

July 18, 2006

**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 2:10 p.m. on Tuesday, July 18, 2006, in the second floor conference room of the South Bay Regional Public Communications Authority, 4440 W. Broadway, Hawthorne, CA.

PRESENT: City Manager Steve Burrell, City of Hermosa Beach
City Manager Geoff Dolan, City of Manhattan Beach
City Manager Mitch Lansdell, City of Gardena
City Manager Jag Pathirana, City of Hawthorne
Chief David Barr, Hermosa Beach Police Department
Chief Rodney Lyons, Gardena Police Department
Chief Stephen Port, Hawthorne Police Department
Battalion Chief Ken Shuck, Manhattan Beach Fire Department
Chief Russell Tingley, Hermosa Beach Fire Department

ABSENT: Chief Rod Uyeda, Manhattan Beach Police Department

ALSO PRESENT: Executive Director Ralph Mailloux
Operations Manager Janey Hall
Personnel/Training Manager Bonnie Agee
Technical Services Manager Jose Rivera
Mr. Kunle Aderonmu, Legal Counsel for the Authority
Mr. Carl Jacobson, El Segundo Resident

2. **PUBLIC DISCUSSION**

None.

3. **ACTION ITEMS**

3a. **APPROVAL OF MINUTES – JUNE 20, 2006**

The June 20, 2006 minutes of the regular joint meeting of the Executive and User Committees were unanimously approved as written, absent Chief Uyeda.

Agenda Item Nos. 3b and 3c were considered together.

- 3b. **MONTHLY FINANCIAL REPORT – JUNE 2006 and**
3c. **REGIONAL TRAINING CENTER MONTHLY FINANCIAL REPORT – JUNE 2006**

Executive Director Mailloux related that the auditors who are in the process of finalizing a special audit necessitated by the actions of former Finance/Accounting Manager John Gilbert indicated that the Authority's finances continue to be under budget and that a written report on the audit will be provided in the near future. In answer to a question from City Manager Dolan, Executive Director Mailloux explained why the monthly financial and L.A. South Bay Regional Skills Center reports as of June 30, 2006 were not prepared. He assured City Manager Dolan that these reports will be generated and provided to the Executive Committee as soon as possible.

- 3d. **GARDENA TOWER INFRASTRUCTURE UPGRADE PROJECT**

Executive Director Mailloux requested the Executive Committee's approval to purchase the tower and related equipment for the Gardena Infrastructure Upgrade Project as shown on the "Tower Services" list attached to the staff report. He noted that the total cost of the Gardena Infrastructure Upgrade Project (with the proposed tower and equipment as well as the previously approved equipment - radios, hardware, antenna systems and miscellaneous equipment), would be approximately \$19,000 below the previously approved total of \$341,000. Mr. Mailloux confirmed that the proposed tower and related equipment cost of \$132,092 was the lowest bid received.

City Manager Dolan asked that future staff reports include confirmation that the appropriate bidding procedures have been utilized.

The Executive Committee unanimously authorized the Executive Director to purchase the tower and related equipment in the amount of \$132,092 as itemized on the "Tower Services" list attached to the staff report.

- 3e. **CWA CONTRACT 2006-2009**

Information concerning the negotiations and the proposed contract between the Communications Workers of America (CWA) and the Authority for the period of 2006-2009 was provided by Executive Director Mailloux. He explained that the revised contract distributed to the Executive Committee during the meeting included modifications to Section 9.2 (Compensatory Time Off). Mr. Mailloux noted that revised wording relative to grievance procedures will be addressed by the Authority's legal counsel prior to finalizing the next contract in 2009.

City Manager Dolan related his understanding that the proposed contract appears to be consistent with the guidelines established by the Executive Committee.

MOTION: City Manager Lansdell moved for the approval of the contract between the Communications Workers of America (CWA) and the Authority for the period of 2006-2009 as distributed at the meeting.

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3f. **ELECTION OF EXECUTIVE COMMITTEE CHAIRMAN AND VICE-CHAIRMAN- FY 2006-2007**

It was unanimously agreed that City Manager Lansdell will serve as Chairman of the Executive Committee during Fiscal Year 2006-2007, with City Manager Dolan serving as Vice-Chairman.

3g. **ELECTION OF USER COMMITTEE CHAIRMAN AND VICE-CHAIRMAN-FY 2006-2007**

It was unanimously agreed that Chief Uyeda will serve as Chairman of the User Committee during Fiscal Year 2006-2007, with Chief Lyons serving as Vice-Chairman.

4. **NEW BUSINESS**

4a. Executive Director Mailloux reported that he wrote letters to Los Angeles County Superior Court asking that the Authority be reimbursed approximately \$19,000 for the special audit and EDEN training costs incurred by the Authority as a result of former Finance/Accounting Manager John Gilbert's actions. He noted that Mr. Gilbert's trial date was set for some time in August 2006 and affirmed that the Authority has implemented several new safety measures to help prevent this type of situation in the future.

In response to a question from City Manager Dolan, Mr. Mailloux confirmed that the Authority sent Mr. Gilbert various required documents via certified mail, including a letter terminating his contract.

5. **EXECUTIVE DIRECTOR'S REPORT**

None.

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At the request of Executive Director Mailloux, pursuant to Government Code Section 54954.5, discussion of filling the vacant Finance/Accounting Manager position was added to the closed session.

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6. **CLOSED SESSION**

Pursuant to Government Code Sections 54954.5 and 54957.6, at 2:25 p.m. the Executive Committee entered into a closed session to discuss the following: the Executive Director's Employee Performance Evaluation, labor issues re the Executive Director, labor negotiations re the Management Confidential Group and the filling of the vacant Finance/Accounting Manager position. The meeting returned to open session at 3:09 p.m., with no acting taken in closed session.

7. **ADJOURNMENT**

At 3:10 p.m., the meeting was adjourned.

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