

**MINUTES OF A REGULAR JOINT MEETING  
OF THE EXECUTIVE COMMITTEE  
AND THE USER COMMITTEE**

1. **CALL TO ORDER**

The Executive Committee and the User Committee convened in a regular joint session at 2:03 p.m. in the second floor conference room of the South Bay Regional Public Communications Authority, 4440 W. Broadway, Hawthorne, CA.

**ROLL CALL**

Present: City Manager Geoff Dolan, City of Manhattan Beach  
City Manager Mitch Lansdell, City of Gardena  
City Manager Jag Pathirana, City of Hawthorne  
Chief Scott Ferguson, Manhattan Beach Fire Department  
Chief Mike Heffner, Hawthorne Police Department  
Chief Ed Medrano, Gardena Police Department  
Chief Greg Savelli, Hermosa Beach Police Department  
Chief Rod Uyeda, Manhattan Beach Police Department

Absent: City Manager Steve Burrell, City of Hermosa Beach  
Interim Chief Jerry Gomez, Hermosa Beach Fire Department

Also Present: Executive Director Ralph Mailloux  
Administration Manager Bonnie Agee  
Operations Manager Shannon Kauffman  
Technical Services Manager Jose Rivera  
Finance Manager Agnes Walker  
Mr. Kunle Aderonmu, Legal Counsel for the Authority

2. **PUBLIC DISCUSSION**

None.

3. **ACTION ITEMS**

3a. **APPROVAL OF MINUTES – MARCH 18, 2008**

**MOTION:** City Manager Dolan moved for the approval of the March 18, 2008 minutes as written. The motion was seconded by City Manager Lansdell and passed by unanimous vote.

Joint Meeting of the  
Executive Committee  
and the User Committee  
April 15, 2008

3b. **BUDGET PERFORMANCE REPORT – MARCH 31, 2008**

Finance Manager Walker related the staff recommendation to receive and file the Budget Performance Report as of March 31, 2008. She reported that year-to-date revenue is \$2,500,000 over year-to-date expenses, which will fund the Authority's activities through the end of the current fiscal year.

Chief Medrano mentioned that he and Chief Heffner met with Executive Director Mailloux prior to this meeting to discuss some questions and concerns they have over the Authority's 2008-2009 Budget.

Executive Director Mailloux explained that, as a result of the meeting with Chiefs Medrano and Heffner, the Budget could be reduced. He asked if, given these circumstances, it would still be appropriate for the Board of Directors to consider the Budget in May.

Chief Heffner questioned if there would be any incentive to reduce the Budget if the Executive Committee's previous approval stands.

Finance Manager Walker observed that the biggest issue with the Budget appears to be overtime.

With regard to overtime, City Manager Lansdell related his understanding that labor charges are included in the assessments and, therefore, the member cities should not be billed for these charges on top of the assessments.

Finance Manager Walker advised that labor billed is neutral, as it is reflected as revenue in the Budget.

The Executive Committee agreed that the Committee's previous approval of the Preliminary 2008-2009 Budget should stand; that any modifications to the Budget would be reductions, which could be approved as needed; and that, therefore, the Budget should be considered by the Board of Directors in May.

**MOTION:** City Manager Lansdell moved to receive and file the Budget Performance Report as of March 31, 2008 as written. The motion was seconded by City Manager Dolan and passed by unanimous vote.

3c. **CASH & INVESTMENTS REPORT/MARCH 31, 2008\***

Finance Manager Walker related the staff recommendation to receive and file the Cash & Investments Report for March 31, 2008. She advised that the Authority's cash position remains healthy and that the Authority has enough cash flow to fund expenses for the next six months.

Joint Meeting of the  
Executive Committee  
and the User Committee  
April 15, 2008

**MOTION:** City Manager Dolan moved to approve the Cash & Investments Report for March 31, 2008. The motion was seconded by City Manager Lansdell and passed by unanimous vote.

3d. **PURCHASE OF COMPUTER AIDED DISPATCH (CAD) COMPUTERS\***

Executive Director Mailloux provided input regarding the staff recommendation to purchase 18 computer aided dispatch (CAD) workstation computers. He explained that the total estimated cost of \$29,315.70 is approximately \$2,675.70 over the budgeted amount and that the difference could be funded from the estimated budgetary savings at year end.

City Manager Dolan noted that the great majority of the CAD workstation computers were funded in the 2007-2008 Budget. He offered the following motion:

**MOTION:** City Manager Dolan moved to approve the purchase of 18 computer aided dispatch CAD workstation computers at a total cost of \$29,315.70. The motion was seconded by City Manager Lansdell and passed by unanimous vote.

