

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

1. **CALL TO ORDER**

The Executive Committee and the User Committee convened in a regular joint session at 2:00 p.m. on Tuesday, February 15, 2011, in the second floor conference room of the South Bay Regional Public Communications Authority, 4440 W. Broadway, Hawthorne, CA.

ROLL CALL

Present: City Manager Steve Burrell, City of Hermosa Beach
City Manager Dave Carmany, City of Manhattan Beach
City Manager Mitch Lansdell, City of Gardena
City Manager Jim Mitsch, City of Hawthorne
Captain Keith Kauffman, Hawthorne Police Department
Chief Ed Medrano, Gardena Police Department
Chief David Lantzer, Hermosa Beach Fire Department
Chief Greg Savelli, Hermosa Beach Police Department
Interim Chief Ken Shuck, Manhattan Beach Fire Department
Chief Kevin Smith, El Segundo Fire Department
Chief Mitch Tavera, El Segundo Police Department
Chief Rod Uyeda, Manhattan Beach Police Department

Absent: Chief Bob Fager, Hawthorne Police Department

Also Present: Executive Director Ralph Mailloux
Administration Manager Bonnie Agee
Operations Manager Shannon Kauffman
Technical Services Manager Jose Rivera
Finance Manager Agnes Walker
Mr. Kunle Aderonmu, Legal Counsel for the Authority
Councilman Carl Jacobson, City of El Segundo
Mr. Patrick Luce, Vector Resources

2. **PUBLIC DISCUSSION**

None.

3. **ACTION ITEMS**

3a. **Approval of Minutes – January 18, 2011**

The minutes of January 18, 2011 were amended to read, “Present: Councilman Dan Medina” and “City Manager Mitsch, City of Hawthorne.”

The minutes of January 18, 2011 were approved as amended.

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Agenda Item 3d was considered out of order.

3d. **Mobile Wireless Data RFI**

Mr. Patrick Luce, Vector Resources, presented an overview on the request for information Vector Resources administered on the viable options for a mobile wireless data solution. He related Vector’s recommendation for a wireless broadband system; advised that the conversion to a mobile wireless data solution must be completed by the narrow banding deadline of January 1, 2013; and noted that it might not be necessary to re-band the current system, but sustainability is a concern without re-banding.

In answer to questions from Chief Medrano, Mr. Luce and Technical Services Manager Rivera discussed the possibility of running cellular air card and wireless card systems simultaneously. They pointed out that it would be necessary for the California Law Enforcement Telecommunications System (CLETS) to approve a dual-system configuration and that the member fire departments’ system could be isolated/configured appropriately.

Chief Medrano highlighted the importance of converting to narrow band as soon as possible before the narrow banding deadline of January 1, 2013.

Vector Resources’ report on the Mobile Wireless Data RFI was received and filed.

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Discussion returned to regular agenda order.

3b. **Budget Performance Report – January 31, 2011**

Finance Manager Walker related staff’s recommendation to receive and file the Budget Performance Report as of January 31, 2011. She advised that, as of this time, overall revenues and expenses are within the budgeted amounts and that staff does not anticipate any budgetary savings at year-end.

The Budget Performance Report as of January 31, 2011 was received and filed as written.

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3c. **Calculation of Member Cities' Assessments**

Finance Manager Walker shared information on the options considered by the member cities over the past several years in calculating the annual assessments. She advised that, over the past several years, all revenue sources, Hermosa Beach's assessment and the available fund balance have been used to offset the assessments. Ms. Walker related staff's recommendation to use all sources of revenue, including Hermosa Beach's and El Segundo's assessments, and the available fund balance of approximately \$100,000 (which will be minimal after this year) to offset the assessments for FY 2011-2012. She provided clarification regarding the estimated budget increase with the use of the available fund balance; the increase in the maintenance of the computer aided dispatch (CAD) system; the increase resulting from the consolidation with El Segundo; and employees' 7% share of PERS.

Chief Uyeda recalled that a subcommittee of the Executive and User Committees has reviewed the Authority's budget in the past. He pointed out likely concessions bargaining groups will have to make during negotiations due to the poor economy.

City Manager Lansdell stated his preference to review all options and form another subcommittee composed of representatives from the Executive and User Committees to review the Authority's budget.

Having served on a previous subcommittee to review the Authority's budget, Chief Medrano commented on the positive aspects of the subcommittee knowing how much the Authority's budget should be reduced.

City Manager Carmany agreed that direction should be provided with regard to the amount the Authority's budget should be reduced. He offered to serve as chairman of the subcommittee to review the Authority's budget.

It was agreed that City Manager Carmany, Chief Medrano and Chief Fager will serve on a subcommittee to review the Authority's budget.

3d. **Mobile Wireless Data RFI**

Considered earlier in the meeting (see Page 1).

4. **EXECUTIVE DIRECTOR'S REPORT**

Executive Director Mailloux reported on the following: the discussion at the recent narrow banding meeting hosted by the Authority, including L.A. County Sheriff's Department's request for an extension to the narrow banding deadline of January 1, 2013; the lack of communications from the Cities of Inglewood and Compton regarding the idea of the Authority providing their 9-1-1 emergency communications services; the Authority's distribution of memoranda of understanding to the agencies which utilize the Punta Place, South Bay Hospital and Gardena Police Department transmit/receiver sites; the upcoming meeting with Tiburon to discuss various issues of concern; the recent telephone company connectivity failures at Punta Place and possible solutions

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being considered; and the Authority's upcoming recruitment for the position of Finance Manager.

Chief Medrano expressed Gardena Police Department's concern over the poor service provided by Tiburon.

Agreeing with concerns expressed by Chief Medrano over the poor service provided by Tiburon, Executive Director Mailloux related the Authority's plans to look into other vendors to possibly replace the CAD system in four years when Tiburon plans to do an expensive update to the system.

5. **COMMENDATIONS**

None.

6. **NEW BUSINESS**

None.

7. **CLOSED SESSION**

None.

8. **ADJOURNMENT**

The meeting was adjourned at 2:50 p.m.