

**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 2:10 p.m. on Tuesday, June 15, 2010, in the second floor conference room of the South Bay Regional Public Communications Authority, 4440 W. Broadway, Hawthorne, CA.

**ROLL CALL**

Present: City Manager Mitch Lansdell, City of Gardena  
Interim City Manager Jim Mitsch, City of Hawthorne  
Interim City Manager Richard Thompson, City of Manhattan Beach  
Interim Chief Bob Fager, Hawthorne Police Department  
Chief Ed Medrano, Gardena Police Department  
Chief Greg Savelli, Hermosa Beach Police Department  
Interim Chief Ken Shuck, Manhattan Beach Fire Department  
Chief Mitch Tavera, El Segundo Police Department  
Captain Derrick Abell, Manhattan Beach Police Department

Absent: City Manager Steve Burrell, City of Hermosa Beach  
Chief David Lantzer, Hermosa Beach Fire Department  
Chief Kevin Smith, El Segundo Fire Department  
Chief Rod Uyeda, El Segundo Police Department

Also Present: Executive Director Ralph Mailloux  
Administration Manager Bonnie Agee  
Operations Manager Shannon Kauffman  
Staff Services John Krok  
Technical Services Manager Jose Rivera  
Finance Manager Agnes Walker  
Councilman Carl Jacobson, City of El Segundo  
Mr. Kunle Aderonmu, Legal Counsel for the Authority

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Newly appointed Interim Chief Bob Fager, Hawthorne Police Department, introduced himself. In turn, those present introduced themselves.

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2. **PUBLIC DISCUSSION**

None.

3. **ACTION ITEMS**

3a. **APPROVAL OF MINUTES – APRIL 20, 2010**

The minutes of the joint meeting of the Executive Committee and the User Committee on April 20, 2010 were approved as written.

3b. **BUDGET PERFORMANCE REPORT – MAY 31, 2010**

Finance Manager Walker related staff's recommendation to receive and file the Budget Performance Report as of May 31, 2010. She explained that revenues and expenses are within the budgeted amounts; that some minor budgetary savings are anticipated at year-end and the exact amount will be known when the 2009-2010 audit is completed in September; that approximately \$541,000 in reimbursable expenses have not yet been received from the County for the State Homeland Security Grant Program (SHSGP); and that, beginning in May, the Authority will be using the \$400,000 fund balance to cover expenses for the remainder of the fiscal year.

The Budget Performance Report as of May 31, 2010 was received and filed as written.

3c. **FY 2010-2011 INVESTMENT POLICY/RESOLUTION NO. 278**

Finance Manager Walker related staff's recommendation to approve the Annual Statement of Investment Policy for Fiscal Year 2010-2011 and adopt Resolution No. 278. She indicated that the Policy was last updated in December 2009.

**MOTION:** Interim City Manager Thompson moved to approve the Investment Policy for Fiscal Year 2010-2011 and adopt Resolution No. 278. The motion was seconded by City Manager Lansdell and passed by unanimous vote.

**A RESOLUTION OF THE EXECUTIVE COMMITTEE OF THE  
SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS  
AUTHORITY ADOPTING THE ANNUAL STATEMENT OF  
INVESTMENT POLICY FOR FISCAL YEAR 2010-2011  
SUPERSEDING RESOLUTION NO. 276**

3d. **CONTRACT WITH EL SEGUNDO FOR 9-1-1 EMERGENCY SERVICES**

Executive Director Mailloux explained that El Segundo modified the previously approved contract between the Authority and El Segundo to include the addition of several VHF frequencies in Section 2b.

City Manager Lansdell related his understanding that the modification is to include frequencies El Segundo had prior to the forthcoming consolidation.

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Chief Tavera clarified that these are El Segundo's Public Works' and Parks and Recreation frequencies.

City Manager Lansdell said he did not recall seeing Exhibit 1 when the contract with El Segundo was previously considered by the Executive Committee.

Executive Director Mailloux advised that Exhibit 1 was part of the original contract and it has not changed.

Interim City Manager Thompson voiced his recollection of Exhibit 1 when the contract was previously considered.

City Manager Lansdell asked that Exhibit 1 be attached to the revised agreement. He also asked that an accounting of how the \$1,150,000 to be received from El Segundo will be earmarked.

