

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

MARCH 17, 2020

A. CALL TO ORDER

The Executive and User Committees convened in a regular joint session at 2:19PM on March 17, 2020 by teleconference and in the second-floor conference room of the South Bay Regional Public Communications Authority at 4440 West Broadway, Hawthorne, CA.

B. ROLL CALL BY EXECUTIVE DIRECTOR

Present: Councilmember Haidar Awad, City of Hawthorne
Councilmember Rodney Tanaka, City of Gardena (via teleconference)
Councilmember Hildy Stern, City of Manhattan Beach (via teleconference)
City Manager Bruce Moe, City of Manhattan Beach (via teleconference)
City Manager Clint Osorio, City of Gardena (via teleconference)
Chief Mike Ishii, Hawthorne Police Department (Alternate for Mr. Shadbehr) (via teleconference)
Chief Derrick Abell, Manhattan Beach Police Department (via teleconference)
Chief Daryn Drum, Manhattan Beach Fire Department (via teleconference)

Absent: Chief Mike Saffell, Gardena Police Department

Also Present: Chief Bill Whalen, El Segundo Police Department (via teleconference)
Interim Chief Michael McCrary, Hermosa Beach Police Department
Lieutenant Landon Phillips, Hermosa Beach Police Department
Lieutenant Brandon Vanscoy, Culver City Police Department (via teleconference)
Executive Director Erick B. Lee
Operations Manager Shannon Kauffman
Administrative Services Manager John Krok
Finance and Performance Audit Manager Vanessa Alfaro
Jennifer Petrusis, Richards Watson Gershon
Diana Chuang Richards Watson Gershon (via teleconference)
Kelsey Laurent, Mark43 (via teleconference)
Matt Portanova, Mark43 (via teleconference)
Matt Neal, Mark43 (via teleconference)

C. PUBLIC DISCUSSION

None.

D. BOARD OF DIRECTORS GENERAL BUSINESS

1. Minutes from January 21, 2020

MOTION: Councilmember Tanaka moved to approve the minutes from January 21, 2020. The motion was seconded by Councilmember Awad and passed by unanimous voice vote.

2. Resolution Adopting the Budget for Fiscal Year 2020-2021

Executive Director Lee presented the Fiscal Year 2020-20201 recommended budget.

MOTION: Councilmember Tanaka moved to approve the Resolution Adopting the Budget for Fiscal year 2020-2021. The motion was seconded by Councilmember Stern and passed by unanimous voice vote.

3. Special Meeting Dates for 2020

The Board of Directors and Executive Committee established Special Meetings dates of April 14 and September 8, 2020. The regular meeting dates of April 21 and September 15, 2020 will be canceled.

E. **EXECUTIVE COMMITTEE CONSENT CALENDAR**

MOTION: Chief Ishii moved to approve the Consent Calendar, Item Numbers 1-4. The motion was seconded by City Manager Osorio and passed by unanimous voice vote.

1. Minutes of the Regular Meeting from February 18, 2020

APPROVE

2. Check Register and Budget Transfers – February 2020

ACCEPT AND APPROVE

3. Resolution Approving an Amended Position Classification Plan to Facilitate the Administration of Personnel and Repealing Resolution No. 320 and all Amendments thereof

ACCEPT AND APPROVE

4. Appropriation of \$25,000 to Fund Services Related to the Phase Two Feasibility Study for the City of Palos Verdes Estates

APPROVE

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

None.

G. **EXECUTIVE COMMITTEE GENERAL BUSINESS**

1. Fiscal Year 2018-2019 Annual Financial Report

Executive Director Lee presented the Audited Financial Statements for the Fiscal Year ended June 30, 2019. City Manager Osorio moved to receive and file the report. The motion was seconded by Chief Ishii and was passed by unanimous voice vote.

2. Single Audit and Independent Auditors' Reports for the Year Ended June 30, 2019

Executive Director Lee presented the Single Audit and Independent Auditor's Reports for the year ended June 30, 2019.

MOTION: Chief Ishii moved to receive and file the report. The motion was seconded by City Manager Osorio and passed by unanimous voice vote.

