

June 19, 2018

**MINUTES OF A REGULAR MEETING  
OF THE BOARD OF DIRECTORS,  
EXECUTIVE COMMITTEE AND  
USER COMMITTEE**

1. **CALL TO ORDER**

The Board of Directors, Executive Committee and User Committee convened in a regular joint session at 2:10 AM in the second floor conference room of the South Bay Regional Public Communications Authority, 4440 W. Broadway, Hawthorne, CA 90250.

**ROLL CALL**

Present: Mayor Pro Tem Haidar Awad, City of Hawthorne  
Interim City Manager John Jalili, City of Hermosa Beach  
Councilmember David Lesser, City of Manhattan Beach  
Councilmember Rodney Tanaka, City of Gardena  
City Manager Bruce Moe, City of Manhattan Beach  
Interim City Manager Arnie Shadbeh, City of Hawthorne  
Chief Bob Fager, Hawthorne Police Department  
Chief Tom Kang, Gardena Police Department  
Chief Sharon Papa, Hermosa Beach Police Department  
Chief Bill Whalen, El Segundo Police Department

Absent: City Manager Ed Medrano, City of Gardena  
Chief Scott Bixby, Culver City Police Department  
Chief Dave White, Culver City Fire Department

Also Present: Josh Armstrong, Hawthorne IT  
Captain Tim Hageman, Manhattan Beach Police Department  
Captain Mike Ishii, Hawthorne Police Department  
Executive Director Erick Lee  
Operations Manager Shannon Kauffman  
Administration Manager John Krok  
Finance Manager Scott Arbuckle  
Executive Secretary Wendy Weeks

2. **PUBLIC DISCUSSION**

None.

3. **ACTION ITEMS**

3a. Approve Minutes of Special Meeting – May 30, 2018

**MOTION:** City Manger Moe moved to approve the minutes of the special meeting of the Executive and User Committee on May 30, 2018 as written. The motion was seconded by Interim City Manager Shadbeh and passed by unanimous voice vote, absent City Manager Medrano.

- 3b. Resolution of the Board of Directors of the South Bay Regional Public Communications Authority Adopting the Budget for Fiscal Year 2018-2019

Executive Director Lee presented the staff report. He related his appreciation of Finance Manager Arbuckle's efforts toward the Fiscal Year 2018/2019 Budget. Director Lee provided clarification for Interim City Manager Jalili on the City of Hermosa Beach's contract with the Authority, noting that all of the contract cities' contracts are different. He explained that a decision regarding the idea of providing 9-1-1 emergency communication services to the City of Redondo Beach will be made after forthcoming discussions of developing a new assessment formula.

Chief Papa expressed her concerns over increases to Hermosa Beach's contract. She voiced her hope that, should a new assessment formula be developed, it will be fair and that there will be an opportunity for Hermosa Beach to further discuss their contract during discussions of developing a new assessment formula.

At the request of Councilmember Lesser, Executive Director Lee provided clarification concerning overtime charges. He related staff's hope that vacant communications operator positions will be filled by fall and indicated that an effort will also be made to hire additional operators to fill vacancies that might arise due to attrition.

**MOTION:** Councilmember Lesser moved to approve the Fiscal Year 2018/2019 Budget and adopt Resolution No. 311. The motion was seconded by Mayor Pro Tem Awad and passed by unanimous voice vote.

### **RESOLUTION NO. 311**

#### **A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY ADOPTING THE BUDGET FOR FISCAL YEAR 2018-2019**

- 3c. Approve Fiscal Year 2018/19 Blanket Purchase Orders for Supplies and Services in a Total Amount Not To Exceed \$314,179.34; and

Approve the Renewal of a Maintenance Contract Related to Computer Aided Dispatch Server Infrastructure with Netmotion Software in the Amount of \$30,755.34; and

Approve the Renewal of a Maintenance Contract Related to Web Based Scheduling Software with Informer Systems in the Amount of \$8,424.00

Executive Director Lee presented the staff report. In response to a question from Councilmember Lesser, he provided information on the costs associated with the upfitting of vehicles, which are 100% reimbursable by the member or contract agencies requesting the service. He explained that, due to

the uncertainty of the cost of the parts to be purchased during Fiscal Year 2018/2019, staff anticipates that an adjustment to this cost will be presented for consideration at the mid-year budget review.

