

**MINUTES OF A REGULAR 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 2:00 PM on Tuesday, October 16, 2018, in the second floor conference room of the South Bay Regional Public Communications Authority, 4440 W. 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 Shadbeh, City of Hawthorne  
Chief Robert Fager, Hawthorne Police Department  
Chief Tom Kang, Gardena Police Department

Absent: Chief Derrick Abell, Manhattan Beach Police Department

Also Present: Executive Director Erick Lee  
Operations Manager Shannon Kauffman  
Administrative Services Manager John Krok  
Interim Finance Manager Shally Lin  
Captain Sam Agaiby, Culver City Police Department  
Lt. Leon Lopez, Culver City Police Department

2. **PUBLIC DISCUSSION**

None.

3. **ACTION ITEMS**

3a. Minutes – Regular Joint Meeting September 18, 2018

**MOTION:** City Manager Moe moved to approve the minutes of the regular joint meeting of the Executive Committee and the User Committee on September 18, 2018 as written. The motion was seconded by Interim City Manager Shadbeh and passed by unanimous voice vote.

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3b. Check Register for September 2018

City Manager Moe moved to approve the check register for September 2018. The motion was seconded by Interim City Manager Shadbehr and passed by unanimous voice vote.

3c. Approve a Fiscal Year 2018/19 Blanket Purchase Order to Motorola Solutions, Inc. for Supplies and Equipment in a Total Amount Not to Exceed \$50,000

Executive Director Lee advised that these costs are reimbursable to the Authority.

**MOTION:** City Manager Moe moved to approve the proposed 2018/2019 blanket purchase order to Motorola Solutions, Inc. for supplies and equipment in a total not to exceed \$50,000.

3d. Designation of Representative Regarding Potential Amendments to the Executive Director's Employment Agreement

**MOTION:** City Manager Moe moved to designate City Manager Medrano to serve as the Authority's representative to negotiate an amended employment agreement with Executive Director Lee. The motion was seconded by Interim City Manager Shadbehr and passed by unanimous voice vote.

3e. Publicly Available Pay Schedule

Executive Director Lee explained that a salary schedule reflecting all Authority positions and associated salaries is required to meet the California Public Employees' Retirement System (CalPERS) requirements of Government Code § 20636(b)(1) and CCR § 570.5.

City Manager Moe observed that the Financial Accountant salary appears to be high and he suggested that a survey for the position be conducted.

Executive Director Lee confirmed that, prior to filling the position, the Financial Accountant salary will be presented for further consideration by the Executive Committee at a future meeting.

**MOTION:** Interim City Manager Shadbehr moved to approve the Authority's salary schedule as proposed, with the understanding that the Financial Accountant salary will be further reviewed by Authority staff and the Executive Committee.

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- 3f. Authorize the Executive Director to Execute an Agreement with Comcline Incorporated for Radio Engraving and Programming Services; and

Approve a Corresponding Purchase Order in the Amount of \$116,045 for These Services

Executive Director Lee advised that there is no written agreement between the Authority and Comcline to compensate Comcline for the mobile and portable radio engraving and programming currently under way for the Interoperability Network of the South Bay (INSB). However, these services were informally approved in late 2017. Director Lee explained that \$2,670 of the \$116,045 cost is associated with Authority-owned radios and, therefore, \$113,375 will be billed back to Gardena, Hawthorne, Manhattan Beach, El Segundo and Hermosa Beach per the "Communication Equipment Purchase and Reimbursement Agreements" between those cities and the Authority.

**MOTION:** City Manager Moe moved to ratify the proposed agreement with Comcline Incorporated for radio engraving and programming services and approve a corresponding purchase order in the amount of \$116,045. The motion was seconded by City Manager Medrano and passed by unanimous voice vote.

- 3g. Confirmation of Meeting Dates for Remainder of 2018

The Executive Committee confirmed the dates for the regular joint meetings of the Executive Committee and User Committee for the remainder of 2018.

Executive Director Lee noted the possibility that the December meeting could be cancelled if there are no substantial items to be discussed.

#### 4. **INFORMATIONAL ITEMS**

- 4a. Mobile Data Computer (MDC) Management with the Implementation of the Mark43 System

Administrative Services Manager Krok explained that, with the new Mark 43 Cloud-based computer aided dispatch (CAD) system, the need for data sourcing from the public safety vehicles to be processed by either Hawthorne's or the Authority's network will be eliminated, which will allow the cities to assume local control of their mobile data computers (MDCs) and manage them like public safety desktops.

City Manager Medrano related Gardena's concerns associated with this idea.

Captain Ishii voiced his understanding that Hawthorne IT and Gardena IT have discussed this transition.

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Executive Director Lee noted that this has been discussed at the Police Task Force and Mark 43 meetings. He indicated that, as it becomes available, updated information will be provided to the Executive and User Committees.

4b. Interoperability Network of the South Bay (INSB) Remote Access Points' (RAPs) Installation Project

Administrative Services Manager Krok shared information on the anticipated go live date for the Interoperability Network of the South Bay (INSB). He noted the importance of purchasing remote access points (RAPs) for over-the-air radio programming.

Executive Director Lee advised that Hawthorne Police Department has installed RAPs and Manhattan Beach Police Department is in the process of doing so.

Administrative Services Manager suggested that Gardena Police Department contact Josh Armstrong, Hawthorne IT, to purchase them.

5. **EXECUTIVE DIRECTOR'S REPORT**

5a. Executive Director Lee reported on the status of the following items: the Authority's hiring efforts for the position of communications operator; the first reimbursement request for the 2016 Urban Area Security Initiative (UASI) Grant; the Authority's purchase of cyber liability insurance; and the frequency split involving Manhattan and Hermosa Beach Parking & Animal Control.

6. **EXECUTIVE COMMITTEE AND USER COMMITTEE COMMENTS**

None.

7. **CLOSED SESSION AGENDA**

Per Government Code Section 54957.6, at 2:20 PM, the Executive Committee entered into a closed session to discuss the following matters:

Conference Re: Public Employee Performance Evaluation  
Re: Executive Director

Conference Re: Labor Negotiations  
Re: Teamsters Local 9-1-1

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Re: Communications Workers of America

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Conference Re: Labor Negotiations  
Re: Management & Confidential Employees

The meeting returned to open session at 2:40 PM, with no action taken in closed session.

8. **ADJOURNMENT**

The meeting was adjourned at 2:41 PM.