

Southern California Joint Pole Committee

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February 19, 2025

A regular meeting of the **Basic JPA Training ad hoc Committee** took place on the above date, at 1:40 p.m., via teleconference.

Those in attendance were:

Ms. Megan LaMon	Crown Castle NG West Inc.
Ms. Aarize Dizon	Crown Castle NG West Inc.
Mr. John Bacon	City of Los Angeles
Mr. Lex Treepaisan	Frontier Communications
Ms. April DeBarge	Southern California Edison
Ms. Marisol Bailey	Southern California Edison
Mr. Michael Pearson	Southern California Edison
Ms. Carla Stephen	Southern California Edison
Ms. Shelby Mulvehill	Southern California Edison
Mr. Cesar Rodriguez	Southern California Edison
Ms. Kay Black	AT&T California
Mr. Joy Young	AT&T California
Mr. Alvin Robielos	AT&T California
Mr. Jeremy Harmon	Verizon Wireless
Mr. John Vu	City of Anaheim
Mr. Irvin Orzuna	City of Glendale
Ms. Maria Ortiz	MCI Metro ATS/MCI Telecommunications/XO Communications
Mr. Salvador Zambrano	City of Burbank
Ms. Yesenia Delgado	Time-Warner Cable
Ms. Lynne LaFrenais	Bear Valley Electric Service, Inc.
Ms. Nicole Munoz	City of Colton
Mr. Ben Coffey	City of Banning
Mr. Nick Van Stryk	City of Vernon (Petrelli Electric)
Ms. Shawn Henderson	T-Mobile USA
Ms. Linda McLean	Extenet Systems
Ms. Heidi Seropian	Extenet Systems
Ms. Tamara Zaki	Boldyn Networks US LLC
Ms. Angela Pranata	Committee Staff
Ms. Kathleen Allen	Committee Staff

Chairperson, Ms. LaMon called the meeting to order at 1:40 p.m. by addressing the first item on the agenda, the review of **January 2025 meeting minutes**.

There were no questions or comments.

The second item on the agenda is the **Final Billing Information – Training Video.**

- Training Videos
 - Completed videos can be found under:
<https://scjpc.net/members/basic-jpa-training/>
- Explaining Final memos/errors through videos
 - Next recorded videos by SCJPC for review
 - Action Items from last month
 - Members to send examples to Ms. Allen two Fridays before the monthly meeting.
 - Ms. Allen is still waiting on SCE to send information on the anchors in order to record the anchor video.
 - Ms. Allen to record videos on arms, billing out of sequence, PTX, and possibly a video on anchors.
 - Ms. Allen to record videos on memo reasons.
 - Ms. Allen to record separate videos on invalid grade and space scenarios.
 - Mr. Bacon, Ms. LaMon, or any other member to send Ms. Allen an example of a PTX JPA if they could find one.
 - Ms. Allen to work on creating a Billing out of Sequence video(s).

Ms. LaMon opened and stated that last month Ms. Allen was working on a script for billing out of sequence. Ms. Allen sent some questions to a few members regarding billing out of sequence JPAs. Ms. LaMon inquired if Ms. Allen is still working on the script(s). Ms. Allen stated that she will be working with SCE to complete the script on replacements and thereafter she can record the video. Ms. Allen continued that she really wants to get the videos recorded and posted on the SCJPC website ASAP because multiple members have many JPAs that are billed out of sequence and need the videos to reference to set up the JPA correctly.

Ms. Allen stated that when she originally started the training with videos the committee agreed that Ms. Allen should spend only two hours a month on training videos. Ms. Allen explained that she will need more than two hours a month to devote herself to creating scripts and recording videos on the billing out of sequence series since there are so many scenarios and they need to be developed from the beginning. It may take up to a year to record the videos if her time spent creating scripts and recording videos remain at two hours monthly. Ms. Allen is unsure how many hours are needed; however, Ms. Allen requested to up her two hour limit to six hours for March 2025. Ms. Allen would see how much she can accomplish in the six hours and see if more time is needed and then report back to the Basic JPA Training ad hoc committee in March 2025. Ms. Black stated that she is in favor of granting Ms. Allen as much time needed. Ms. Ortiz, Ms. LaFrenais, and Ms. LaMon agreed. Ms. LaMon inquired if the committee needs to agree to that in any other official way or is it okay to do within this context. Mr. Harmon stated that it sounds like it is going to be a shared cost, and all members would benefit from it. Perhaps the BJT ad hoc committee share with the Administrative Board to allow for the labor spending towards that

endeavor. Ms. McLean stated she agrees. Ms. Pranata clarified that when Ms. Allen spends more time on the training videos, she would be spending less time on other tasks such as billing and reviewing other billers' billing. Ms. Black added the committee has to remember that Ms. Allen's videos have dramatically decreased the number of memos that billers are returning. The videos are educating all members on the right way to submit JPAs. Ms. Black continued that billing out of sequence is really complicated and the training videos will benefit all members. Members will be able to write the paperwork properly. Ms. Black then stated that she agrees with Mr. Harmon and this needs to be run by the Administrative Board and share the proposal. Ms. Black inquired if the BJT ad hoc committee could agree to grant Ms. Allen six hours for March 2025 until the topic could be brought up at the next Administrative Board. Mr. Bacon stated that all the videos that are made and collected benefit all members. All members save money because the corrections are not as many. Mr. Bacon added there is no training school and that the videos benefits the SCJPC purely. Ms. LaFrenais added that she needed training four years ago when she started, and the committee was looking into a retiree to do training at that time. Ms. LaFrenais then added Ms. Allen's videos have helped immensely and Ms. LaFrenais is very appreciative. Ms. LaMon stated it seems like the consensus, at least in this context, is most members would agree that it should be okay for Ms. Allen to use additional time for the videos. Ms. LaMon is unsure how to move forward. Ms. Black stated how about Ms. Pranata send an email out to all members and inquire if any members having a problem with Ms. Allen coming out of her normal duties for six hours March 2025 to work on creating a script or scripts on the billing out of sequence series. If a member does have a problem with it to please email Ms. Pranata back. Ms. Black added this topic can be discussed in more detail at the next Administrative Board meeting. Ms. LaMon stated that she thinks that is fair and Ms. Pranata should email members regarding this assignment and give a week for everyone to reply. Ms. Black and Ms. McLean agreed.

Ms. Allen stated that per the Routine Handbook some information needs to be shown in red on the Preliminary Form 2. Ms. Allen inquired does the information that is shown in red on the Preliminary Form 2 need to be shown in red on the Final JPA. Ms. Allen explained she sees the information in both red and black on the Final JPA and was inquiring if SCJPC staff must return via memo if the information is not in red. Mr. Bacon stated the fewer amount of rejections members have, the happier they all are. Ms. LaMon and Ms. Bailey agreed. SCJPC staff will not reject Final JPAs that do not show the information in red stated in the Routine Handbook for Section 18.1G.

There were no further questions or comments.

The third item on the agenda is the **Interpretation of Billing (standing agenda item – 11/16/2022)**

There were none.

The fourth item on the agenda is **Miscellaneous.**

There were none.

Review of Action Items:

- Ms. Pranata to email members to request approval for Ms. Allen to increase her hours to work on the billing out of sequence videos.
- Ms. Allen to continue to work on creating Billing out of Sequence video(s).

The meeting adjourned at 1:49 p.m. until March 19, 2025.

Transcribed by Ms. Kathleen Allen – Committee Staff