

May 1, 2018

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

1. **CALL TO ORDER**

The Executive Committee and the User Committee convened in a special session at 10:00 AM on Tuesday, May 1, 2018, in the second floor conference room of the South Bay Regional Public Communications Authority, 4440 W. Broadway, Hawthorne, CA.

ROLL CALL

Present: City Manager Ed Medrano, City of Gardena
City Manager Bruce Moe, City of Manhattan Beach
Interim City Manager Arnie Shadbeh, City of Hawthorne
Chief Derrick Abell, Manhattan Beach Police & Fire Departments
Chief Chris Donovan, El Segundo Fire Department
Chief Bob Fager, Hawthorne Police Department
Chief Tom Kang, Gardena Police Department
Chief Bill Whalen, El Segundo Police Department

Absent: Chief Scott Bixby, Culver City Police Department
Chief Sharon Papa, Hermosa Beach Police Department
Chief Dave White, Culver City Fire Department

Also Present: Executive Director Erick Lee
Operations Manager Shannon Kauffman
Administration Manager John Krok
Finance Manager Scott Arbuckle
Executive Secretary Wendy Weeks
Captain Sam Agaiby, Culver City Police Department
Captain Mike Ishii, Hawthorne Police Department
Captain Milton McKinnon, Hermosa Beach Police Department
Captain Uiki Niko, Gardena Police Department
Captain Mike Saffell, Gardena Police Department
Captain Jason Sims, Culver City Police Department
Josh Armstrong, Hawthorne IT Manager
Mr. Carl Jacobson, El Segundo Resident
Laura Kalty, Liebert, Cassidy, Whitmore

2. **PUBLIC DISCUSSION**

City Manager Medrano announced newly promoted Chief Tom Kang and Captain Mike Saffell, Gardena Police Department.

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3. **ACTION ITEMS**

3a. Approval of Minutes-Special Meeting – March 27, 2018

MOTION: City Manager Medrano moved to approve the minutes of the special meeting of the Executive and User Committees on March 27, 2018 as written. The motion was seconded by Interim City Manager Shadbehr and passed by unanimous voice vote.

3b. Service Level Agreement with the City of Hawthorne's IT Services Department

MOTION: Interim City Manager Shadbehr moved to authorize the Executive Director to execute a Service Level Agreement with the City of Hawthorne's IT Services (ITS) Department for information technology support services in the amount of \$200,000 annually. The motion was seconded by City Manager Medrano and passed by unanimous voice vote.

3c. Request for Waiver of Late Payment Penalty from City of Hermosa Beach

MOTION: Interim City Manager Shadbehr moved to approve the City of Hermosa Beach's request for a waiver of a late payment penalty in the amount of \$4,375.45 (2.5% of the base of \$175,018) for the fourth quarter assessment. The motion was seconded by City Manager Medrano and passed by unanimous voice vote.

3d. Interoperability Network of the South Bay Mobile Installation Project

Administration Manager Krok presented the staff report. In answer to questions from the Executive Committee, Mr. Krok clarified that this project includes approximately 400 mobile radios that need to be installed in vehicles as part of the Interoperability Network of the South Bay (INSB) project; that the estimated cost is \$90.00 per vehicle for the external rooftop mount for patrol services' vehicles and \$85.00 for the internal glass mount for detective and take-home vehicles; that the cities will be billed at the end of the installations; and that these costs were not anticipated as part of this project.

Responding to inquiries from the Executive Committee, Executive Director Lee related his understanding that, according to the Authority's Financial Policies and Procedures, the Executive Committee is to consider purchases over \$5,000. He recommended that, in the coming year, Authority staff and the Executive Committee review the Authority's Financial Policies and approval levels to better align processes with policies and ensure they are in line with those of the member and contract cities. Executive Director Lee noted that, in addition to the financial aspects, this item was brought to the Executive Committee to ensure the cities are aware this project is needed for the INSB.

MOTION: Interim City Manager Shadbehr moved to approve the purchase and installation of antennae, cabling and miscellaneous parts for the Motorola mobile devices needed to facilitate programming over secured Wi-Fi networks to ensure operability on the Interoperability Network of the South Bay (INSB) network and authorize staff to invoice the applicable cities for 100% of the costs associated with the reimbursement of these purchases and installations at the conclusion of the installations. The motion was seconded by City Manager Medrano and passed by unanimous voice vote.

