

Southern California Joint Pole Committee  
437 So. Cataract Ave. Unit 3  
San Dimas, CA 91773  
Phone (909) 592-4001  
Fax (909) 592-4636

January 13, 2009

A meeting of the **Basic JPA Training ad hoc Committee** took place on the above date, at 1:20 p.m., at the Committee office. Those in attendance were:

Mr. Daniel Lippert	City of Burbank
Ms. Sherri Goetz	Southern California Edison
Ms. Shawn Henderson	T-Mobile USA
Mr. Dennis Walls	City of Los Angeles - DWP
Mr. Robert Wolfe	AT&T California
Mr. Cory Autrey	Sprint-Nextel
Ms. Lynn Prescott	Verizon Wireless (teleconference)
Ms. Lupe Hernandez	AT&T Wireless
Ms. Paula Haney	NextG Networks (teleconference)
Ms. Jennie Corella	Committee Staff
Ms. Jean Baccus	Committee Staff
Ms. Angela Pranata	Committee Staff

Mr. Lippert opened the meeting with the one issue on the agenda, Item 1458: Basic JPA Training and Orientation. Mr. Rodriguez has submitted a primary draft for consideration in PowerPoint presentation format. Mr. Lippert stated that Ms. Prescott has redlined parts in the presentation, and has requested she provide a redlined copy of the presentation to him, and to Ms. Corella, who in turn would distribute the redlined draft to the ad hoc members.

Mr. Lippert questioned if the ad hoc members are in agreement of keeping the presentation in PowerPoint format, or an on-line tutorial where users might walk themselves through the presentation. It was agreed that the presentation would be a walk-through tutorial. Mr. Lippert responded that if the members were in agreement that the training would be a walk-through tutorial, then the draft presentation presented by Mr. Rodriguez would require many revisions.

It was noted that when the iPAM application is implemented, then a tutorial for the application would need to be created.

Mr. Lippert stated that the current presentation would require slide-by-slide review and revision. He added that after reviewing the presentation, there are some JPA examples that in his opinion should not be the initial JPA example. He recommends starting off with a very

basic JPA format example, then working up to a more sophisticated example, and making the presentation more generic. He added that the presentation is telecom based, and that he would try to remain focused on telecom, since incoming members would likely be telecom versus power.

Ms. Corella stated that some members concerns in regards to training is that there are retirements within their organizations, and new hires could benefit by an on-line tutorial to answer and aid them with their questions, and concerns, as well as giving direction.

Mr. Lippert responded that the tutorial would address commonly used Routine handbook sections, and members could take the presentation and gear it toward their respective organizations.

Mr. Wolfe stated that the presentation should be open to revisions, as the handbook is periodically revised.

Mr. Lippert plans on working with Ms. Pranata directly on the presentation. He added that he would schedule a date to come into the JPC office and work with Ms. Pranata on the presentation.

Mr. Wolfe suggested using real member codes rather than U1, U2 etc to identify members on the JPA examples. He added that he is aware that real codes are not used due to the possibility of reflecting poorly on a specific utility; however, he does not see this as a poor reflection on any member. Mr. Lippert stated that he would raise the question of using member codes in the training presentation, and ask if this would offend any members.

There were no miscellaneous items.

Review of action items:

- Ms. Prescott to email the redlined training presentation to Mr. Lippert and Ms. Corella.
- Ms. Pranata to work on the SCJPC logo for the PowerPoint slides and/or replaces the T-Mobile logo with SCJPC logo.
- DWP and SCE to provide Mr. Lippert with their training templates.

The meeting adjourned at 1:45 pm, until November 2008.

Jennie Corella - Manager of Operations

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February 10, 2009

A meeting of the **Basic JPA Training ad hoc Committee** took place on the above date, at 12:40 p.m., at the Committee office. Those in attendance were:

Mr. Daniel Lippert	City of Burbank
Mr. Wayne Brown	Southern California Edison
Ms. Steve Rodriguez	T-Mobile USA
Mr. Dennis Walls	City of Los Angeles - DWP
Mr. Robert Wolfe	AT&T California (teleconference)
Mr. Cory Autrey	Sprint-Nextel
Ms. Lupe Hernandez	AT&T Wireless
Ms. Paula Haney	NextG Networks (teleconference)
Ms. Jennie Corella	Committee Staff
Ms. Jean Baccus	Committee Staff
Ms. Angela Pranata	Committee Staff

Mr. Lippert opened the meeting with the one issue on the agenda, **Item 1458: Basic JPA Training and Orientation**. He questioned if Ms. Pranata or Ms. Corella had received any draft presentation copies with marked revisions. Both parties responded in the negative.

Mr. Lippert stated that perhaps it is the size of the training draft that is deterring members from reviewing. To this he added that he suggests taking the module and reviewing it in parts. He requested the module be uploaded onto the SCJPC website. Ms. Pranata would upload the presentation module in the members drop down menu on the meetings and agendas page. She would also upload the drafts presented by other members. The objective is to make the presentations available to members to review at their leisure.

Mr. Autrey inquired if Mr. Lippert would assign parts of the module to individual members, or would the members work on the same part.

