

**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 p.m. on Tuesday, August 19, 2008, in the second floor conference room of the South Bay Regional Public Communications Authority, 4440 W. Broadway, Hawthorne, CA.

**ROLL CALL**

Present: City Manager Steve Burrell, City of Hermosa Beach  
City Manager Mitch Lansdell, City of Gardena  
City Manager Jag Pathirana, City of Hawthorne  
Chief Mike Heffner, Hawthorne Police Department  
Chief Ed Medrano, Gardena Police Department  
Interim Chief Steve Parker, Hermosa Beach Fire Department  
Lt. John Dye, Manhattan Beach Police Department

Absent: City Manager Geoff Dolan, City of Manhattan Beach  
Chief Scott Ferguson, Manhattan Beach Fire Department  
Chief Greg Savelli, Hermosa Beach Police Department  
Chief Rod Uyeda, Manhattan Beach Police Department  
Finance Manager Agnes Walker

Also Present: Executive Director Ralph Mailloux  
Administration Manager Bonnie Agee  
Operations Manager Shannon Kauffman  
Technical Services Manager Jose Rivera  
Mr. Kunle Aderonmu, Legal Counsel for the Authority

2. **PUBLIC DISCUSSION**

None.

3. **ACTION ITEMS**

3a. **APPROVAL OF MINUTES – JULY 15, 2008**

The minutes of the joint meeting of the Executive Committee and the User Committee on July 15, 2008 were approved as written, absent City Manager Dolan, Chiefs Ferguson, Savelli and Uyeda.

3b. **BUDGET PERFORMANCE REPORT – JULY 31, 2008**

Executive Director Mailloux advised that, as of July 31, 2008, projected revenues and expenditures are within the budgeted amounts. He noted that the Authority saved approximately \$30,000 in insurance costs for Fiscal Year 2008-2009.

3c. **APPROVAL OF TEAMSTERS' MOU 2008-2011**

Executive Director Mailloux provided information about the proposed memorandum of understanding between the Authority and the Teamsters' bargaining group beginning July 1, 2008 to June 30, 2011, as included in the staff report. He explained that the cost for the first year is included in the adopted Budget for Fiscal Year 2008-2009; that the Authority will offer a cafeteria plan for health care and provide an additional \$277.67 per month toward health care, for a total of \$860.00 per month; that employees retiring from the Authority will receive, from date of retirement until age 65, from \$100.00 to \$350.00 per month, according to their years of service; and that the final compensation calculation will be the single highest year rather than the three highest years.

In answer to questions from the Executive Committee, Mr. Mailloux indicated that the change in the final compensation calculation to the single highest year will cost approximately \$55,000; that the other agencies surveyed had the single highest year; and that the Teamsters' bargaining group consists of 37 employees.

**MOTION:** City Manager Lansdell moved to approve the memorandum of understanding between the Authority and the Teamsters' bargaining group beginning July 1, 2008 to June 30, 2011 as proposed. The motion was seconded by City Manager Pathirana and passed by unanimous vote, absent City Manager Dolan.

City Manager Burrell commended the efforts of Executive Director Mailloux in achieving a three-year contract, which will assist the member cities in budgeting costs.

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3d. **RESOLUTION NO. 265 RE EMPLOYER'S CONTRIBUTION FOR TEAMSTERS' MEDICAL INSURANCE**

Executive Director Mailloux advised that proposed Resolution No. 265 is a required by PERS when employee benefits change.

**MOTION:** City Manager Lansdell moved to approve the Authority's contribution for Teamsters' medical insurance and adopt Resolution No. 265. The motion was seconded by City Manager Pathirana and passed by unanimous vote, absent City Manager Dolan.

**RESOLUTION NO. 265**

**A RESOLUTION OF THE EXECUTIVE COMMITTEE OF THE SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY FIXING THE EMPLOYER'S CONTRIBUTION UNDER THE PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT (PEMHCA)**

4. **EXECUTIVE DIRECTOR'S REPORT**

4a. Executive Director Mailloux reported on the following: the City of El Segundo's tour of the Authority's facility on August 8, 2008; the request for proposal for the Punta Place Infrastructure Upgrade Project, to be completed by August 22nd; the Manhattan Beach Water Tower Infrastructure Upgrade Project, to begin the week of August 25<sup>th</sup>; the forthcoming development of the Frequency Allocation Plan; and the Authority's anticipated receipt of approximately \$825,000 in State Homeland Security Grant Program (SHSGP) funds, which will be used to purchase equipment for the Punta Place Project.

4b. Executive Director Mailloux advised that he will be on vacation September 8 to 12, 2008.

5. **NEW BUSINESS**

None.

7. **ADJOURNMENT**

The meeting was adjourned at 2:11 p.m.

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1. **CALL TO ORDER**

The Executive Committee and the User Committee convened in a regular joint session at 2:00 p.m. on Tuesday, September 16, 2008, in the second floor conference room of the South Bay Regional Public Communications Authority, 4440 W. Broadway, Hawthorne, CA.

