

SECURITY, BUS & TRAFFIC COMMITTEE MINUTES

November 12, 2014

The regular meeting of the Security, Bus & Traffic Committee was called to order by Chair McGuigan at 1:02 p.m. on Wednesday, November 12, 2014, in the Administration Conference Room, followed by the Pledge of Allegiance.

ROLL CALL

Present:	Mr. S. McGuigan, Chair	Mr. B. Lukoff
	Mr. T. Bolton	Ms. K. Rapp
	Mr. P. Hood (1:07 p.m.)	Mrs. M. Wood
	Mr. L. Krieger	Ms. R. Winkler, Ex-officio

Also	Mr. R. Ankeny, Executive Director
Present:	Mr. J. Guerrero, Security Chief
	Mr. M. Weaver, Community Facilities Manager
	Mr. G. Winford, Auto Shop/Bus Supervisor
	Mr. Kevin Squire, California Gate & Entry Systems
	Mr. Christopher Bair, dwellingLIVE
	Ms. P. Snowden, GRF Representative, Mutual Two
	Ms. L. Stone, GRF Representative, Mutual Three
	Mrs. C. Damoci, GRF Representative, Mutual Twelve
	Two Foundation Members

CHAIR'S ANNOUNCEMENTS

The Chair welcomed the Committee members, guests and staff, and requested that members and shareholders follow decorum. By unanimous consensus the Committee dispensed with the reading of the Quorum notification.

The Quorum Notification

In accordance with California Civil Code Section 4090, please be advised that a quorum of the GRF Board of Directors is present at today's posted meeting. The business of the Security, Bus & Traffic Committee will be conducted in accordance with the agenda. As a quorum of the Board is present, this meeting will be conducted as a committee meeting *and* a Board meeting. The agenda actions of the committee will be limited only to the members of the committee and will only constitute such actions in accordance with stated committee policy and/or provide recommendations to the GRF Board of Directors at its regular Board meeting on the 4th Tuesday of the month. GRF Board members who are not committee members will be allowed to comment when recognized by the Chair and only during the proscribed Foundation member comment period, not to exceed four minutes, as set forth in Policy 5610, Participation by Foundation Members. The minutes of today's Board meeting will be presented to the Board for approval following the approval of the committee meeting minutes in December.

MINUTES

The special meeting minutes of October 6, 2014 and the regular meeting minutes of October 8, 2014, were approved by MOTION of Ms. Rapp, seconded by Mr. Bolton, and carried unanimously to approve the minutes.

SHAREHOLDER COMMENTS

A shareholder commented on traffic distractions, vehicles creeping into crosswalks, use of cameras to monitor the actions of UPS, the safety and use of leaf blowers, and monitoring of the power plant.

REPORTS

Auto Shop/Bus Supervisor

The Auto Shop/Bus Supervisor presented the October 2014 Minibus Monthly Reports, October 2014 Access Bus Reports, and Minibus Ridership Reports. Total passengers were 5157 for October on the Minibuses, and 5872 including the Access Bus. 2014 year-to-date ridership for the Minibuses is 47,137, and 53,762 including the Access Bus.

He reported that eight people attended the monthly bus education class in November. The Access bus was in a repair facility for minor modifications including the installation of two additional handrails, and a safety line that was being printed on the floor. The annual testing and inspection for the underground tanks in the Auto Shop will occur at the end of the month.

The Auto Shop/Bus Supervisor stated the Holiday Lights Bus Tour, a popular and well-attended event, will be held again in December. This is a first come, first served event with the option of having those who wish to stand given the opportunity to do so. The bus departs from the Health Care Center at 7:20 p.m. The staff may add a second bus, and possibly an earlier bus, for some of the tours. He will provide information to the LW News with tour details and hours for an article to publicize the event, and present the final schedule for the tour at the next Committee meeting.

The Auto Shop/Bus Supervisor was excused at 2:30 p.m.

Community Facilities Manager

The Community Facilities Manager presented the Budget Variance Report for Cost Center 37, and the Action Report. The lighted pavement crosswalk contract was awarded to Dynaletic, the contract signed and the materials ordered. Information on the Automatic Gate at the Main Gate Exit will be brought to the Physical Properties Committee Meeting on

November 14, 2014. The Community Facilities Manager's detailed Action Report is attached at the end of the minutes.

UNFINISHED BUSINESS

Update on Policy 1920.1, Enforcement

The Committee Chair discussed the plan and goals for the Special Committee Meeting on November 19, 2014. He stated that it is an open meeting, and that GRF Board Members and Shareholders were welcomed to attend and participate. Legal counsel for the Foundation will attend the meeting in an advisory capacity. Shareholders will be welcomed to submit questions for discussion at the meeting.