**MOTION:** Interim City Manager Thompson moved to approve the revised contract with El Segundo. The motion was seconded by City Manager Lansdell and passed by unanimous voice vote.

3e. **ELECTION OF EXECUTIVE COMMITTEE CHAIRMAN AND VICE-CHAIRMAN FOR FY 2010-2011** (Currently Manhattan Beach and Gardena)

City Manager Lansdell will serve as Chairman of the Executive Committee during Fiscal Year 2010-2011 and Interim City Manager Thompson will serve as Vice-Chairman.

3f. **ELECTION OF USER COMMITTEE CHAIRMAN AND VICE-CHAIRMAN FOR FY 2010-2011** (Currently Gardena and Hawthorne)

Chief Medrano will serve as Chairman of the User Committee during Fiscal Year 2010-2011 and Chief Uyeda will serve as Vice-Chairman.

At this time, Chief Medrano asked that the User Committee meet on a regular basis (i.e., every other month), particularly since discussion by the chiefs is somewhat limited at the joint meetings with the Executive Committee.

Executive Director Mailloux advised that he intends to organize a meeting with the chiefs in the next few weeks to discuss several issues.

4. **EXECUTIVE DIRECTOR'S REPORT**

Executive Director Mailloux presented updated information on the status of the consolidation with El Segundo, the tentative completion date for which is August 17, 2010; the Punta Place Infrastructure Upgrade Project; and the Manhattan Beach Water Tower Infrastructure Upgrade Project. He explained that narrow banding is required by January 1, 2013 and the Authority's plans to be completed well in advance of that date; that Los Angeles

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Sheriff's Department will not be ready by the deadline, but all other Area G agencies will be; that Captain John Grimaldi, Manhattan Beach Fire Department, will head up the Area G agencies' narrow banding efforts; that Authority staff is obtaining quotes from Tait and Motorola for the bulk purchase of radios; that a meeting of the User Committee will be arranged after the quotes are received; and that Gardena Frequencies 3 and 7 will be swapped by November 1st. Mr. Mailloux noted that Assemblyman Steve Bradford and Assemblywoman Norma Torres are scheduled to visit the Authority's communications center on June 25<sup>th</sup>.

At this time, Finance Manager Walker advised that the Authority's interim audit for 2009-2010 was recently completed and that the only issue is whether there will be a single audit for the State Homeland Security Grant Program (SHSGP).

5. **COMMENDATIONS**

- 5a. Communications Operator Tony Cordova
- 5b. Communications Operator Kelle Eberle
- 5c. Communications Operator Megan Wiles

Executive Director Mailloux noted the above commendations included in the agenda packets. He advised that, in an effort to reduce overtime costs, the Authority has hired a former employee on a part-time basis and at a reduced rate.

6. **NEW BUSINESS**

6a. Chief Medrano related his concern over the unreasonable amount of time two Gardena units have been waiting for cameras. He asked that scheduling procedures be revisited and that a report on this topic be provided.

6b. Referring to a recent quote to build out a unit, Chief Medrano voiced his concern that the member chiefs were not informed that Sprint wireless technology is now being used instead of IP Mobile Net for mobile data technology. He stressed that this and other options should have been discussed.

Technical Services Manager Rivera and Administration Manager Agee clarified that IP Mobile Net has experienced some financial difficulties, but their technology is still available; and that Hawthorne is using Sprint wireless as a pilot program.

6c. Chief Medrano asked if the member cities would pay for the new fire record management system (RMS).

Executive Director Mailloux advised that how to approach the purchase of a new fire RMS is up for discussion.

City Manager Lansdell related his understanding that Los Angeles County does not keep stats.

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Administration Manager Agee indicated that the police RMS is through Hawthorne.

6d. Chief Medrano related his concern that the lack of an IT manager at Hawthorne is affecting the information obtained through the Tiburon computer aided dispatch (CAD) system. He suggested that this topic be discussed.

6e. In response to a question from Finance Manager Walker, the Executive Committee agreed to forego the Budget Performance Report as of June 30, 2010 until after the final audit is completed in September.

7. **ADJOURNMENT**

The meeting was adjourned at 2:35 p.m.