

**MINUTES OF A REGULAR JOINT MEETING
OF THE EXECUTIVE COMMITTEE
AND THE USER COMMITTEE**

1. **CALL TO ORDER**

The Executive Committee and User Committee convened in a regular joint session at 2:00 p.m. on Tuesday, November 16, 2010, in the second floor conference room of the South Bay Regional Public Communications Authority, 4440 W. Broadway, Hawthorne, CA.

ROLL CALL

Present: City Manager Mitch Lansdell, City of Gardena
Interim City Manager Richard Thompson, City of Manhattan Beach
Interim Chief Bob Fager, Hawthorne Police Department
Captain Lance Jaakola, Hermosa Beach Police Department
Chief David Lantzer, Hermosa Beach Fire Department
Chief Ed Medrano, Gardena Police Department
Interim Chief Ken Shuck, Manhattan Beach Fire Department
Chief Kevin Smith, El Segundo Fire Department
Chief Rod Uyeda, Manhattan Beach Police Department

Absent: City Manager Steve Burrell, City of Hermosa Beach
City Manager Jim Mitsch, City of Hawthorne
Chief Mitch Tavera, El Segundo Police Department

Also Present: Executive Director Ralph Mailloux
Administration Manager Bonnie Agee
Finance Manager Agnes Walker
Mr. Kunle Aderonmu, Legal Counsel for the Authority

2. **PUBLIC DISCUSSION**

None.

3. **ACTION ITEMS**

3a. **Approval of Minutes – October 19, 2010**

The minutes of the joint meeting of the Executive and User Committees on October 19, 2010 were approved as written, absent City Manager Mitsch.

3b. **Budget Performance Report – October 31, 2010**

Finance Manager Walker related the staff recommendation to receive and file the Budget Performance Report as of October 31, 2010. She advised that some accounts are trending higher than budgeted, such as overtime, Manhattan Beach Water Tower, telephone and utilities.

Executive Director Mailloux noted that overtime is reflective of the consolidation with El Segundo, and a great majority of overtime has stopped.

The Budget Performance Report as of October 31, 2010 was received and filed as written, absent City Manager Mitsch.

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3c. **Budget Balance/SHSGP Funds**

Executive Director Mailloux explained that, per the Executive Committee's direction, an equipment replacement fund (ERF) for funds to be reimbursed from the State Homeland Security Grant Program (SHSGP) for the Punta Place Infrastructure Upgrade Project has been established. He advised that Tait has offered an approximately 50% price reduction for radios purchased and paid for by the end of November 2010 and recommended that monies remaining in the Punta Place Infrastructure Upgrade Project account be transferred into the ERF and allocated for the member departments' purchase of portable communications equipment according to the assessment percentages.

Finance Manager Walker indicated that, should this be approved, a budget amendment will be submitted for the Board of Directors' consideration at the mid-year budget review meeting in January 2011.

MOTION: Interim City Manager Thompson moved to approve the transfer of monies remaining in the Punta Place Infrastructure Upgrade account into the equipment replacement fund and allocate the funds for the member departments' purchase of portable communications equipment according to the assessment percentages. The motion was seconded by City Manager Lansdell and passed unanimously, absent City Manager Mitsch.

3d. **Finance Manager Job Flyer**

Executive Director Mailloux related that, per the Executive Committee's direction at the last meeting, the job flyer for the position of Finance Manager was simplified.

The Executive Committee received and filed the revised job flyer for the position of Finance Manager as written.

4. **EXECUTIVE DIRECTOR'S REPORT**

4a. Executive Director Mailloux shared updated information on the request for information for the mobile data wireless solution. He commended the efforts of the committee established to provide input on the RFI.

4b. Executive Director Mailloux advised that, with the exception of one, the El Segundo dispatchers have completed training. He related his appreciation of the great job done by the communications operators who provided the training.

5. **COMMENDATIONS**

None.

6. **NEW BUSINESS**

None.

7. **CLOSED SESSION**

None.

8. **ADJOURNMENT**

The meeting was adjourned at 2:12 p.m.

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