Security Body-Worn Camera Procedure

The Security Chief presented a proposed procedure for use of body-worn cameras by Security Officers. The procedure identified the assignment of the cameras, camera position, activation and use of the camera, data management, staff training, and policy compliance.

Discussion was held on staff training, use of cameras for traffic enforcement documentation, video management and storage, and when and where the cameras will be utilized. There was a unanimous consensus of the Committee that the procedure be adopted as presented.

After discussion, Mr. Lukoff MOVED, seconded by Ms. Rapp, and passed with one abstention (Mr. Bolton) –

TO send the Security Body-Worn Camera Procedure to the GRF Board for approval.

NEW BUSINESS

Access Pass Discussion

The Security Chief introduced Kevin Squire of California Gate and Entry Systems, and Christopher Bair of dwellingLIVE.

Mr. Squire and Mr. Bair demonstrated the dwellingLIVE Visitor Management Software for the community from California Gate and Entry Systems. Included in the demonstration were a variety of tools and services including credential access, telephone entry system, visitor management solution, license plate recognition software, mobile patrol software, check point picture capability, visitor management and history software, e-pass capabilities, web site access for residents, and telephone kiosks. The tools and services are designed to provide security, enhance the resident and guest experience, document guest, employee and vendor history, and provide tools to Security to improve efficiencies.

Discussion was held on a variety of topics including issuance of daily passes, parking enforcement, use of transponders, income generation from transponders, data management

and safety implementation requirements and schedules and costs for the system and cards.

The Chair thanked the guests for the presentation. Mr. Squire stated that the system is scheduled to be installed in Laguna Woods Village. The Committee agreed to wait on further action until that installation was complete, and then visit the community to see first hand how the system was being utilized.

Mr. Squire and Mr. Bair left the meeting at 1:57 p.m.

Look Both Ways Crosswalk

The Executive Director stated that the look both ways crosswalk picture was an example of painting used on the street to remind pedestrians to look both ways prior to entering a crosswalk. The concept was discussed, and by unanimous consensus the Committee recommended the Community Facilities Manager obtain prices for implementing the proposal, and then take the recommendation and cost estimates to the Physical Properties Committee for consideration.

The Community Facilities Manager was excused at 2:40 p.m.

REPORTS

Security Chief

Security Chief presented the October Monthly Report; the Budget Variance Report for Cost Center 37; and the Action Report. The Security Chief's detailed Action Report is attached at the end of the minutes.

He reported that training is scheduled in the Computer Lab for the Watch Commanders to learn to utilize the system, as well as preparing them to train the staff during implementation. Four Security Officers recently attended a driver's training class.

Executive Director

The Executive Director discussed vehicle towing in the fire lane. He stated that the hiring freeze in Security was to reduce the cost of hiring new employees, not to change the business model. The staff has been asked to work 24 to 28 hours a week to accommodate the staffing needs of the department.

GRF President Comments

The President stated she was pleased by the security reports she receives, and that it was obvious that the staff was working hard. She was proud of Security and how they were working. One concern she had was regarding the attentiveness of the officers at the gates when vehicles were entering. She would like the officers to stop vehicles, and take a closer look at the decals and passes.

Committee Member/Foundation Member Comments

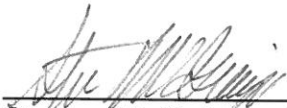
Committee members commented on the good meeting with interesting information being presented to the Committee, the outstanding job the Security did during the Mutual Fifteen power outage, compliments they had heard regarding Security and Chief Guerrero, the progress being made on 1920.1 Enforcement, and the hope that the Committee will be able to send the policy to the next GRF Board Meeting for approval.

Chair's Comments

The Chair announced that Tai Fulton, Recording Secretary, has accepted a position in Mutual Administration, and thanked her for her assistance to him, her work for the Committee, and wished her well in her new position. The special meeting of the Security, Bus and Transportation Committee will be on Wednesday, November 19, 2014 in the Administration Conference Room at 1:00 p.m. The next regular meeting will be Wednesday, December 9, 2014 in the Administration Conference Room at 1:00 p.m.

ADJOURNMENT

The meeting was adjourned 3:10 p.m.



Steven McGuigan, Chair
SECURITY, BUS & TRAFFIC COMMITTEE
SM/tf: 12.04.14

MOTIONS RECAP

TO send the Security Body-Worn Camera Procedure to the GRF Board for approval.

