



<u>SUBJECT</u>	<u>EFFECTIVE DATE</u>	<u>POLICY</u>	<u>PAGE</u>
Catastrophic Event Fund	3/6/2014	12	1 of 2

I. Policy Statement

The Imperial Valley Telecommunications Authority (“IVTA”) was created to provide a high-speed network infrastructure to facilitate robust, reliable network services throughout Imperial County. It is the intent of this policy to provide a clear understanding of a Catastrophic Event Fund managed by IVTA to ensure that these services are available during catastrophic events.

II. Definitions

- **Network Infrastructure** – IVTA’s network infrastructure is the physical hardware used to interconnect agency demarcation sites. This infrastructure includes, but is not necessarily limited to, fiber optic cable, conduit, poles, pole attachments, wireless antennas, electronic equipment (radios, servers, routers, switches, uninterruptable power supplies, etc.), generators and other devices that enable network connectivity, communications, operations and management of the network. The network infrastructure provides the communication path and services both between agency sites and to other external networks to include the commodity Internet.
- **Backbone System** – The IVTA Backbone system is the high-speed network infrastructure that connects the various communities within Imperial County. The Backbone system is a set of fiber optic or other telecommunication lines or systems, such as point-to-point wireless connections, to which local area networks from member agency sites connect for wide area connectivity. Connections to the backbone take place at a mutually agreed upon location that provides for the connection of the IVTA backbone network to the member agency’s facilities.
- **Site** – The Site is the location of a member agency from the network demarcation point (see definition in BP03) inward to the agency facility. The demarcation point can be at the agency’s building, usually at the entrance facility or telecommunications room, or at a point outside the building at a communications pedestal or a fiber junction box located on a communications pole or other suitable location.
- **Catastrophic Event** – For the purpose of this policy, a catastrophic event is defined as any natural or man-made incident, including terrorism, which results in extraordinary levels of damage, or disruption severely affecting the infrastructure, environment, services, and/or related functions of the network. Section VI outlines some examples of events that would qualify as a Catastrophic Event.

III. General Information

IVTA’s network infrastructure is spread throughout Imperial County and is exposed to damage from natural disasters, accidents, fire, vandalism, and potentially other acts of nature or war/terror. As a result of such damage exposure, the IVTA Board is creating a special fund to cover major expenses stemming from the events listed above (and those set forth in Section VI). This special fund will be used to assist with restoring critical services in an expedited fashion. The new fund designation will be “Catastrophic Event Fund” and will have an initial balance of \$100,000. Thereafter, on an annual basis when



<u>SUBJECT</u>	<u>EFFECTIVE DATE</u>	<u>POLICY</u>	<u>PAGE</u>
Catastrophic Event Fund	3/6/2014	12	2 of 2

approving the Unaudited Actuals, the IVTA Board will determine an amount of money to allocate to the Fund from the Ending Fund Balance with a target goal of \$250,000 to be maintained in reserve. These funds are to be used when a qualified event (see Section VI) impacts the IVTA Backbone System's ability to provide network services. The Fund is to be used only for backbone system repairs which may include temporary connection service and equipment. Normal or "day to day" repairs to agency connections to the backbone will continue to be negotiated as they currently are between IVTA and the member agency and are not covered by this policy.

IV. Network Administrator Responsibility

- The Network Administrator will be responsible for tracking all expenses associated with the Fund.
- The Network Administrator has the authority to approve expenditures from the Fund based on qualified events.
- The Network Administrator shall recoup any and all costs possible from any member agency's insurance or IVTA insurance that covers such qualifying events.
- When funds are expended, the Network Administrator shall report to the IVTA Board regarding these expenditures. The report should occur at the next possible meeting and explain the circumstances, outcomes, issues, and expenses incurred.

V. IVTA Board Responsibility

- The IVTA Board is responsible to authorize, at the time it receives and approves the Unaudited Actual report, the percentage and/or amount to be added to the Fund for the next fiscal year (*see* section III). The IVTA Board shall also receive and review reports of the Network Administrator regarding expenditures of the Fund.

VI. Qualified Events

- Earthquake
- Fire on facility housing IVTA equipment or fiber infrastructure
- Substantial Vandalism (Cable theft/damage, stolen equipment, etc.)
- Storms, hurricanes or flooding
- Other substantial acts of nature or war/terror as determined by the Board