

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

1. **CALL TO ORDER**

The Executive Committee and the User Committee convened in a regular session at 2:04 PM on Tuesday, April 19, 2016, in the second floor conference room of the South Bay Regional Public Communications Authority, 4440 W. Broadway, Hawthorne, CA.

ROLL CALL

Present: City Manager Tom Bakaly, City of Hermosa Beach
City Manager Mark Danaj, City of Manhattan Beach
City Manager Mitch Lansdell, City of Gardena
Acting City Manager Arnie Shadbehr, City of Hawthorne
Chief Chris Donovan, El Segundo Fire Department
Chief Robert Espinosa, Manhattan Beach Fire Department
Captain Mike Ishii, Hawthorne Police Department (Arrived at 2:27 PM)
Captain Milton McKinnon, Hermosa Beach Police Department
Lt. Steve Prendergast, Gardena Police Department

Absent: Interim Chief Pete Bonano, Hermosa Beach Fire Department
Chief Bob Fager, Hawthorne Police Department
Chief Eve Irvine, Manhattan Beach Police Department
Chief Ed Medrano, Gardena Police Department
Chief Sharon Papa, Hermosa Beach Police Department
Chief Mitch Tavera, El Segundo Police Department

Also Present: Executive Director Ralph Mailloux
Operations Manager Shannon Kauffman
Administration Manager John Krok
Finance Manager Valerie Mohler
Councilman Carl Jacobson, City of El Segundo

2. **PUBLIC DISCUSSION**

None.

3. **ACTION ITEMS**

3a. **Approval of Minutes – March 15, 2016**

MOTION: Acting City Manager Shadbehr moved to approve the minutes of March 15, 2016 as written. The motion was seconded by City Manager Danaj and passed by unanimous voice vote.

3b. **Budget Performance Report as of March 31, 2016**

Finance Manager Mohler presented the Budget Performance Report as of March 31, 2016 per written material of record included in the staff report.

MOTION: Acting City Manager Shadbehr moved to receive and file the Budget Performance Report as of March 31, 2016. The motion was seconded by City Manager Danaj and passed by unanimous voice vote.

3c. **Cash & Investment Report as of March 31, 2016**

Finance Manager Mohler presented the Cash & Investment Report as of March 31, 2016 per written material of record included in the staff report. She noted the current interest rate and amount earned as of March 31, 2016.

MOTION: Acting City Manager Shadbehr moved to receive and file the Cash & Investment Report as of March 31, 2016. The motion was seconded by City Manager Danaj and passed by unanimous voice vote.

3d. **Introduction of Proposed 2016-2017 Budget**

Executive Director Mailloux gave a Power Point presentation on the proposed Fiscal Year 2016-2017 Budget in the amount of \$9,988,835 (an increase of approximately \$100,000, or 1%).

In answer to a question from Chief Espinosa, Operations Manager Kauffman provided input on the tracking of Voice Over Internet Protocol (VOIP) calls, approximately 400 of which are received annually.

Responding to inquiries from those present, Executive Director Mailloux presented information about the following: the Los Angeles Regional Interoperability Communications System's (LA-RICS) new shelter at Gardena Police Department; the anticipated timeline for Culver City to join the Authority and the anticipated number of additional communications operators that will be needed; the plans for a meeting to select the vendor for the new computer aided dispatch/records management system (CAD/RMS); the technical support services provided by Comline; the operating reserve in the amount of \$326,266, or 3% (instead of 10% as previously decided by the Executive Committee); and the member cities' assessments, which will be reduced with the addition of Culver City. He confirmed that El Segundo's existing radios will work on the Interagency Communications Interoperability (ICI) System.

MOTION: Acting City Manager Shadbehr moved to recommend that the Board of Directors approve the Fiscal Year 2016-2017 Budget as proposed. The motion was seconded by City Manager Danaj and passed by unanimous voice vote.

3e. **Appropriation of 9-1-1 Reimbursement Funds**

Executive Director Mailloux offered information on staff's recommendation to appropriate \$78,500 of 9-1-1 reimbursement funds from the Fiscal Year 2015-2016 Budget for the completion of the Stand Alone Radio capital outlay project and battery backup for RF sites.

MOTION: Acting City Manager Shadbehr moved to appropriate \$78,500 of 9-1-1 reimbursement funds from the Fiscal Year 2015-2016 Budget for the completion of the Stand Alone Radio capital outlay project and battery backup for RF sites. The motion was seconded by City Manager Danaj and passed by unanimous voice vote.

4. **EXECUTIVE DIRECTOR'S REPORT**

Executive Director Mailloux reported on the following items: the Hermosa Beach Fire Department's request to connect their computer aided dispatch (CAD) between Torrance and Redondo Beach Fire Departments; the Net Motion CLETS subscriber licenses, which the member/contract departments will pay; the Area G efforts relevant to the Interagency Communications Interoperability (ICI) System; and the upcoming sample testing for the Motorola backbone, which will be at no cost to the member/contract cities.

5. **NEW BUSINESS**

5a. Chief Donovan encouraged Authority staff to attend the Area G Fire Chiefs' quarterly meeting at the Frank Hotchkin Center in Los Angeles on May 12, 2016, as First Net is scheduled to provide an overview of their long-term evolution (LTE) system. He will email additional information about the meeting.

6. **CLOSED SESSION**

At 2:44 PM, pursuant to Government Code Section 54957.6 (Conference Re: Labor Negotiations), the Executive Committee entered into a closed session to discuss the Executive Director's Contract. At 3:20 PM, the meeting returned to open session.

7. **ADJOURNMENT**

The meeting was adjourned at 3:20 PM.