

Southern California Joint Pole Committee

279 E. Arrow Hwy. Suite 104
San Dimas, CA 91773
Phone (909) 599-3801
Fax (909) 599-3825

September 20, 2017

A regular meeting of the **Basic JPA Training ad hoc Committee** took place on the above date, at 11:32 am, at the Committee office.

Those in attendance were:

Mr. William Kearns	Frontier Communications
Ms. Megan Stewart	Frontier Communications
Mr. Steve Brown	City of Los Angeles
Ms. Manijeh Carmichael	AT&T California
Ms. April DeBarge	Southern California Edison
Mr. Wayne Brown	Southern California Edison
Ms. Jessica Nix	Southern California Edison
Ms. Valerie Mitwasi	Southern California Edison
Ms. Sherri DuChateau	Golden State Water
Ms. Julie Roberts	Golden State Water
Ms. Nicole Singh	Crown Castle NG West Inc./NewPath/CA-CLEC LLC
Mr. Earl Carrion	Crown Castle NG West Inc./NewPath/CA-CLEC LLC
Ms. Alicia Smith	Sprint Nextel/Sprint Communications
Mr. David Campo	City of Lompoc
Mr. Brandon Robinson	City of Banning
Mr. Ayman Arraj	City of Burbank
Mr. Joe Armstrong	City of Pasadena
Mr. Johnny Trang	City of Pasadena
Mr. Daniel Acosta	Mobilitie, LLC
Ms. Shawn Henderson	T-Mobile USA
Ms. Maria Ortiz	XO Communication
Ms. Lupe Hernandez	Teleport Communications America, LLC
Ms. Angela Pranata	Committee Staff
Ms. Kathleen Allen	Committee Staff
Ms. Jennie Corella	Committee Transcriber

Those attending via teleconference were:

Ms. Samatha Carillo	Time-Warner Cable
Ms. Yvonne Johnson	AT&T Mobility

Ms. Yvonne Johnson opened the meeting at 11:32 am by stating that there were no **minutes** available from the previous meeting.

The second item on the agenda is the Review of the current **Basic JPA Training power point file**. Ms. Pranata opened the training module available on the SCJPC website for the members to review. The first slide displays the history and the second slide displays the purpose of the Committee. Members discussed the need of the History slide in that this is a training module and the history is available on the home page of the SCJPC website. The slide describing the purpose, notes the purpose of the SCJPC and not the purpose of the training module. This slide will be revised to read, "Purpose of SCJPC". The "Purpose of Basic JPA Training" slide has been added.

Mr. Carrion shared how Crown Castle's internal training module states the history and purpose and other slides as the members reviewed the current training module. He then displayed Crown Castle's internal training module. He stated that this training module is facilitated as a presentation versus a training packet. He then presented and facilitated his internal basic training PowerPoint module for the members. When Mr. Carrion completed his presentation, the members agreed that it was a user friendly, informative module and answered questions posed by those new to joint pole use.

Ms. Pranata inquired if he frequently updates his module to align with the changes in the Routine. Mr. Carrion responded that he does revise when necessary.

Mr. Carrion volunteered to create an outline for the committee to use as they revise the current training module.

Mr. Armstrong inquired of Mr. Carrion how often he presents his training presentation. Mr. Carrion responded that due to limited resources he facilitates a presentation when needed or as time allows.

Ms. Hernandez stated that if the committee had a training module similar to Crown Castle's then the JPC office could provide regular training sessions available to members and their staff.

Mr. Carrion stated that now that the Basic JPA Training ad hoc committee has been reinstated this ad hoc could provide the ability for members to bring their respective questions to this table for answers and/or resolution. The members agreed that Q and A could be part of the agenda for this ad hoc committee.

Ms. Hernandez and Mr. Carrion will co-chair this ad hoc committee.

Action Items:

- Crown Castle to provide an outline to this committee.

The meeting adjourned at 12:11 pm until October 18, 2017.

Jennie Corella – Committee Transcriber

Southern California Joint Pole Committee

279 E. Arrow Hwy. Suite 104
San Dimas, CA 91773
Phone (909) 599-3801
Fax (909) 599-3825

October 17, 2017

A regular meeting of the **Basic JPA Training ad hoc Committee** took place on the above date, at 11:39 a.m., at the Committee office.

Those in attendance were:

Mr. William Kearns	Frontier Communications
Ms. Megan Stewart	Frontier Communications
Mr. Steve Brown	City of Los Angeles
Mr. Jeff Williams	City of Los Angeles
Mr. Ronald Schram	City Of Los Angeles
Ms. Manijeh Carmichael	AT&T California
Mr. Wayne Brown	Southern California Edison
Ms. Jessica Nix	Southern California Edison
Ms. Valerie Mitwasi	Southern California Edison
Ms. Samantha Carrillo	Time-Warner Cable
Mr. Earle Carrion	Crown Castle NG West Inc./NewPath/CA-CLEC LLC
Ms. Maria Ortiz	XO Communication
Ms. Lupe Hernandez	Teleport Communications America, LLC
Ms. Angela Pranata	Committee Staff
Ms. Kathleen Allen	Committee Staff

Those attending via teleconference were:

Ms. Alicia Smith	Sprint Nextel/Sprint Communications
Ms. Shawn Henderson	T-Mobile USA
Ms. Yvonne Johnson	AT&T Mobility
Ms. Lynn Prescott	Verizon Wireless
Ms. Mia Tran	Crown Castle NG West Inc./NewPath/CA-CLEC LLC
Ms. Nicole Singh	Crown Castle NG West Inc./NewPath/CA-CLEC LLC
Mr. Daniel Luty	Crown Castle NG West Inc./NewPath/CA-CLEC LLC

Mr. Earle Carrion opened the meeting at 11:39 a.m. by asking the members if they had reviewed the previous month's **minutes**. There were no questions or comments.

