

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

MAY 21, 2019

A. CALL TO ORDER

The Executive and User Committees convened in a regular joint session at 2:01PM on Tuesday, May 21, 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 Ed Medrano, City of Gardena
City Manager Bruce Moe, City of Manhattan Beach
Interim City Manager Arnie Shadbehr, City of Hawthorne

Also Present: Executive Director Erick B. Lee
Operations Manager Shannon Kauffman
Administrative Services Manager John Krok
Finance & Performance Audit Manager Vanessa Alfaro
Executive Assistant Clara Choi
Josh Armstrong, IT Services
Lieutenant Vince Osorio, Gardena Police Department (arrived 2:02PM)
Allan Mackiewicz, Mark43
Matt Neal, Mark43
Tony Slokar, Mark43

B. PUBLIC DISCUSSION

None.

C. EXECUTIVE COMMITTEE CONSENT CALENDAR

1. Minutes of the Regular Meeting – April 16, 2019

Interim City Manager Shadbehr motioned to abstain from Item 1 of the Consent Calendar. City Manager Medrano moved to exclude Item 7 and 8 from Consent Calendar. City Manager Moe moved to approve the Consent Calendar, Item Numbers 1-6. The motion was seconded by Interim City Manager Shadbehr.

2. Check Register for April 2019

3. Cash and Investments Report/March 31, 2019

4. Budget Performance Report – Through March 31, 2019

5. Agreement Between the South Bay Regional Public Communications Authority and Marc Cohen, M.D. for Medical Director Services.

6. Agreement Between the South Bay Regional Public Communications Authority and Smart Janitorial Incorporated for Janitorial Services

D. ITEMS REMOVED FROM THE CONSENT CALENDAR

Administrative Services Manager Krok summarized the agreements. City Manager Moe moved to approve Items 7 and 8. The motion was seconded by Interim City Manager Shadbehr.

7. Agreement Between the South Bay Regional Public Communications Authority and Commline, Inc. for Public Safety Radio System Support Services
8. Agreement Between the South Bay Regional Public Communications Authority and Commline, Inc. for Installation for Programming of Desk Console and Connectivity Equipment; and
Approve a Corresponding Purchase Order in the Total Amount of \$24,426.88 for this Purchase

E. **EXECUTIVE COMMITTEE GENERAL BUSINESS**

None.

F. **USER COMMITTEE GENERAL BUSINESS**

1. Minutes of the Special Meeting – April 23, 2019

Due to lack of quorum for the User committee, the minutes from April 23, 2019 will move to the next meeting.

2. Plan for Mark43 CAD/RMS System Maintenance Billing

Chief Ishii introduced the Mark43 company. Allan Mackiewicz is the Director of Implementation. Matt Neal is head of West Coast Regional of Implementations. Tony Slokar is the Technical Services with Implementations and Migration. Currently, the project's standpoint is on track. Mr. Armstrong indicated live date of April 2020 with a substantial amount of work that needs to be done. Mark43 reported a robust multi CAD program specific to Law Enforcement and a primary focus on industry standards. Chief Ishii discussed current billing practices.

G. **EXECUTIVE DIRECTOR'S REPORT**

Executive Director Lee introduced the Finance & Performance Audit Manager, Vanessa Alfaro. He also provided an update on recruitment, status on INSB project, the Authority's Vision, Mission, and Values as well as the Fire Response rate.

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

City Manager Moe introduced Fire Chief Daryn Drum.

I. **ADJOURNMENT**

The meeting adjourned at 2:21PM.