

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

APRIL 16, 2019

A. CALL TO ORDER

The Executive Committee and the User Committee convened in a regular joint session at 2:02PM on Tuesday, April 16, 2019, on the second-floor conference room of the South Bay Regional Public Communications Authority at 4440 West Broadway, Hawthorne, CA.

ROLL CALL:

Present: City Manager Bruce Moe, City of Manhattan Beach
Administrative Services Director John Ramirez, City of Hawthorne
Administrative Services Director Clint Osorio, City of Gardena

Absent: City Manager Ed Medrano, City of Gardena
Interim City Manager Arnie Shadbehr, City of Hawthorne

Also Present: Executive Director Erick B. Lee
Operations Manager Shannon Kauffman
Fire Chief Chris Donovan, City of El Segundo
Lt. Uikilifi Niko, City of Gardena (arrived 2:06PM)
City Manager Suja Lowenthal, City of Hermosa Beach (arrived 2:15PM)
Acting Chief Milton McKinnon, Hermosa Beach Police (arrived 2:15PM)
Captain Julian Catano, City of Hawthorne (arrived 2:19PM)
Laura Kalty, Liebert Cassidy Whitmore

B. PUBLIC DISCUSSION

None.

**C. NATIONAL PUBLIC SAFETY TELECOMMUNICATORS WEEK AND AUTHORITY
RECOGNITIONS**

Executive Director Lee provided an overview of National Public Safety Telecommunicators Week and recognized five distinguished employees for their outstanding performance over the past 12 months: Carolyn Chaffin, Jeff Cook, Adrienne Michaelsen, and Melissa Pimentel (absent: Megan Wiles).

D. CONSENT CALENDAR

Administrative Services Director Osorio moved to approve the Consent Calendar, Item Numbers 1-6. The motion was seconded by Administrative Services Director Ramirez and passed by a unanimous voice vote.

1. Minutes of the Regular Meeting – March 19, 2019
2. Check Register for March 2019
3. Approve a Fiscal Year 2018/19 Blanket Purchase Order in the Amount of \$200,000 to the City of Hawthorne for Computer Aided Dispatch Software Maintenance Services; and
Approve Operating Budget Transfer in the Amount of \$165,000 from the Salaries & Benefits Category to the Supplies & Services Category of the Adopted Fiscal Year 2018-2019 Budget to Assist with Funding these Services
4. Updated Publicly Available Pay Schedule

5. Approve a Fiscal Year 2018/19 Blanket Purchase Order in the Amount of \$100,000 to Liebert Cassidy Whitmore, a Professional Corporation, for Legal Services
6. Authorize the Executive Director to Execute a Service Agreement with Crown Castle Fiber for Dedicated Redundant Internet Access

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

None.

F. **GENERAL BUSINESS**

1. Memorandum of Understanding between the City of Redondo Beach and South Bay Regional Public Communications Authority to Develop and Implement a First Responder Console Communications Network

Executive Director Lee reviewed the Memorandum of Understanding with the City of Redondo Beach.

MOTION: Administrative Services Director Osorio moved to approve the Memorandum. The motion was seconded by Administrative Services Director Ramirez and passed by a unanimous voice vote.

G. **EXECUTIVE DIRECTOR'S REPORT**

Executive Director Lee reported on the updated status on the Communications Operators' recruitment, the status on the INSB Network project, UASI Grant administration, and reimbursement.

H. **EXECUTIVE COMMITTEE AND USER COMMITTEE COMMENTS**

No comments. The Executive Committee entered into closed session at 2:21PM.

I. **CLOSED SESSION AGENDA**

At 2:21PM, the Executive Committee entered into closed session to discuss the following items:

Conference with Labor Negotiator
Pursuant to Government Code Section 54957.6
Discussion with Liebert Cassidy Whitmore Re: Teamsters Local 911

Conference with Labor Negotiator
Pursuant to Government Code Section 54957.6
Discussion with Liebert Cassidy Whitmore Re: Management & Confidential

The meeting returned to open session at 2:45PM with no action taken in closed session.

J. **ADJOURNMENT**

The meeting was adjourned at 2:46PM.