**MOTION:** Councilmember Lesser moved to approve the following: the Fiscal Year 2018/2019 blanket purchase orders for supplies and services in a total amount not to exceed \$314,179.34; the renewal of a maintenance contract related to the computer aided dispatch server infrastructure with Netmotion Software in the amount of \$30,755.34; and the renewal of a maintenance contract with Informer Systems related to web based scheduling software in the amount of \$8,424.00. The motion was seconded by Mayor Pro Tem Awad and passed by unanimous voice vote.

- 3d. Authorize the Executive Director to Bind and Approve Purchase Orders for FY 2018/19 Insurance Policies Proposed by Brown & Brown Insurance Services of California, Inc. in an Amount Not to Exceed \$326,991.35 for Insurance Necessary to Fully Protect the Authority and Its Member Agencies

Executive Director Lee presented the staff report. In response to a question from City Manager Moe, he indicated that, due to time constraints, the idea of the Authority self-insuring in order to lower premiums has not been examined. He recommended authorization as requested, noting that staff is open to the idea of self-insuring and would like to further discuss the Authority's insurance with the member cities' risk managers.

Councilmember Tanaka suggested that the topic of the Authority's insurance be re-visited to ensure full coverage and replacement costs.

Assistant City Manager Osorio offered Gardena's assistance to the Authority in considering the idea of self-insuring.

Councilmember Lesser asked when the Authority's insurance was last put out to bid.

Executive Director Lee explained that Brown & Brown has been the Authority's insurance broker for many years and that they thoroughly evaluated the proposals.

**MOTION:** Mayor Pro Tem Awad moved to authorize the executive director to bind and approve purchase orders for Fiscal Year 2018/2019 insurance policies as proposed by Brown & Brown Insurance Services of California, Inc. in an amount not to exceed \$326,991.35 for insurance necessary to fully protect the Authority and its member agencies. The motion was seconded by Councilmember Lesser and passed by unanimous voice vote.

- 3e. Authorize the Executive Director to Explore the Benefit of Purchasing Cyber Liability Insurance with the Member Cities' Risk Managers; and

Authorize the Executive Director to Bind and Approve a Purchase Order for a Fy2018/19 Cyber Liability Insurance Policy Proposed by Brown & Brown Insurance Services of California, Inc. in an Amount Not To Exceed \$10,000

Executive Director Lee presented the staff report. He recommended that this item be returned for consideration after Authority staff has an opportunity to explore the idea of self-insuring, as well as the Authority's insurance in its entirety, with the member cities' risk managers. He provided clarification on the anticipated cost of cyber insurance and the inclusion of funding for cyber insurance in the Fiscal Year 2018/2019 Budget.

**MOTION:** Councilmember Lesser moved to authorize the Executive Director to discuss all of the Authority's insurance, including cyber liability insurance, and the idea of self-insuring, with the owner cities' risk managers and return with a recommendation at a future meeting. The motion was seconded by Mayor Pro Tem Awad and passed by unanimous voice vote.

4. **INFORMATION ITEMS**

None.

5. **EXECUTIVE DIRECTOR'S REPORT**

Executive Director Lee offered updated information on the following items: the filling of vacant positions at the Authority; the recent off-site meeting attended by Authority management; the Interoperability Network of the South Bay (INSB) project; and the planned changes in Hermosa and Manhattan Beach Police Departments' service levels.

6. **BOARD OF DIRECTORS', EXECUTIVE COMMITTEE AND USER COMMITTEE COMMENTS**

6a. Councilmember Tanaka related his appreciation of information provided at the meeting.

6b. Councilmember Lesser expressed his pleasure with the pro-active direction in which the Authority is heading.

7. **CLOSED SESSION**

None.

8. **ADJOURNMENT**

The meeting was adjourned at 2:50 PM.