

January 23, 2007

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

1. **CALL TO ORDER**

The Board of Directors, Executive Committee and User Committee convened in a special joint meeting at 9:02 a.m. in the second floor conference room of the South Bay Regional Public Communications Authority, 4440 W. Broadway, Hawthorne, CA.

ROLL CALL

Present: Councilman Steve Bradford, City of Gardena
Mayor Larry Guidi, City of Hawthorne
Mayor Pro Tem Luis Velez, City of Hawthorne
City Manager Steve Burrell, City of Hermosa Beach
City Manager Geoff Dolan, City of Manhattan Beach
City Manager Mitch Lansdell, City of Gardena
Chief Dennis Groat, Manhattan Beach Fire Department
Chief Mike Heffner, Hawthorne Police Department
Chief Rodney Lyons, Gardena Police Department
Chief Greg Savelli, Hermosa Beach Police Department
Chief Russell Tingley, Hermosa Beach Fire Department
Chief Rod Uyeda, Manhattan Beach Police Department

Absent: Mayor Pro Tem Jim Aldinger, City of Manhattan Beach
City Manager Jag Pathirana, City of Hawthorne

2. **PUBLIC DISCUSSION**

None.

3. **ACTION ITEMS**

3a. **APPROVAL OF MINUTES – DECEMBER 19, 2006**

MOTION: City Manager Lansdell moved for the approval of the minutes of the joint meeting of the Executive Committee and User Committee on December 19, 2006. The motion was seconded by City Manager Dolan and passed by unanimous vote, absent City Manager Pathirana.

3b. **MID-YEAR BUDGET PERFORMANCE REPORT**

Finance Manager Walker advised that, as of December 31, 2006, the 2006-2007 Budget is in a healthy position.

Executive Director Mailloux anticipated that there will be approximately \$200,000 to \$250,000 left over at the end of this budget year as a result of reduced insurance rates, employee vacancies during part of the year and some allocated funds that probably will not be spent.

During a Power Point presentation, Executive Director Mailloux provided an overview of the status of the 2006-2007 Budget as of December 31, 2006, including the 2006 9-1-1 call statistics; the 2006-2007 objectives for the Authority; the status of the Infrastructure Upgrade Project and the EDEN accounting software; and the accomplishments of the Finance Department. He explained that, as of December 31, 2006, expenditures are approximately 8.5% under budget and that the Authority has approximately \$702,166 (10%) in reserves, \$509,000 in undesignated funds and \$574,144 in the Capital Improvement Projects' account.

The Mid-Year Budget Performance Report as of December 31, 2006 was received and filed as written, absent City Manager Pathirana.

3c. **CASH & INVESTMENTS REPORT/DECEMBER 31, 2006**

Finance Manager Walker advised that the Authority's bank statements are reconciled in a timely manner and that, as directed by the Executive Committee, the Cash & Investments Report will be provided on a quarterly basis.

The Cash & Investments Report as of December 31, 2006 was received and filed as written, absent City Manager Pathirana.

3d. **ATTORNEY-CLIENT FEE AGREEMENT**

Executive Director Mailloux explained that the updated contract for legal services between the Authority and Kunle Aderonmu is identical to the previous one. He recommended that the updated contract be approved.

MOTION: Councilman Bradford moved for the approval of the updated contract between the Authority and Kunle Aderonmu as written. The motion was seconded by Mayor Guidi and passed by unanimous vote, absent City Manager Pathirana.

3e. **REDONDO BEACH FIRE DEPARTMENT UHF RADIO FREQUENCY REQUEST**

Executive Director Mailloux related the Redondo Beach Fire Department's request to use one of the Authority's UHF radio frequencies for interoperability purposes.

City Manager Dolan asked if an approval of the request would make it less likely for Redondo Beach to return to the Authority for dispatching services.

Executive Director Mailloux related his understanding that the Redondo Beach Fire Department would eventually like to become a member of the Authority. He commented on the difficulty of knowing if an approval of their request would create good will toward Redondo Beach's eventual return to the Authority or, as City Manager Dolan asked, make it less likely. He noted that the Authority has arrangements similar to this request with Inglewood and El Segundo for incidents beyond their capabilities.

