

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

A. CALL TO ORDER

The Executive Committee and the User Committee convened in a regular joint session at 2:04 PM on Tuesday, December 18, 2018, in the second-floor conference room of the South Bay Regional Public Communications Authority, 4440 West Broadway, Hawthorne, CA.

ROLL CALL

Present: City Manager Ed Medrano, City of Gardena
City Manager Bruce Moe, City of Manhattan Beach
Interim City Manager Arnie Shadbehr, City of Hawthorne
Chief Derrick Abell, Manhattan Beach Police Department
Chief Michael Ishii, Hawthorne Police Department

Absent: Chief Tom Kang, Gardena Police Department

Also Present: Executive Director Erick Lee
Operations Manager Shannon Kauffman
Administrative Services Manager John Krok
Captain Milton McKinnon, Hermosa Beach Police Department
Lieutenant Landon Phillips, Hermosa Beach Police Department
Peter Wallin, City Attorney of Gardena

B. PUBLIC DISCUSSION

None.

C. CONSENT CALENDAR

City Manager Moe moved to approve the Consent Calendar, Item Numbers 1-7. The motion was seconded by Interim City Manager Shadbehr and passed by unanimous voice vote.

1. Minutes of the Regular Meeting – November 20, 2018
2. Check Register for November 2018
3. Approve a Change Purchase Order to M Jack Brooks, JD for Consulting Services in an Amount Not to Exceed \$50,000; and
Approve an Additional Operating Budget Transfer in an Amount Not to Exceed \$50,000 from the Salaries & Benefits Category to the Supplies & Services Category of the Adopted Fiscal Year 2018/2019 Budget to Continue Funding These Services

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4. Approve a Change Purchase Order to MuniTemps for Accounting Services in an Amount Not to Exceed \$50,000; and
Approve an Additional Operating Budget Transfer in an Amount Not to Exceed \$50,000 from the Salaries & Benefits Category to the Supplies & Services Category of the Adopted Fiscal year 2018/2019 Budget to Continue Funding These Services
5. Executive Director's Amended and Restated Employment Agreement
6. Approve a Change Purchase Order to Whelen Engineering Company in the Amount of \$40,000 for Supplies and Equipment
7. Approve a Change Purchase Order to Havis Incorporated in the Amount of \$45,000 for Supplies and Equipment

D. **ITEMS REMOVED FROM THE CONSENT CALENDAR**

None.

E. **GENERAL BUSINESS**

1. Resolution of the Executive Committee of the South Bay Regional Public Communications Authority Approving and Amended Position Classification Plan to Facilitate the Administration of Personnel and Repealing Resolution No. 41 and all Amendments Thereof

MOTION: City Manager Moe moved to approve this item. The motion was seconded by Interim City Manager Shadbehr and passed by unanimous voice vote.

2. Resolution of the Executive Committee of the South Bay Regional Public Communications Authority Establishing a Budgetary Policy

MOTION: Interim City Manager Shadbehr moved to approve this item. The motion was seconded by City Manager Moe and passed unanimous by voice vote.

F. **EXECUTIVE DIRECTOR'S REPORT**

Executive Director Lee reported on the status on the INSB Network Project, UASI grant reimbursement, a Pilot Program to improve Fire Department response times and Communications Operator recruitment. The Authority's Recruitment video debuted for the Committees.

G. **EXECUTIVE COMMITTEE AND USER COMMITTEE COMMENTS**

City Manager Medrano requested that Item I be considered out of order on the agenda. The Executive Committee entered into closed session at 2:18 PM.

H. **GRIEVANCE HEARING**

The meeting returned to open session at 2:25 PM and the Executive Committee continued its Step 4 Board of Review Hearing regarding a grievance filed by Communications Operator

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Boskovich. At the conclusion of the hearing, City Manager Moe and Interim City Manager Shadbehr voted to deny the grievance, with City Manager Medrano abstaining.

I. **CLOSED SESSION AGENDA**

At 2:18PM, the Executive Committee entered into a closed session to discuss the following item:

Conference Re: Labor Negotiations

Pursuant to Government Code Section 54957.6 (Discussion with Liebert Cassidy Whitmore Re: Teamsters Local 9-1-1)

J. **ADJOURNMENT**

The meeting was adjourned at 2:32 PM.