3e. Proposed Fiscal Year 2018-2019 Budget

Executive Director Lee highlighted the new budget format and thanked Finance Manager Arbuckle for his efforts in compiling the proposed Fiscal Year 2018-2019 Budget. He reviewed the following aspects of the proposed Budget: Fiscal Year 2017-2018 Update; 2017-2018 Accomplishments; Fund Balance Projections; Authorized Positions; Revenues; Expenditures; Proposed Budget Summary; Significant Changes from Prior Year; 5 Year Projections; Work Plans for 2018-2019. Director Lee recommended that the Executive Committee provide direction on the proposed Fiscal Year 2018-2019 Budget. He noted that it will be submitted for the Board of Directors' consideration after the Executive Committee recommends approval.

Answering questions from the Executive Committee and the User Committee, Director Lee provided input on several assumptions that were built into the five-year projections and on the \$50,000 allocated for recruitment. Addressing further questions, he discussed the following: the Authority's operating reserve policy of 10%; the reimbursements to the cities for the Urban Area Security Initiative (UASI) grant, originally planned to occur at the end of the Interoperability Network of the South Bay (INSB) project, but the contract with the City of Los Angeles includes monthly reimbursements; the idea of developing a cost methodology for the contract cities' expenses; and the need to further define the equipment replacement fund (ERF) previously approved in concept at the March 2018 meeting. Executive Director Lee confirmed that the Authority will invoice the cities for the mobile and portable radios for the INSB as soon as possible.

Finance Manager Arbuckle verified that the assessment descriptions can be changed to include reimbursable items and this information can be provided at the mid-year budget review.

The Executive Committee and User Committees discussed the need to refine staff's five-year projections of revenues and expenditures, including a schedule of reserve funds, as opposed to simple fund balance, in the Budget; and more clearly delineate the amount of revenue paid by the member and contract cities in the Budget.

Chief Fager emphasized the importance of making revisions to the assessment formula a priority.

The Executive Committee agreed that the proposed Fiscal Year 2018-2019 Budget, with updates incorporated as requested during this meeting, should be reviewed by the Committee prior to forwarding the Budget to the Board of Directors.

4. **INFORMATION ITEMS**

4a. Update on Mark 43 CAD/RMS Project

Captain Ishii provided updated information on the Mark 43 computer aided dispatch/records management system (CAD/RMS) project.

IT Manager Armstrong confirmed for Chief Medrano that the new CAD system will include capabilities to address new Department of Justice requirements.

4b. City Manager Medrano asked that new items entitled, "User Committee Comments" and "Executive Committee Comments" be added to the meeting agenda.

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4c. Administration Manager Krok assured City Manager Medrano that Authority staff is addressing the First Net requirements needed in the mobile data computers and tablets.

5. **EXECUTIVE DIRECTOR'S REPORT**

Executive Director Lee reviewed his orientation/transition efforts during his first month at the Authority. He shared input on the status of the following items: the Authority's continued recruitment efforts for the position of communications operator; the City of Redondo Beach's request for a quote for consolidation of dispatch services; and the Interoperability Network of the South Bay (INSB) grant reimbursement.

6. **CLOSED SESSION**

Per the Government Code Sections shown below, at 10:45 AM, the Executive Committee entered into a closed session with Executive Director Lee and Laura Kalty, Liebert Cassidy Whitmore, to discuss the items listed below:

Conference Re: Labor Negotiations
Pursuant to Government Code Section 54957.6 (Discussion with Liebert Cassidy Whitmore Re Communications Workers of America)

Conference Re: Labor Negotiations
Pursuant to Government Code Section 54957.6 (Discussion with Liebert Cassidy Whitmore Re Teamsters Local 9-1-1)

Conference Re: Labor Negotiations
Pursuant to Government Code Section 54957.6 (Discussion Re Former Executive Director's Post Retirement Oversight)

At 11:44 AM, the meeting returned to open session. No action was taken in closed session.

7. **ADJOURNMENT**

The meeting was adjourned at 11:45 AM.