

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

June 18, 2019

A. CALL TO ORDER

The Executive and User Committees convened in a regular joint session at 2:01PM on Tuesday, June 18, 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
Administrative Services Director John Ramirez, 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
Chief Bill Whalen, El Segundo Police Department
Chief Daryn Drum, Manhattan Beach Fire Department (arrived 2:07PM)
Chief Tom Kang, City of Gardena (arrived 2:03PM)
Chief Derrick Abell, Manhattan Beach Police Department (arrived 2:07PM)
City Manager Suja Lowenthal, City of Hermosa Beach (arrived 2:14PM)
Acting Captain Jim Royer, Hawthorne Police Department
Oliver Yee, Liebert Cassidy Whitmore
Lt. Leon Lopez, Culver City Police Department
Sydni Overly, City of Gardena

B. PUBLIC DISCUSSION

None.

C. EXECUTIVE COMMITTEE CONSENT CALENDAR

1. Minutes of the Regular Meeting – May 21, 2019

City Manager Medrano moved to exclude Item 5 of the Consent Calendar. City Manager Moe moved to approve the Consent Calendar, Item Numbers 1-4. The motion was seconded by Administrative Services Director Ramirez and passed by a unanimous voice vote.

2. Delay in Presentation of Check Register for May 2019

3. Agreement Between the South Bay Regional Public Communications Authority and Sun Wireless, Inc. for Maintenance and Inspection of the Authority's Microwave Radio Sites

4. Agreement Between the South Bay Regional Public Communications Authority and Xcel Mechanical Systems, Inc. for Planned Maintenance of the Heating, Ventilation, and Air Conditioning Systems

5. Agreement between the Manhattan Beach Unified School District and the South Bay Regional Public Communications Authority for Microwave Network Access

D. ITEMS REMOVED FROM THE CONSENT CALENDAR

City Manager Medrano advised that Item 5 will be brought back for consideration at the next meeting.

E. **EXECUTIVE COMMITTEE GENERAL BUSINESS**

1. Approve Fiscal Year 2019/20 Blanket Purchase Orders for Supplies and Services in a Total Amount Not to Exceed \$1,082,020

Executive Director Lee recommended that blanket purchase orders for Fiscal Year 2019-2020 be approved.

City Manager Moe moved to approve the Fiscal Year 2019/20 Blanket Purchase Orders for Supplies and Services. The motion was seconded by Administrative Services Director Ramirez and passed by a unanimous voice vote.

2. Resolution of the Executive Committee of the South Bay Regional Public Communications Authority Establishing Vision, Mission, and Values Statements

Executive Director Lee reported on the process undertaken by staff to develop the recommended mission, values, and vision statements. City Manager Moe recommended presenting these statements to the Board of Directors for adoption. The item will be moved to a later date for consideration by the Board of Directors.

3. Authorize the Executive Director to Bind and Approve Fiscal Year 2019-2020 Insurance Policies Proposed by Alliant Insurance Services, Inc. for Insurance Necessary to Fully Protect the Authority and its Member Agencies; and

Approve Corresponding Purchase Orders in an Amount Not to Exceed \$315,000

Executive Director Lee reported on the changes to this year's insurance services and the value that could be realized by the proposal submitted by Alliant Insurance Services, Inc.. City Manager Moe moved to approve Item 3. The motion was seconded by City Manager Medrano and passed by a unanimous voice vote.

4. Rapid Deploy Mapping System

Operations Manager Kauffman presented information on Rapid Deploy, a cloud-based tactical 911 mapping system. The system is currently being piloted by the Authority and should ultimately help to improve public safety response and call processing times.

F. **USER COMMITTEE GENERAL BUSINESS**

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

Chief Drum moved to approve the Minutes of the Special Meeting from April 23, 2019. The motion was seconded by Chief Abell and passed by a unanimous voice vote.

G. **EXECUTIVE DIRECTOR'S REPORT**

Executive Director Lee provided updates on recruitment, INSB Network Project, and the Matrix Consulting Group's Comprehensive Cost of Service & Allocation Study.

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

No comments.

I. **CLOSED SESSION AGENDA**

At 2:42PM, 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: Communications Workers of America

- **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 3:19PM with no action taken in closed session.

J. **ADJOURNMENT**

The meeting adjourned at 3:19PM.