

September 19, 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 2:03 p.m. on Tuesday, September 19, 2006, 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
Assistant City Manager Chris Hach, City of Gardena
City Manager Jag Pathirana, City of Hawthorne
Lt. Derrick Abell, Manhattan Beach Police Department
Interim Police Chief Mike Heffner, Hawthorne Police Department
Chief Rodney Lyons, Gardena Police Department
Chief Russell Tingley, Hermosa Beach Fire Department

Absent: Chief Dennis Groat, Manhattan Beach Fire Department
Chief Gregory Savelli, Hermosa 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

2. **PUBLIC DISCUSSION**

None.

3. **ACTION ITEMS**

3a. **APPROVAL OF MINUTES – AUGUST 15, 2006**

The minutes of the joint meeting of the Executive Committee and the User Committee on August 15, 2006 were approved as written, absent Chiefs Groat and Savelli.

3b. **MONTHLY FINANCIAL REPORT – AUGUST 2006**

Executive Director Mailloux explained that, with 17% of the budget year expended as of August 31, 2006, expenditures are at approximately 10%.

The Monthly Financial Report as of August 31, 2006 was approved as written, absent Chief Groat and Chief Savelli.

3c. **APPROVAL OF MOU WITH UNREPRESENTED TECHNICIAN BARGAINING GROUP**

Executive Director Mailloux noted that the proposed Unrepresented Technician Employees' memorandum of understanding (MOU) for the period of July 1, 2006 through June 30, 2009 in the agenda packets was incorrect and he distributed revised copies. Mr. Mailloux verified that the proposed changes to the MOU coincide with the parameters previously directed by the Executive Committee.

Mr. Kunle Aderonmu, legal counsel for the Authority, provided input concerning the inclusion of the incorrect MOU in the agenda packets. He explained that the proposed MOU includes a provision that, at the end of the contract (June 30, 2009), the Unrepresented Technician Employees' bargaining group will become part of the Teamsters Local 9-1-1 bargaining group.

Executive Director Mailloux advised that members of the Unrepresented Technician Employees' bargaining group currently have higher medical benefits than the Teamsters, and that their current medical benefits will carry over when they become part of the Teamsters in 2009; that the proposed MOU includes a salary adjustment for the Junior Communications Technicians to bring them more in line with the current market; and that the 2006-2007 Operating Budget includes funds for the proposed salary adjustment/increases.

City Manager Dolan observed that the proposed MOU appears to be consistent with the Executive Committee's direction. The following motion was offered.

MOTION: City Manager Pathirana moved to approve the memorandum of understanding between the Authority and the Unrepresented Technician Employees' bargaining group for the period of July 1, 2006 through June 30, 2009 as written. The motion was seconded by Assistant City Manager Hach and passed by unanimous vote.

3d. **APPROVAL OF CONTRACT WITH PINA STRUCTURAL ENGINEERING FOR GRANDVIEW INFRASTRUCTURE UPGRADE PROJECT**

Executive Director Mailloux related that the proposed contract with Pina Structural Engineering in the amount of \$7,500 is for structural engineering services pertaining to the Grandview Infrastructure Upgrade Project and that funds for the Project are included in the 2006-2007 Operating Budget. Mr. Mailloux clarified that the proposed contract with Pina includes as-built drawings that will be provided to the City of Manhattan Beach.

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The Executive Committee unanimously approved the proposed contract with Pina Structural Engineering in the amount of \$7,500.

3e. **APPROVAL OF CONTRACT WITH ENVIRO BUILDINGS FOR GRANDVIEW INFRASTRUCTURE UPGRADE PROJECT**

Executive Director Mailloux explained that the lighter-weight structure proposed by Enviro Buildings for the Grandview site is necessary due to the slope of the property. He advised that the contract amount of approximately \$23,000 is within the amount allocated in the 2006-2007 Operating Budget for the Grandview Infrastructure Upgrade Project and that Authority staff will meet with City of Manhattan Beach Planning Department staff in the near future to discuss plans for resident outreach pertaining to the project.

The Executive Committee unanimously approved the proposed contract with Enviro Buildings in the amount of approximately \$23,000.

4. **NEW BUSINESS**

4a. Executive Director Mailloux reported that the City of Palos Verdes Estates would like the Authority to provide their mobile data computer (MDC) service and maintain their MDCs. He indicated that a draft contract for that purpose will be submitted for review at the next joint meeting of the Executive and User Committees.

5. **EXECUTIVE DIRECTOR'S REPORT**

5a. Executive Director Mailloux mentioned that the City of Gardena is insisting on the use of a Class B contractor for the Infrastructure Upgrade Project at the Gardena Police Department site, which is of lesser quality than the Class A contractor the Authority would like to use. He highlighted that planned changes at that location will greatly improve communications.

Assistant City Manager Hach offered to assist in this matter.

5b. Executive Director Mailloux advised that the Authority's 2005-2006 audit by Vavrinek, Trine, Day & Co. began last week and that the special audit report necessitated by the actions of former Finance/Accounting Manager John Gilbert should be received in the near future.

5c. Executive Director Mailloux related the City of Beverly Hills' request to operate on Hawthorne Police Department's primary frequency. He noted that Beverly Hills agreed to pay for any evaluations necessitated by their request. Mr. Mailloux also related that the Authority's denial of Pomona's request to operate on one of the Authority's frequencies in order to use the ISIS system was overridden and he commented on the need for Authority staff to obtain additional information about the ISIS interoperability system.

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City Manager Burrell emphasized the importance of making sure that the Authority's mission is not compromised with the use of the Authority's frequencies by outside agencies. He agreed that any evaluations necessitated by requests to operate on the Authority's frequencies should be funded by the requesting entities.

City Manager Dolan stressed the importance of involving the User Committee in future discussions about the ISIS interoperability system.

6. **CLOSED SESSION**

Pursuant to Government Code Section 54957.6, at 2:20 p.m., the Executive Committee entered into a closed session to discuss labor issues relative to the Executive Director's position and labor negotiations relative to the Management/Confidential bargaining group. At 2:35 p.m., the meeting returned to open session, with no action taken in closed session.

7. **ADJOURNMENT**

The meeting was adjourned at 2:36 p.m.