Mr. Lippert responded that the ad hoc as a group would review individual parts. He added that the format created by Mr. Rodriguez has been put together well, and addresses all the initial steps for processing preliminary JPAs. However, there are required changes to some screens to make the presentation more generic. The presentation is conducive to a lecture type presentation, where the objective is to create a tutorial where the user can avail themselves to the tutorial at their leisure.

Ms. Pranata has taken the draft and converted the screen headings to read SCJPC, and she has added screen shots of how to pole search from the SCJPC website.

The members started the review process by viewing the first screens of the module.

Mr. Wolfe recommended scheduling an entire day to meet and concentrate only on the training presentation.

Mr. Autrey agreed that committing one entire day to this ad hoc could expedite the process, however, he proposed all members should agree to review the module prior to the one-day meeting to be fully prepared to share their thoughts.

Ms. Haney inquired if the one-day meeting would follow the JPA process from the first step through the final step. She added that she would like to be prepared.

Ms. Walls suggested having Ms. Pranata and the staff work on the different screens, modify the screens if necessary and have the module with any modifications ready for the one-day meeting.

Ms. Baccus responded that the staff is not versed in the JPA preliminary process.

Mr. Lippert stated that from what he is hearing is that a small core group should work on the module prior to presenting it to ad hoc for their review. To this he added that the core group could consist of himself, the JPC staff, and any other ad hoc members who could commit the time. The ad hoc would then review the module in parts.

Mr. Wolfe suggested creating the core group at this time. The volunteers for the core group are: Mr. Robert Wolfe, Ms. Lupe Hernandez, Mr. Wayne Brown and Ms. Paula Haney. Ms. Hernandez addressed Mr. Lippert and stated that Ms. Lynn Prescott should be added to the core group. Mr. Lippert stated that he would be scheduling the one-day meeting the first week of March, and would be contacting the core group.

There were no miscellaneous items.

Review of action items:

- Ms. Pranata to upload the training module onto the website.
- Schedule meeting first week in March
- Create flow chart of committees, starting with Admin Board

The meeting adjourned at 1:20 pm, until March 2009.

Jennie Corella - Manager of Operations

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March 4, 2009

A meeting of the **Basic JPA Training ad hoc Committee** took place on the above date, at 9:00 a.m., at the Committee office. Those in attendance were:

Mr. Daniel Lippert	City of Burbank
Ms. Diana Herrera	Southern Cal Edison(teleconference)
Ms. Steve Rodriguez	T-Mobile USA (teleconference)
Ms. Lupe Hernandez	AT&T Wireless (teleconference)
Ms. Paula Haney	NextG Networks
Ms. Jean Baccus	Committee Staff
Ms. Angela Pranata	Committee Staff

Mr. Lippert opened the meeting with the one issue on the agenda, **Item 1458: Basic JPA Training and Orientation**. The objective of this ad hoc is to create a JPA training tutorial module to be available on the SCJPC web site to all members and their staff. The members began this meeting by creating an organizational chart of the committee and it's officers, and an organizational chart of the committee staff to be added as two screens to the training module.

The members discussed not placing any GO information since GO is not a part of the Southern California Joint Pole Committee. The GO rules must be adhered by each individual respective joint member.

Mr. Lippert stated that the module is greater work process focused as opposed to form focus.

Included in the module are the SCJPC By-laws, and 1998 Agreement to make these documents accessible to the user. The ad hoc members discussed and created the two screens displaying the aforementioned documents.

The members reviewed the JPA process by starting with the preliminary Form 2. They discussed major and minor changes. The JPA process flow chart screen was reviewed and revised.

The members reviewed the screens, and the attached verbiage of how to complete the JPA header. There are some revisions to these screens.

Each individual screen and its associated verbiage and visual aids were reviewed.

Ms. Baccus stated that her office is receiving JPAs where on the header the owners are listed in a specific order, but throughout the JPA that sequential order is not followed. She added that this makes the billing of the JPA a greater difficulty. She requested that the module specify that the order of members must be maintained throughout the JPA. The members agreed with Ms. Baccus, discussed the verbiage, and would incorporate the specifics.

The members extensively discussed the screens. There are some screens that require billing clarification from the general membership. Therefore, Mr. Lippert would notify and confirm these minor changes with the general membership at the next administrative board meeting.

It was agreed to reference the Routine Handbook through out the module, this would encourage users to become accustomed to using the Routine Handbook as an aid and reference.

There were no miscellaneous items.

Review of action items:

- Ms. Pranata to upload the latest training module onto the website.
- Mr. Lippert to confirm with general membership about listing circuit information
- Ad hoc members to review module for further proposed revisions.

The meeting adjourned at 12:20 pm, until April 2009.