**ROLL CALL**

Present: City Manager Steve Burrell, City of Hermosa Beach  
City Manager Geoff Dolan, City of Manhattan Beach  
City Manager Mitch Lansdell, City of Gardena  
Chief Scott Ferguson, Manhattan Beach Fire Department  
Chief Mike Heffner, Hawthorne Police Department  
Chief Ed Medrano, Gardena Police Department  
Interim Chief Steve Parker, Hermosa Beach Fire Department  
Chief Rod Uyeda, Manhattan Beach Police Department

Absent: City Manager Jag Pathirana, City of Hawthorne  
Chief Greg Savelli, Hermosa Beach Police Department

Also Present: Executive Director Ralph Mailloux  
Administration Manager Bonnie Agee  
Operations Manager Shannon Kauffman  
Finance Manager Agnes Walker  
Technical Services Manager Jose Rivera  
Mr. Kunle Aderonmu, Legal Counsel for the Authority

2. **PUBLIC DISCUSSION**

None.

3. **ACTION ITEMS**

3a. **APPROVAL OF MINUTES – AUGUST 19, 2008**

Because a majority of the Executive Committee members in attendance at the meeting of August 19, 2008 were not present, the minutes of August 19, 2008 were continued to the next meeting.

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3b. **BUDGET PERFORMANCE REPORT – AUGUST 31, 2008**

Finance Manager Walker recommended approval of the Budget Performance Report as of August 31, 2008. She reported that expenses and revenues are on track with the budget; that the Authority renegotiated and paid liability and worker's compensation insurance at a budgetary savings of approximately \$40,000; and that the carry over for capital projects for the prior year are now posted in the current year.

The Budget Performance Report as of August 31, 2008 was received and filed as written, absent City Manager Pathirana.

3c. **LABOR CHARGES FOR MAINTENANCE/INSTALLATIONS**

Executive Director Mailloux explained that, as directed by the member Police and Fire Chiefs, the Authority will no longer charge the member agencies for vehicle maintenance and installation labor.; that the approximately \$75,000 revenue budgeted for these services will be offset by approximately \$40,000 in savings from renegotiating the liability and worker's compensation insurance; that the labor charges for radio and mobile data computer installations/maintenance will continue; and that equipment inventory lists will be distributed to the member agencies in the near future.

The labor charges for maintenance/installations report was received and filed as written, absent City Manager Pathirana.

4. **EXECUTIVE DIRECTOR'S REPORT**

4a. Executive Director Mailloux reported that he and Captain Max Phipps of the El Segundo Police Department met as a follow-up to El Segundo's successful tour of the Authority's facility in August. He related Captain Phipps' indication that El Segundo will make an effort to schedule another meeting between the Authority and El Segundo Councilmen Kelly McDowell and Carl Jacobson.

4b. Executive Director Mailloux provided input on the status of the request for proposal for the Punta Place Infrastructure Upgrade Project. He advised that the recommended contract will be presented for the Executive Committee's consideration at the next meeting and that the Authority continues to be included as a potential recipient for approximately \$800,000 in State Homeland Security Grant Program (SHSGP) funds to purchase equipment for the Punta Place site.

4c. Executive Director Mailloux offered updated information on the Manhattan Beach Water Tower Infrastructure Upgrade Project. Authority staff plans to meet with City of Manhattan Beach Public Works Department staff in the near future.

City Manager Dolan agreed to attend the meeting between Authority and City of Manhattan Beach staff.

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4d. Executive Director Mailloux noted that three new Communications Operators are scheduled to begin training on September 29<sup>th</sup>.

4e. Executive Director Mailloux related his understanding that the majority of the Teamsters' bargaining group is happy with their recently negotiated contract. He mentioned that contract negotiations with the Communications Workers of America bargaining group will begin in the near future.

5. **COMMENDATIONS**

5a. **COMMENDATIONS - KELLE KO**

At the Executive Committee's request, Executive Director Mailloux explained the procedures relative to employee commendations.

6. **NEW BUSINESS**

6a. Chief Medrano related his concern that the Los Angeles County Sheriff's Department appears to be looking at the Interagency Communications Interoperability System (ICIS) as only a stop-gap measure until the Los Angeles Regional Tactical Communications System (LARTCS) system is developed. He stressed the importance of staying informed with regard to this matter and noted the positive aspect that the interoperability equipment could be funded through grants.

Executive Director Mailloux advised that the Authority's communications system is structured so that it will be able to function either way. He mentioned that the mobile data computers (MDCs) must be moved to 800 MHz by 2013, which will require the replacement of modems (but not the MDCs) at a cost of approximately \$900,000 (186 modems X approximately \$5,000 each).

7. **CLOSED SESSION**

Pursuant to Government Code Section 54957.6, at 2:20 p.m., the Executive Committee entered into a closed session to discuss the Executive Director's annual review. The meeting returned to open session at 2:35 p.m. with no action taken in closed session.

7. **ADJOURNMENT**

At 2:37 p.m., the meeting was adjourned.

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