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Chief Groat explained that, during emergencies that require mutual aid, Redondo Beach has been isolated from other South Bay cities because of the frequency on which they have been operating. He pointed out that it would be good to further populate the Authority's Fire Tactical 2 UHF frequency and that, according to Chief Madrigal's letter of December 7, 2006, Redondo Beach offered to pay to use it. It was Chief Groat's feeling that, even if it means charging them, Redondo Beach Fire Department should be permitted to operate on one of the Authority's UHF frequencies during emergencies that require mutual aid.

Noting that he and City Manager Dolan gave the Redondo Beach City Manager a tour of the Authority's facility a few months ago, City Manager Burrell pointed out that this could be an opportunity to begin discussions about the Authority providing Redondo Beach's 9-1-1 dispatching services.

Executive Director Mailloux stated his impression that Redondo Beach's Police Chief has no interest in returning to the Authority. He cautioned against any type of "hostile take over."

Mayor Guidi voiced his opinion that letting Redondo Beach operate on one of the Authority's UHF frequencies for no charge would provide no incentive for them to return to the Authority. He said that the Authority has established itself with a great reputation and it is no longer necessary to give away something in order to obtain new customers. Mayor Guidi suggested that Authority staff ask to give a presentation to the Redondo Beach City Council about what the Authority could provide them.

Councilman Bradford related his agreement with Mayor Guidi's opinion.

City Manager Dolan observed that an opportunity to provide 9-1-1 dispatching services to the Redondo Beach Police Department is probably down the road when their current Police Chief leaves. He agreed to the idea of approving the Redondo Beach Fire Department's request with the caveat that they pay for it.

Executive Director Mailloux confirmed staff's willingness to develop a fee schedule and report back to the Executive Committee.

The Board of Directors (absent Mayor Pro Tem Aldinger) and the Executive Committee (absent City Manager Pathirana) directed the Executive Director to develop a fee schedule for the Redondo Beach Fire Department to use one of the Authority's fire tactical UHF frequencies and report back at the next Executive Committee meeting.

4. **NEW BUSINESS**

None.

5. **EXECUTIVE DIRECTOR'S REPORT**

5a. Executive Director Mailloux recalled the Executive Committee's previous approval for the Executive Director to sign a contract with Vavrinek, Trine, Day & Co. to exercise the second year of a two-year extension option to perform the Authority's 2006-2007 Audit, as long as the contract amount increased no more than 5%. Since the contract amount is the same as the previous amount, Mr. Mailloux signed a letter of engagement with VTD to perform the Authority's 2006-2007 Audit.

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5b. Executive Director Mailloux related his intent to schedule a meeting of the User Committee to re-visit the Five-Year Strategic Action Plan developed in 1997, the Infrastructure Upgrade Project priorities and the need to replace the member agencies' mobile data computers (MDCs).

5c. Executive Director Mailloux reported that the tower for the Gardena Infrastructure Upgrade Project is scheduled to be installed on Monday, January 29, 2007; that the preliminary drawings for the Grandview Infrastructure Upgrade Project are to be submitted to the Authority in the near future; and that promotional examinations for the positions of Communications Supervisor and Operations Manager will be scheduled in the near future.

Councilman Bradford asked that the member cities be notified when the Authority has a position available.

Executive Director Mailloux advised that the Authority tests for Communications Operator applicants approximately two times per year, but applications are always accepted, and that vacant positions are on the Authority's website at rcc911.org.

Councilman Bradford requested that Gardena's website be linked to the Authority's.

6. **CLOSED SESSION**

Pursuant to Government Code Section No. 54957.6, at 9:35 a.m., the Board of Directors and Executive Committee entered into a closed session to discuss labor issues concerning the Executive Director and Management/Confidential bargaining group. The meeting returned to open session at 9:50 a.m., with no action taken in closed session.

6. **ADJOURNMENT**

At 9:51 a.m., the meeting was adjourned.

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