Jennie Corella - Manager of Operations

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May 7, 2009

A meeting of the **Basic JPA Training ad hoc Committee** took place on the above date, at 9:00 a.m., at the Committee office. Those in attendance were:

Mr. Cory Autrey	Sprint-Nextel
Ms. Maryam Farajzadeh	City of Vernon
Ms. Lynn Prescott	Verizon Wireless
Ms. Lupe Hernandez	AT&T Mobility (teleconference)
Mr. Robert Wolfe	AT&T California (teleconference)
Ms. Paula Haney	NextG Networks
Ms. Jean Baccus	Committee Staff
Ms. Angela Pranata	Committee Staff
Ms. Jennie Corella	Committee Staff

In the absence of Mr. Lippert, the ad hoc members moved forward with the meeting. The meeting opened at 9:20 am with the one issue on the agenda, **Item 1458: Basic JPA Training and Orientation.**

Initially, the members discussed the Form 48. At a previous ad hoc meeting, Mr. Walls proposed reviewing the Form 48 for simplification. Ms. Pranata interjected stating that from the previous Basic JPA Training ad hoc committee meeting, the members agreed to address the Form 7 and implementing it into the training module.

The members reviewed the Form 48 and agreed that some terminology is outdated and perhaps the form could be simplified. Mr. Autrey added that prior to incorporating the form into the training module it should be revised for simplification. The members reviewed and discussed the operation numbers and associated descriptions.

Ms. Hernandez suggested noting on the training module that the Form 48 is currently in review process within the Routine Revision ad hoc committee and would be updated when the review process is complete.

The consensus is to leave the Form 48 in the current format for the training module until the Routine Revision ad hoc committee has completed their review process.

The members then reviewed and discussed the Form 7 to be incorporated into the training module. The objective is to create a basic

generic most commonly used type of Form 7. The current Form 7 in the module is a sophisticated type; therefore the members simplified the form to appear greater user friendly. In the header it was agreed to state that the job number could be the accounting data as well. The members created the screens associated with the Form 7.

Ms. Prescott suggested using the same generic JPA though out the entire training module. This would allow the user to follow and identify changes and other reference documents to one original JPA. The JPA should have at least two poles. The consensus is to create a JPA to be referenced to though out the training module. Ms. Hernandez commented that if there is no money involved, then there is no need to notate the authorized cost on the JPA. It was agreed that the members would bring an example “E” or “M” JPA reflecting a pole replacement or attachment. It was suggested that the module could contain more than one JPA example for the different sections.

There were no miscellaneous items.

Review of action items:

- Ad hoc members to bring “E” or “M” JPA examples to be considered for use within the training module.

The meeting adjourned at 11:20 am, until June 2009.

Jennie Corella - Manager of Operations

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July 9, 2009

A meeting of the **Basic JPA Training ad hoc Committee** took place on the above date, at 9:00 a.m., at the Committee office. Those in attendance were:

Mr. Dan Kjar	City of Azusa (teleconference)
Mr. Randall Starkey	Time-Warner (teleconference)
Mr. Steve Rodriguez	T-Mobile (teleconference)
Mr. Robert Wolfe	AT&T California (teleconference)
Ms. Maryam Farajzadeh	City of Vernon (teleconference)
Ms. Lynn Prescott	Verizon Wireless (teleconference)
Ms. Lupe Hernandez	AT&T Mobility (teleconference)
Ms. Paula Haney	NextG Networks
Mr. Daniel Lippert	City of Burbank
Mr. Ihab Ibrahim	City of Banning
Ms. Jean Baccus	Committee Staff
Ms. Angela Pranata	Committee Staff
Ms. Jennie Corella	Committee Staff

Mr. Lippert opened the meeting at 9:15 am. He stated that in reviewing the minutes from the last meeting, the consensus is to take a single JPA and refer to it throughout the module. He inquired if a JPA has been submitted. Ms. Hernandez responded that she has contacted Ms. Jennie Davis from the City of Los Angeles to submit a JPA. She added that Ms. Davis is in the process of submitting the JPA. The JPA in question is to address the various scenarios to be covered in the training tutorial.

The ad hoc discussed adding the Form 49: Tracer and Multi-Party Router, to the module. This form has not been revised, but defined to a greater extent in the Routine Handbook to clarify that the Form 49 is a tracer, but also a router. The Form 49 has been added to the sample JPA and a page to the module.

The members reviewed the submitted JPA to be used as the example throughout the training module. The JPA has been modified to address the different forms that are notated in the Routine Handbook.

The members extensively discussed the different screens and related forms. They pointed out the necessity and relevance of using the

code abbreviations listed in section 20 for correct interpretation and uniformity of action items.

Ms. Haney suggested placing a notation at the end of the training presentation that the Routine Handbook is continually being revised and that members should make a habit of reviewing the JPA Alert page on the SCJPC.net web site.

The majority of time was relegated to revising the sample JPA Form 2, and the related screens specific to each action on the JPA.

Mr. Lippert stated that the one remaining process of the JPA transactions is the billing and the Form 44. He added that the module is nearly entirely complete and there should be the need of one or two more ad hoc meetings.

There were no miscellaneous items.

Review of action items:

- Ms. Baccus to create a Form 44 for the final screen in the module
- Ms. Pranata to update and upload latest version of the training module

The meeting adjourned at 11:45 am, until August 2009.

Jennie Corella - Manager of Operations