

**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 2:00 PM on Tuesday, October 17, 2017, in the second floor conference room of the South Bay Regional Public Communications Authority, 4440 W. Broadway, Hawthorne, CA.

**ROLL CALL**

Present: City Manager Mark Danaj, City of Manhattan Beach  
Acting City Manager Ed Medrano, City of Gardena  
Acting City Manager Arnie Shadbehrr, City of Hawthorne  
Chief Bob Fager, Hawthorne Police Department  
Chief Eve Irvine, Manhattan Beach Police Department  
Lt. Vincent Osorio, Gardena Police Department  
Chief Sharon Papa, Hermosa Beach Police Department  
Captain Jason Sims, Culver City Police Department  
Captain Sam Agaiby, Culver City Police Department  
Chief Chris Donovan, El Segundo Fire Department  
Chief Robert Espinosa, Manhattan Beach Fire Department  
Chief Dave White, Culver City Fire Department

Absent: None.

Also Present: Executive Director Ralph Mailloux  
Administration Manager John Krok  
Finance Manager Valerie Mohler  
Captain Mike Ishii, Hawthorne Police Department  
Chief Financial Officer Clint Osorio, City of Gardena  
Management Analyst George Gabriel, City of Manhattan Beach  
Mr. Carl Jacobson, City of El Segundo

2. **PUBLIC DISCUSSION**

None.

3. **ACTION ITEMS**

3a. **Approval of Minutes-Regular Meeting-September 19, 2017**

Regular Joint Meeting of  
the Executive Committee  
and the User Committee  
October 17, 2017

**MOTION:** Acting City Manager Medrano moved to approve the minutes of September 19, 2017 as written. The motion was seconded by Acting City Manager Shadbehr and passed by unanimous voice vote.

3b. **Cash & Investments Report-September 30, 2017**

Finance Manager Mohler presented the staff report per written material of record.

The Executive Committee received and filed the Cash & Investments Report as of September 30, 2017 as written.

3c. **Budget Performance Report-September 30, 2017**

Finance Manager Mohler presented the staff report per written material of record.

Acting City Manager Medrano noted that the member cities recently paid their first installments, totaling approximately \$1,000,000, to pre-fund the Urban Area Security Initiative (UASI) 16 grant for the Interoperability Network of the South Bay (INSB).

The Executive Committee received and filed the Budget Performance Report as of September 30, 2017 as written.

3d. **Mobile and Portable Radio Purchase for INSB**

Executive Director Mailloux explained the main benefits of Motorola's proposal for the purchase of mobile and portable radios that will be necessary to operate on the Interoperability Network of the South Bay (INSB), including the following: a 37% discount with an additional 3% discount toward the purchase of portable radio accessories if procurement occurs by December 12, 2017; all extended warranties (1+4=5) to commence when the entire INSB is complete (anticipated December 2018); one spare battery for each portable radio (\$150 each value); and twelve months' interest-free financing until December 2018, with an interest rate of 3.5% if not paid off by then. Mr. Mailloux related plans for Authority staff and Comcline to meet with department representatives to complete their radio order forms, as well as his understanding that the modems currently in the vehicles can be used to connect to Wi-Fi.

In answer to questions from the Executive and User Committees, Executive Director Mailloux clarified the following: that the radios purchased would be stored at the Authority until they are needed to operate on the INSB; that the radio warranties would begin when the INSB is completely up and running; that the cities will own the radios; that Motorola offered twelve months' interest-free financing for the radios and would charge an interest rate of 3.5% if not paid off by December 2018; that Authority staff would assist in marketing the old radios; and that pricing for the new APX 900 radios for Parking & Animal Control (PACS) is not yet available.

City Manager Danaj recommended that each city enter into a contract with the Authority for the purchase of radios to help protect the Authority from any possible liability associated with the purchase

Regular Joint Meeting of  
the Executive Committee  
and the User Committee  
October 17, 2017

from Motorola. However, he pointed out that the city councils' approvals of such a contract could pose a problem in meeting Motorola's purchase deadline of December 12, 2017.

