

**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 1:00 PM on Wednesday, May 30, 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 Shadbehr, 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 Sharon Papa, Hermosa Beach Police Department

Absent: Chief Scott Bixby, Culver City Police Department  
Chief Dave White, Culver City Fire Department  
Chief Bill Whalen, El Segundo Police Department

Also Present: Executive Director Erick Lee  
Operations Manager Shannon Kauffman  
Administration Manager John Krok  
Finance Manager Scott Arbuckle  
Executive Secretary Wendy Weeks  
Captain Mike Ishii, Hawthorne Police Department  
Laura Kalty, Liebert, Cassidy, Whitmore

2. **PUBLIC DISCUSSION**

None.

3. **ACTION ITEMS**

3a. Approve Minutes of Special Meeting – May 1, 2018

**MOTION:** Interim City Manager Shadbehr moved to approve the minutes of the special meeting of the Executive Committee and the User Committee on May 1, 2018 as written. The motion was seconded by City Manager Medrano and passed by unanimous voice vote.

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- 3b. Authorize the Executive Director to Approve a Purchase Order to Talley Communications in the Amount of \$8,659 for Equipment and Supplies Necessary to Complete Wi-Fi Antennae Installations for Mobile Radios in Police and Fire Vehicles Related to the INSB Project

**MOTION:** City Manager Medrano moved to approve a purchase order to Talley Communications in the amount of \$8,659 for equipment and supplies necessary to complete Wi-Fi antennae installations for mobile radios in police and fire vehicles related to the INSB Project. The motion was seconded by Interim City Manager Shadbehrr and passed by unanimous voice vote.

- 3c. Authorize the Executive Director to Approve an Agreement with Xcel Mechanical Systems, Inc. for Heating, Ventilation and Air Conditioning Maintenance Services and Approve a Purchase Order to Xcel Mechanical Systems, Inc. in the Amount of \$10,946 for These Services

**MOTION:** Interim City Manager Shadbehrr moved to authorize the Executive Director to approve an agreement with Xcel Mechanical Systems, Inc. for heating, ventilation and air conditioning maintenance services and approve a purchase order to Xcel Mechanical Systems, Inc. in the amount of \$10,946 for these services. The motion was seconded by City Manager Medrano and passed by unanimous voice vote.

- 3d. Authorize the Executive Director to Execute an Agreement with MuniTemps for Accounting Services and Approve a Corresponding Purchase Order in an Amount Not to Exceed \$50,000 for These Services

**MOTION:** Interim City Manager Shadbehrr moved to authorize the Executive Director to execute an agreement with MuniTemps for accounting services and approve a corresponding purchase order in an amount not to exceed \$50,000 for these services. The motion was seconded by City Manager Medrano and passed by unanimous voice vote.

- 3e. Authorize the Executive Director to Execute an Engagement Proposal with Bartel Associates for GASB 68 Reporting Services and Approve a Corresponding Purchase Order in an Amount Not to Exceed \$2,000 for These Services

**MOTION:** City Manager Medrano moved to authorize the Executive Director to execute an engagement proposal with Bartel Associates for GASB 68 reporting services and approve a corresponding purchase order in an amount not to exceed \$2,000 for these services. The motion was seconded by Interim City Manager Shadbehrr and passed by unanimous voice vote.

- 3f. Authorize the Executive Director to Execute a Change Order with Motorola Solutions, Inc. for Additional Work Associated with the INSB P25 Radio Project

**MOTION:** Interim City Manager Shadbehrr moved to authorize the Executive Director to execute a change order with Motorola Solutions, Inc. for

additional work associated with the INSB P-25 radio project. The motion was seconded by City Manager Medrano and passed by unanimous voice vote.

- 3g. Resolution of the Executive Committee of the South Bay Regional Public Communications Authority Adopting the Annual Statement of Investment Policy for Fiscal Year 2018-2019 Superseding Resolution 309

**MOTION:** City Manager Medrano moved to approve the Authority's Annual Statement of Investment Policy for Fiscal Year 2018-2019 and adopt Resolution No. 310, superseding Resolution No. 309. The motion was seconded by Interim City Manager Shadbeh and passed by unanimous voice vote.

- 3h. Memorandum of Understanding between South Bay Regional Public Communications Authority and the Communications Workers of America

Operations Manager Kauffman outlined the proposed changes to the memorandum of understanding (MOU) between the South Bay Regional Public Communications Authority and the Communications Workers of America (CWA) for the period of July 1, 2017 through June 30, 2020. She confirmed for City Manager Moe that Authority staff will provide the Executive Committee with the percentage of the increase in the Fiscal Year 2018-2019 Budget resulting from the changes to the CWA MOU.

City Manager Medrano observed that the proposed contract with the CWA appears to be consistent with direction previously provided by the Executive Committee. He offered the following motion.

**MOTION:** City Manager Medrano moved to approve the memorandum of understanding between the South Bay Regional Public Communications Authority and the Communications Workers of America for the period of July 1, 2017 through June 30, 2020. The motion was seconded by Interim City Manager Shadbeh and passed by unanimous voice vote.

- 3i. Revised Proposed Fiscal Year 2018-19 Budget

Executive Director Lee provided the staff report on the revised proposed Fiscal Year 2018-2019 Budget.

The Executive Committee agreed that the Authority's financial policies should be added to the proposed Fiscal Year 2018-2019 Budget. They discussed the importance of addressing the assessment methodology formula.

Executive Director Lee pointed out that the utilization of a consultant with expertise in this area would assist in providing validity to the assessment methodology process.

Chief Papa related the City of Hermosa Beach's concern over the increase in their cost for service.

**MOTION:** Interim City Manager Shadbehr moved to recommend the Board of Directors approve the Fiscal Year 2018-2019 Budget, with the addition of the Authority's financial policies. The motion was seconded by City Manager Medrano and passed by unanimous voice vote.

4. **INFORMATION ITEMS**

4a. Budget Performance Report – Third Quarter through Mar 31, 2018

Finance Manager Arbuckle provided the staff report. He clarified that the Reports will be run on a monthly basis, but presented for the Executive Committee's review quarterly.

**MOTION:** City Manager Medrano moved to receive and file the Budget Performance Report for the third quarter through March 31, 2018. The motion was seconded by Interim City Manager Shadbehr and passed by unanimous voice vote.

5. **EXECUTIVE DIRECTOR'S REPORT**

Executive Director Lee shared information on the following items: the Authority's recruitment for the position of Communications Operator; the planned changes to the service levels for Manhattan and Hermosa Beach Police Departments; the plans to schedule Fire and Police Task Force meetings only when there are substantive items to discuss and the importance of the departments encouraging attendance when the meetings are conducted; and the recent meeting between Authority staff and L.A. City representatives regarding the Urban Area Security Initiative (UASI) grant.

6. **EXECUTIVE COMMITTEE AND USER COMMITTEE COMMENTS**

None.

7. **CLOSED SESSION**

At 1:40 PM, per Government Code Section 54957.6, Conference Re Labor Negotiations, the Executive Committee entered into a closed session to discuss the labor negotiations with the Communications Workers of America (CWA) and the Teamsters Local 9-1-1 with Laura Kalty, Liebert, Cassidy, Whitmore. At 2:05 PM, the meeting returned to open session, with no action taken in closed session.

8. **ADJOURNMENT**

The meeting was adjourned at 2:06 PM.