The second item on the agenda is the **Review of the current Basic JPA Training power point file**. Mr. Carrion reported that he sent an outline file to Ms. Pranata which outlined the content of the power point slides he presented at the last meeting. He stated that he is planning on elaborating each bullet point before the next meeting.

Mr. Kearns stated that he is satisfied with the outline created by Mr. Carrion. The Committee then discussed the last bullet *Member-Specific Exceptions/Requirements*. Mr. Carrion commented that the member-specific exceptions/requirements could be uploaded to a web page. Mr. Carrion provided an example, which is: Crown Castle recently found out that SCE does not allow third party attachments on solely owned wooden streetlight pole.

The Committee agreed to upload exceptions on a web page and add a notation at the end of the power point presentation “some members may have additional requirements.”

The third item on the agenda is **Item 1641: JPA Training (Prelim & Final)**. This pertains to train members on how to write a preliminary and final Form 2. This item is on hold until completion of the Basic JPA Training power point file.

Action Items:

- Crown Castle to expand each bullet point before the next meeting.

The meeting adjourned at 11:55 a.m. until November 15, 2017.

Angela Pranata – Committee Transcriber

Southern California Joint Pole Committee

279 E. Arrow Hwy. Suite 104
San Dimas, CA 91773
Phone (909) 599-3801
Fax (909) 599-3825

November 14, 2017

A regular meeting of the **Basic JPA Training ad hoc Committee** took place on the above date, at 1:05 p.m., at the Committee office.

Those in attendance were:

Mr. Earle Carrion	Crown Castle NG West Inc./NewPath/CA-CLEC LLC
Ms. Jessica Nix	Southern California Edison
Mr. Bret Plaskey	Frontier Communications
Ms. Megan Stewart	Frontier Communications
Mr. Steve Brown	City of Los Angeles
Mr. Ronald Schram	City Of Los Angeles
Ms. Manijeh Carmichael	AT&T California
Mr. Wayne Brown	Southern California Edison
Ms. April DeBarge	Southern California Edison
Ms. Valerie Mitwasi	Southern California Edison
Ms. Maria Ortiz	XO Communication
Ms. Lupe Hernandez	Teleport Communications America, LLC
Ms. Samantha Carrillo	Time Warner Cable
Mr. Josh Mathisen	AT&T California
Ms. Alicia Smith	Sprint Nextel/Sprint Communications
Ms. Angela Pranata	Committee Staff
Ms. Kathleen Allen	Committee Staff
Ms. Anali Spencer	Committee Staff

Those attending via teleconference were:

Ms. Yvonne Johnson	AT&T Mobility
Ms. Lynn Prescott	Verizon Wireless

Mr. Earle Carrion opened the meeting at 1:05 p.m. by asking the members if they had reviewed the previous month's **minutes**. There were no questions or comments.

The second item on the agenda is the **Review of the current Basic JPA Training power point file**. Mr. Carrion reported that he did not get a chance to work on the file however he is planning to expand the bullet points. He inquired about the format of the power point file, whether it should be used for presentation only or can the slides be printed and used as a hand out. The Committee agreed to discuss this further at the next Basic JPA Training meeting.

The third item on the agenda is **Item 1641: JPA Training (Prelim & Final)**. This pertains to train members on how to write a preliminary and final Form 2. This item is on hold until completion of the Basic JPA Training power point file.

Action Items:

- Crown Castle to work on the power point file before the next meeting.

The meeting adjourned at 1:08 p.m. until February 20, 2018.

Angela Pranata – Committee Transcriber

SCJPC Basic JPA Training

➤ JPA Basics Review

- SCJPC
 - History
 - Purpose
- Routine Handbook
 - Description & Purpose
- Authorized Costs
 - Description & Purpose
- Committee Meetings
 - Description & Purpose

➤ JPA Processing

- What's the goal?
 - Purpose of a JPA - Interpreting planned work into a JPA
- When is a JPA required?
 - Bullet description of factors that merit a JPA for a pole
- Pole Card
 - Purpose
 - Description of info within various sections
- GR&SP
 - Description
 - How to calculate
 - Example: diagram of pole with attachments, and corresponding calculated GR&SP
- GO95
 - Description of various basic clearance fundamentals
- Language & Interpretation (within JPA)
 - Section numbers - how they are used/cited
 - Item numbers - how they are used/cited
 - Shorthand/abbreviations

➤ JPA Forms

- Form 2
 - General Overview
 - Description of different sections
 - Required information
 - Examples
- Form 7
 - General Overview
 - Description of different sections
 - Required information
 - Examples
- Form 48
 - General Overview
 - Description of different sections
 - Required information
 - Examples

- Form 2 Final
 - General Overview
 - Description of different sections
 - Submission checklist (that makes a Final acceptable for billing)

➤ **Required Documentation**

- Pole Loading Analysis
 - Section 18.1-A Overview
 - Description of what makes pole load acceptable

➤ **Other Forms / Unique Procedures**

- Responses
 - What to expect from (typical) responses
 - How to (typically) respond
- Revision (R01)
 - Description
 - Purpose
- Supplementary (S01)
 - Description
 - Purpose
- Form 9
 - Description
 - Purpose
 - Example
- SCJPC Memo
 - Description
 - How to address
 - Example
- Member-Specific Exceptions/Requirements
 - Description of various *outside Routine* processes/requests by specific members