Executive Director Mailloux confirmed for Chief Fager that the Authority could purchase the radios on behalf of the cities, which would assist in meeting the purchase deadline.

Chief Donovan advised that El Segundo Fire and Police Departments are moving quickly in an effort to take advantage of the Motorola discounts. He voiced concern that adding the city councils' approvals of a contract as recommended by City Manager Danaj could make it difficult to meet the deadline and, as an alternative, entertained the idea of the cities writing letters to the Authority documenting their intent with regard to the radio purchases.

Acting City Manager Medrano commented on the importance of ensuring that the member and contract agencies are on board to purchase the radios, as well as the need to know an approximate cost of the radios. He offered Gardena City Attorney Peter Wallin's assistance in preparing a boilerplate agreement between the cities and the Authority for the purchase of the radios.

Due to time constraints, City Manager Danaj mentioned the possible need for a special meeting of the Executive Committee. He supported a comparison of the CAD matrix and the assessment formula for contract cities and requested a report on the results.

Executive Director Mailloux related his intent to work with City Attorney Wallin to develop a contract template and schedule a special meeting of the Executive Committee if needed.

At the request of Chief Fager, Executive Director Mailloux verified his intent to ask Motorola to extend the radio purchase deadline to December 13, 2017.

**MOTION:** Acting City Manager Medrano moved to approve the staff recommendations to purchase mobile and portable radios to operate on the Interoperability Network of the South Bay (INSB), to enter into an agreement with Motorola for the Authority to purchase the radios on behalf of the member agencies and to authorize the Authority to seek reimbursement for the radio purchase through the assessments, with additions that a detailed radio price list shall be provided by Authority staff and that agreements on the member and contract cities' intents relative to the radio purchases shall be obtained.

#### 4. **EXECUTIVE DIRECTOR'S REPORT**

Executive Director Mailloux shared updated information on the following items: the forthcoming contract with Hermosa Beach; the upcoming kick-off meeting for the Urban Area Security Initiative (UASI) 16 Grant; the Authority's recruitment efforts for the position of communications operator; and the revenue generated from the contract agencies. He shared information on the City of Redondo Beach's interest in the Authority providing their 9-1-1 emergency communications services. In answer to questions from the Executive and User Committees, Mr. Mailloux advised that the assessment criteria established for Culver City would be used for Redondo Beach.

Acting City Manager Medrano suggested that consideration be given to reviewing the current assessment formula for contract cities, with the idea of developing a more comprehensive evaluation. He said he would not object to Authority staff meeting with Redondo Beach to review data; but, a new

Regular Joint Meeting of  
the Executive Committee  
and the User Committee  
October 17, 2017

formula should be developed prior to evaluating the idea of contracting with Redondo Beach.

Chief Fager questioned how the computer aided dispatch (CAD) and records management systems (RMS) would be impacted with the addition of Redondo Beach. He voiced his concern over bringing in another contract city, such as Redondo Beach, when the member cities' needs aren't being addressed and the staffing levels in the communications center are apparently low. Emphasizing the importance of ensuring that the member cities are not subsidizing the contract cities, Chief Fager related his understanding that the matrix developed for the new computer aided dispatch (CAD) system is much more comparative than the current assessment formula for contract cities.

Administration Manager Krok advised that the Authority has a part-time communications operator program, which has been very helpful in addressing staffing needs.

Executive Director Mailloux related his opinion that the current assessment formula for contract cities is very accurate. However, should the Executive and User Committees wish to review it, he would be happy to assist. Mr. Mailloux supported the idea of comparing contract agency costs using both the CAD matrix and the assessment formula for contract cities. He shared information on the difficulty of recruiting communications operators.

Acting City Manager Medrano agreed with the idea of comparing costs using both the CAD matrix and the assessment formula for contract cities. He suggested that a working group of one city manager, one police chief and one fire chief be formed to discuss the parameters of agreements for contract agencies.

5. **NEW BUSINESS**

None.

6. **ADJOURNMENT**

The meeting was adjourned at 2:50 PM.

Regular Joint Meeting of  
the Executive Committee  
and the User Committee  
October 17, 2017