as having the capabilities of a full desktop computer to use during meetings.
Call to question/ motion to approve purchase by Andre O'Brien. Motion carried with 13 for: 1 opposed.

KnoxBox Drug Locker (David Mowrey) - $33,642.20. Secure medication vault to be placed on our front line units. This will enable only those with access to obtain controlled substances. It will also document the user that accessed the controlled substances. The units will use Wi-Fi to have them programed from a central location for the individual user on the vehicle. The wi-fi access is already installed in all the Fire Stations. Maintenance is minimal as these units will be housed in a controlled environment inside of vehicles. |

			Minimal training is needed for the user, as they will be assigned a PIN number to enter the vault. Some training for minimal number of members to have full access to system. **David Mowrey discussed the purchase request and answered questions from the members. He explained that the purchase request is for a total of 60 boxes (to include all hardware and software) to be used in all of the AFD engines. Call to question/ motion to approve purchase by Brian Osterloh. Motion carried unanimously.**
Review and Approval of Policies, Procedures & Standards	All	0	Policies, Procedures & Standards **New**: **Revised**: **Retired:**
Problems, Warnings, Situational Awareness, Saved Rounds?	All	0	
Total Time		32	**Motion to adjourn by Brian Osterloh; motion carried unanimously.**