4. **EXECUTIVE DIRECTOR'S REPORT**

4a. Executive Director Mailloux recommended that the Los Angeles Regional Tactical Communications System (LARTCS) memorandum of understanding (MOU) be approved due to the need for interoperability. He explained that, on behalf of the Authority and the member agencies, the Authority's consultant, Mel Samples, attended meetings concerning the LARTCS MOU to ensure that the MOU would not put the Authority in jeopardy of losing any frequencies, that the Authority's frequencies would not be taxed, etc.

Mr. Kunle Aderonmu, Legal Counsel for the Authority, recommended that, since this matter arose after the meeting agenda was posted, it be placed on the agenda at this time.

**MOTION:** City Manager Lansdell moved to add the topic of the LARTCS MOU to the agenda at this time, in that this matter arose after the agenda was posted.

Mr. Aderonmu verified that, should the MOU be signed, the Authority's ownership of frequencies would be protected; that the Executive Committee's signature is not required; that no financial expenditures on behalf of the Authority would be necessary; and that, should the Executive and User Committees agree to authorize Executive Director Mailloux to sign the MOU on their behalf, a letter indicating that Mr. Mailloux's signature represents the member agencies would be appropriate.

Executive Director Mailloux indicated that a copy of the MOU could be emailed to the City Managers for review.

Joint Meeting of the  
Executive Committee  
and the User Committee  
April 15, 2008

The Executive and User Committees agreed to authorize Executive Director Mailloux to sign the LARTCS MOU on behalf of their agencies.

**MOTION:** City Manager Dolan moved to authorize Executive Director Mailloux to sign the Los Angeles Regional Tactical Communications System (LARTCS) memorandum of understanding, along with a letter indicating that Mr. Mailloux's signature represents the member agencies. The motion was seconded by City Manager Lansdell and passed by unanimous vote.

4b. Executive Director Mailloux advised that, as directed by the Executive Committee at a previous meeting, he sent a letter to the City of El Segundo concerning their use of the Authority's frequencies.

Chief Heffner related his understanding that El Segundo is not happy with the letter. He said that El Segundo assured him that they only want to use the Authority's frequencies for critical situations and checkpoints, etc.

Executive Director Mailloux explained that the Authority's and Chief Heffner's impressions of El Segundo's desires appear to be completely different, noting that their latest request included programming one of the Authority's frequencies into their consoles. Mr. Mailloux suggested that he and Chief Heffner meet with representatives from El Segundo to obtain clarification on this issue.

Chief Heffner indicated that he and the other member Chiefs will meet with representatives from El Segundo to discuss this matter and provide feedback at the next joint meeting of the Executive and User Committees.

City Manager Dolan emphasized the importance of protecting the Authority's rights and interests.

4c Executive Director Mailloux distributed copies of his memorandum dated April 14, 2008 addressed to the Executive and User Committees regarding the officer involved shooting at Pacific Theaters in El Segundo on April 11<sup>th</sup>. He related his belief that El Segundo Dispatch was overwhelmed during the incident and that Authority staff did an excellent job assisting.

City Manager Dolan thanked Authority staff for their efforts during the tragic situation at Pacific Theaters on April 11<sup>th</sup>, noting that it was appropriate to assist El Segundo and offer resources during this emergency. His fellow members of the Executive Committee agreed.

4d. Executive Director Mailloux mentioned that a meeting with other tenants at the Punta Place site was held at the Authority to discuss the Punta Place Infrastructure Upgrade Project. He stated his intent to attend a Palos Verdes Estates' Planning Commission meeting about the Project on May 15<sup>th</sup>.

Joint Meeting of the  
Executive Committee  
and the User Committee  
April 15, 2008

4e. Chief Medrano related Los Angeles County Sheriff's Department's desire to meet with South Bay agencies to coordinate communications for huge incidents such as the recent officer involved shooting at Pacific Theaters in El Segundo. He voiced his hope that Authority staff will attend the meeting, the specifics of which he will provide to Executive Director Mailloux.

Operations Manager Kauffman expressed her understanding that the Communications Operators were told not to use the Authority's interoperability system during the incident at Pacific Theaters.

Executive Director Mailloux confirmed that the Authority's interoperability system will be tested to verify that it is functioning properly.

4f. Executive Director Mailloux asked the City Managers to verify that their representatives to the Board of Directors can attend a joint meeting on Tuesday, May 20<sup>th</sup>, 8:00 a.m., to consider the Authority's 2008-2009 Budget.

5. **NEW BUSINESS**

None.

6. **CLOSED SESSION**

None.

7. **ADJOURNMENT**

The meeting was adjourned at 2:30 p.m.