

**MINUTES OF A REGULAR 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 regular joint session at 2:07 PM on Tuesday, February 20, 2018, in the second floor conference room of the South Bay Regional Public Communications Authority, 4440 W. Broadway, Hawthorne, CA.

**ROLL CALL**

Present: Mayor Pro Tem Haidar Awad, City of Hawthorne  
Councilmember David Lesser, City of Manhattan Beach  
Acting City Manager Ed Medrano, City of Gardena  
City Manager Bruce Moe, City of Manhattan Beach  
Interim City Manager Arnie Shadbehr, City of Hawthorne  
Chief Derrick Abell, Manhattan Beach Police Department  
Chief Chris Donovan, El Segundo Fire Department  
Chief Robert Espinosa, Manhattan Beach Fire Department  
Chief Bob Fager, Hawthorne Police Department  
Acting Chief Tom Kang, Gardena Police Department  
Chief Sharon Papa, Hermosa Beach Police Department  
Chief Bill Whalen, El Segundo Police Department

Absent: Councilmember Rodney Tanaka, City of Gardena

Also Present: Executive Director Ralph Mailloux  
Operations Manager Shannon Kauffman  
Finance Manager Scott Arbuckle  
Laura Kalty, Liebert, Cassidy, Whitmore  
Danny Yoo, Liebert, Cassidy, Whitmore

2. **PUBLIC DISCUSSION**

None.

3. **ACTION ITEMS**

3a. **Approval of Minutes-Special Meeting – January 16, 2018**

**MOTION:** City Manager Moe moved to approve the minutes of January 16, 2018 as written. The motion was seconded by Acting City Manager Medrano and passed by unanimous voice vote.

3b. **Budget Performance Report – January 31, 2018**

Finance Manager Arbuckle presented the Budget Performance Report as of January 21, 2018 per written material of record included in the agenda packets. In answer to questions from the Executive Committee, he and Executive Director Mailloux explained the unlikelihood of budget overruns at year end in the salaries and benefits categories.

In response to a comment from City Manager Moe, Finance Manager Arbuckle ensured that salaries and benefits will be closely monitored so they do not overrun.

Councilman Lesser related his intent to further discuss this agenda item with staff after the meeting.

**MOTION:** City Manager Moe moved to receive and file the Budget Performance Report as of January 31, 2018 as written. The motion was seconded by Acting City Manager Medrano and passed by unanimous voice vote.

3c. **Mid-Year Budget Review**

Executive Director Mailloux presented the mid-year budget review as of December 31, 2017 per written material of record included in the agenda packets. He shared information on the status of the following items: the Interoperability Network of the South Bay (INSB); the Urban Area Security Initiative (UASI) grant for the INSB; and the Authority's efforts to fill vacancies for the communications operator position.

In response to a question from Councilman Lesser, City Manager Moe clarified that, at mid-year, expenses were \$702,631 less than revenue.

**MOTION:** Mayor Pro Tem Awad moved to receive and file the Mid-Year Budget Performance Report as of December 31, 2017 and approve a budget amendment of \$184,869 in carryovers and the associated encumbrances for capital projects from fiscal year 2016-2017. The motion was seconded by Councilman Lesser and passed by unanimous voice vote, absent Councilman Tanaka.

3d. **Discussion Re Equipment Replacement Fund**

Acting City Manager Medrano requested an informal discussion about the three owner cities using their surplus funds to form a revolving equipment replacement fund (ERF). He observed that, with many moving pieces, such as the INSB, the new computer aided dispatch/records management system (CAD/RMS), the infrastructure, etc., it seems like a good idea to do so at this time.

Interim City Manager Shadbehr related his agreement with the idea of the three owner cities forming an ERF. He recommended that it be restricted so the funds cannot be used for things such as bargaining group negotiations etc.

In answer to a question from Councilman Lesser, Acting City Manager Medrano and Interim City Manager Shadbehr explained that this would not be an additional burden on the cities' budgets.

Executive Director Mailloux provided background information on the previous formation of a reserve account. He suggested that City Manager Moe be consulted regarding an ERF formula.

**MOTION:** Acting City Manager Medrano moved to place the formation of an ERF for discussion and approval on the agenda for a subsequent meeting. The motion was seconded by Interim City Manager Shadbehrr and passed by unanimous voice vote.

Councilman Lesser suggested that an analysis be prepared to assist in the future discussion of this topic.

4. **EXECUTIVE DIRECTOR'S REPORT**

None.

5. **NEW BUSINESS**

None.

6. **CLOSED SESSION**

At 2:30 PM, pursuant to Government Code Section 54957.6, the Executive Committee entered into a closed session with Laura Kalty and Danny Yoo, Liebert, Cassidy, Whitmore, to discuss labor negotiations for the Communications Workers of America (CWA) and Teamsters Local 9-1-1. The meeting returned to open session at 3:30 PM, with no action taken in closed session.

7. **ADJOURNMENT**

The meeting was adjourned at 3:31 PM.