ACTION ITEMS

The staff will obtain cost estimates for the Look Both Ways proposal to take to the Physical Properties Committee as a recommendation.

The Bus/Auto Shop Supervisor will provide the schedule of the Holiday Lights Bus Tour 2014 at the next meeting.

COMMUNITY FACILITIES MANAGER
ACTION REPORT 10/21/2014

1. LIGHTED PAVEMENT CROSSWALK AT SWIMMING POOL ON ST.
ANDREWS DRIVE

Committee Review	Committee Approval	Board Approval	25%	50%	75%	95%	Final Review	Completed

- a. At the 11/7/2013 Security, Bus & Traffic Committee meeting the Committee sent a request to the Physical Property Committee to send out Request for Proposals for a lighted pavement crosswalk system
- b. Specifications for the Request for Proposal are complete
- c. Bidders conference is 2/14/14 and bids are due back 3/3/14
- d. Bids will be opened at March PPC meeting
- e. One bid opened at the PP Committee Meeting members asked staff to review the manufacture and check with Hawaiian Gardens as to what contractor they used
- f. Recommendation from staff to go with LaneLight in pavement LED System with a 5 year warranty was suggested
- g. Action by the Physical Property Committee to have staff work with a traffic engineer and provide a cost for a plan to send out an RFP to include saw cutting and installing a concrete crosswalk with the Lane Light Crosswalk System
- h. Action by the PPC at its May meeting requesting the services of Anderson Penna design plans to go out to bid with a concrete crosswalk
- i. PPC asked staff to secure 2 additional quotes from engineering plans to install a concrete crosswalk with the Lighted Crosswalk System
- j. Contract has been executed with JLS Engineering for a cost not to exceed \$2,000, to prepare construction documents to go out to bid for the lighted crosswalk system
- k. Received Construction documents RFP in process
- l. Task to be included in the 2014 Paving Project
- m. RFP sent out. Bidders Conference is on 9/18 and bids are due 10/7
- n. At its meeting on October 10, 2014, the Physical Property Committee unanimously recommended a contract be awarded to Dynalectric for this work, this item is on the GRF agenda for October
- o. GRF Board approved this project at its October 28th meeting. The contract has been signed and materials ordered.

2. AUTOMATIC GATE AT MAIN GATE EXIT

Committee Review	Committee Approval	Board Approval	25%	50%	75%	95%	Final Review	Completed

- a. Action by the SBT Committee to have Physical Property Department send out RFP was made
- b. Physical Property Department developed RFP
- c. Physical Property Department received 3 bids
- d. Contract executed on 1/21/14
- e. Gate will be installed after Perimeter Wall is complete.
- f. Physical Property Staff working with the contractor to set equipment for the gate
- g. The contract was signed with the understanding the system would comply with ADA standards and does not. Alternate options are being researched at this time.
- h. Information will be brought to the PPC Meeting on November 14

3. Security Building Exterior Painting

Committee Review	Committee Approval	Board Approval	25%	50%	75%	95%	Final Review	Completed

- a. RFP was sent out by the Physical Properties Department to paint the exterior of the Security Main Gate Building
- b. Item is on the PPC agenda for 11/14/14

SECURITY DEPARTMENT ACTION REPORT

November 12, 2014

1. LICENSE PLATE RECOGNITION CAMERA SYSTEM

Committee Review	Committee Approval	Board Approval	25%	50%	75%	95%	Final Review	Completed

- Purchase approved by the Security, Bus, and Traffic Committee on February 6, 2014.
- March 14, 2014 (Special Meeting) the GRF Board voted to approve the purchase.
- System purchased in March, received in late due April.
- Installation order submitted to Service Maintenance on April 25, 2014.
- Requirement of additional license purchase submitted to Committee for consideration on July 9th, 2014. Committee approved purchase.
- Additional license received and the IT Department is working on implementation of software and cameras.

2. SECURITY BODY-WORN CAMERAS

Committee Review	Committee Approval	Board Approval	25%	50%	75%	95%	Final Review	Completed

- Cameras ordered.
- Cameras tested out in the field.
- Policy being developed for review by Committee.

3. SECURITY DEPARTMENT WEBSITE

Committee Review	Committee Approval	Board Approval	25%	50%	75%	95%	Final Review	Completed

- Access to website development page provided by the IT Department.
- Staff obtaining content information for website directories.
- Staff obtaining photos for web content.
- On hold to allow staff training time for Jenark transition.