

**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 2:00 PM on Tuesday, July 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  
Interim City Manager Arnie Shadbehr, City of Hawthorne  
Chief Pete Bonano, Hermosa Beach Fire Department (arrived at 2:07 PM)  
Battalion Chief Nathan Cooke, El Segundo Fire Department  
Chief Robert Espinosa, Manhattan 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

Absent: Chief Chris Donovan, El Segundo Fire Department

Also Present: Executive Director Ralph Mailloux  
Finance Manager Valerie Mohler  
Battalion Chief Mike Nagy, Culver City Police Department

2. **PUBLIC DISCUSSION**

None.

3. **ACTION ITEMS**

3a. **Approval of Minutes – June 21, 2016**

**MOTION:** Interim City Manager Shadbehr moved for the approval of the minutes of June 21, 2016 as written. The motion was seconded by City Manager Danaj and passed by unanimous voice vote.

3b. **Cash & Investments Report – June 30, 2016**

Finance Manager Mohler presented the staff report per written material of record, with the recommendation to receive and file the Cash & Investments Report as of June 30, 2016.

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**MOTION:** Interim City Manager Shadbehr moved for the approval of the Cash & Investments Report as of June 30, 2016. The motion was seconded by City Manager Danaj and passed by unanimous voice vote.

3c. **New Assessment Methodology – Hermosa Beach**

Executive Director Mailloux advised that this item was placed on the meeting agenda at the request of the City of Hermosa Beach.

City Manager Bakaly distributed a letter dated July 18, 2016 addressed to Executive Director Mailloux explaining Hermosa Beach's viewpoint on the cost for services methodology for future client cities approved by the Executive Committee in September 2015. He explained that Hermosa Beach is glad to be part of the Authority, but their costs for services would essentially double with the new methodology. Mr. Bakaly related his understanding that member agencies' expenses decrease when new cities join the Authority; discussed Hermosa Beach's viewpoint that clients should not carry the same burden as members since they do not share in the growth; and proposed that a fee study be done. He recommended that a subcommittee be formed to examine this issue and entertained the idea of hiring a consultant to assist in this process.

City Manager Lansdell noted that Hermosa Beach's contract expired and is now year-to-year. He related his understanding that contract agencies pay less than member agencies and that the costs for long-standing customers, like Hermosa Beach, were supposed to be less than those for new contract agencies and they were to be increased incrementally. While he appreciates Hermosa Beach's contributions, which have helped the Authority and its customers in many ways, City Manager Lansdell stated his opinion that it is time to revisit the methodology and develop something for future growth and that Hermosa Beach should not be charged at the same level as the member or new agencies, but their assessment should be higher than it is now.

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Chief Bonano arrived at 2:07 PM.

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Chief Papa added that Hermosa Beach likes being part of the Authority, but no city would appreciate their costs being doubled.

Chiefs Fager and Tavera agreed with performing a fee study and forming a subcommittee.

Chief Medrano supported a process to slowly implement some type of increase in the allocations for long-standing customers. He agreed that existing clients should be looked at differently than new ones, and noted that, in addition to assessments, the member agencies pay bonds for the Authority's facility. Chief Medrano agreed that a subcommittee should examine assessments for both current and new client cities.

Executive Director Mailloux advised that the new methodology was developed for discussions with Culver City; that the revenue received from client cities has offset increases to the member cities; and that a subcommittee, including representatives from Hermosa Beach and El Segundo, could be formed to discuss this issue. He noted the difficulty with consultants understanding the emergency communications industry and suggested that Authority staff develop some scenarios for discussion by a subcommittee.

The Executive Committee agreed that a subcommittee should be formed to examine the cost of services for existing clients, including some sort of smooth increase over a period of time, and a methodology that backs into the Authority's costs; and that the subcommittee shall return in sixty days with a report on their

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discussion/recommendation for the Executive Committee's review. It was agreed that the following individuals shall serve on the subcommittee: Chief Bob Espinosa, Manhattan Beach Fire Department; Captain Mike Ishii, Hawthorne Police Department; Chief Ed Medrano, Gardena Police Department; Captain Brian Evanski, El Segundo Police Department; City Manager Tom Bakaly, City of Hermosa Beach; Chief Sharon Papa, Hermosa Beach Police Department; Interim Chief Pete Bonano, Hermosa Beach Fire Department; and Executive Director Ralph Mailloux, Authority.

Chief Fager pointed out that, in an effort to this issue again in the near future, some significant, yet-to-be determined costs, such as those related to interoperability, should be taken into account when discussing this topic. However, he noted that it is unlikely those costs will be determined in the next sixty days.

3d. **Election of Executive Committee Chairman and Vice-Chairman for Fiscal Year 2016-2017**

**MOTION:** Interim City Manager Shadbehrr nominated City Manager Danaj to serve as Chairman of the Executive Committee during Fiscal Year 2016-2017. The nomination was seconded by City Manager Lansdell and passed by unanimous vote.

**MOTION:** City Manager Lansdell nominated Interim City Manager Shadbehrr to serve as Vice-Chairman of the Executive Committee during Fiscal Year 2016-2017. The nomination was seconded by City Manager Danaj and passed by unanimous vote.

3e. **Executive Director's Contract – 2016-2018**

In response to a question from City Manager Danaj, Executive Director Mailloux confirmed that wording about a transition period was added to the Executive Director's proposed contract for 2016-2018.

**MOTION:** Interim City Manager Shadbehrr moved for the approval of the Executive Director's Contract for the period of August 1, 2016 to July 31, 2018. 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 status of the following items: the medical director contract; the promotion of Communication Operators Adrienne Michaelson and Megan Wiles to the position of Communications Supervisor; the transition of the ownership Los Angeles Regional Interoperability System's (LA-RICS) shelter at Gardena Police Department to the Authority; the discussions with Culver; and the discussion at today's INSB meeting, including who will receive/oversee grant funding.

Chief Medrano pointed out that the member and client agencies' communications with Culver City after the transition will be a good opportunity to know what it will be like on the Interoperability Network of the South Bay (INSB).

5. **NEW BUSINESS**

5a. Chief Tavera recommended the establishment of a protocol to identify possible ambushing of officer calls. El Segundo will take the lead on this.

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6. **CLOSED SESSION**

Pursuant to Government Code Section 54957.6, at 2:32 PM, the Executive Committee entered into a closed session to discuss labor negotiations pertaining to the Management Confidential Bargaining Group. The meeting returned to open session at 2:50 PM with no action taken in closed session.

7. **ADJOURNMENT**

The meeting was adjourned at 2:51 PM.