3. Proposed Second Amended and Restated Joint Powers Agreement;

And Proposed Amendment to By-Laws

Executive Director Lee presented the proposed Second Amended and Restated Joint Powers Agreement and proposed amendments to the By-Laws. City Manager Moe recommended that the Treasurer be the City Treasurer of Manhattan Beach. Chief Ishii recommended that the City of Hawthorne be the city in which the Authority is restricted in the exercise of its powers in the same manners as one of its member cities. The Executive Committee directed staff to prepare the appropriate documents for the Board of Directors to consider the Second Amended Joint Powers Agreement and Amendment to By-Laws at a future meeting.

4. Update on Computer Aided Dispatch System Project with Mark43

Executive Director Lee provided an update on the Computer Aided Dispatch System Project with Mark43 representatives, Matt Neal, Kelsey Laurent, and Matt Portanova on the call. On March 24, 2020, staff will provide an update to the Authority's three (3) Fire Chiefs. Based on the outcome of that meeting, staff anticipates beginning to work with Authority's General Counsel and the project consultant (Cit-Com) to develop a new agreement with Mark43 for the development and implementation of the CAD system. This agreement is anticipated to be submitted for the Executive Committee's approval in May or June of 2020.

MOTION: City Manager Osorio moved to receive and file the update. The motion was seconded by Chief Ishii and passed by unanimous voice vote.

5. Proposed Catastrophic Leave Policy

Executive Director Lee presented the proposed policy. Members of the Executive Committee directed staff to present this policy for approval by the Board of Directors as soon as possible. Chief Ishii and City Manager Osorio also requested that General Counsel advise if the Board of Directors could consider this policy during this joint meeting. General Counsel advised that the Board of Directors could consider this item under Government Code Section 54954.2 and explained the process for consideration.

MOTION #1: Councilmember Tanaka moved to determine that there is a need to take immediate action on an item related to the Authority's workforce and that the need for this action came to the attention of the Authority subsequent to the agenda of this meeting being posted as specified in Government Code Section 54954.2 (a). The motion was seconded by Councilmember Stern and passed by unanimous voice vote.

MOTION #2: Councilmember Awad moved to approve a resolution adopting the proposed Catastrophic Leave Policy. The motion was seconded by Councilmember Tanaka and passed by unanimous voice vote.

H. **USER COMMITTEE GENERAL BUSINESS**

1. Minutes from Regular Meeting – February 18, 2020

MOTION: Chief Abell moved to approve the minutes. The motion was seconded by Chief Drum and passed by unanimous voice vote.

2. Staffing Contingency Plan

This item was not considered by the Committee.

I. **EXECUTIVE DIRECTOR'S REPORT**

Executive Director Lee provided updates on recruitment, the Manhattan Beach Water Tower Radio Site, and the recent UASI Grant Monitoring Visit by the City of Los Angeles.

J. **BOARD OF DIRECTORS, EXECUTIVE COMMITTEE AND USER COMMITTEE COMMENTS**

None.

K. **EXECUTIVE COMMITTEE CLOSED SESSION AGENDA**

At 3:04PM, the Executive Committee entered into a closed session to discuss the following items.

1. CONFERENCE WITH LABOR NEGOTIATOR
Pursuant to Government Code Section 54957.6

Agency Designated Representatives: Liebert Cassidy Whitmore & Executive Director
Employee Organization: Teamsters Local 911

2. CONFERENCE WITH LABOR NEGOTIATOR

Pursuant to Government Code Section 54957.6

Agency Designated Representatives: Liebert Cassidy Whitmore & Executive Director
Employee Organization: Communication Workers of America

3. CONFERENCE WITH LABOR NEGOTIATOR

Pursuant to Government Code Section 54957.6

Agency Designated Representatives: Liebert Cassidy Whitmore & Executive Director
Employee Organization: Management and Confidential Employees

The meeting returned to open session at 3:12PM with no action taken in closed session.

L. **ADJOURNMENT**

The meeting adjourned at 3:12PM.
