

December 20, 2011

**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, December 20, 2011, in the second floor conference room of the South Bay Regional Public Communications Authority, 4440 2. Broadway, Hawthorne, CA.

ROLL CALL

Present: City Manager Dave Carmany, City of Manhattan Beach
City Manager Mitch Lansdell, City of Gardena
Acting City Manager Arnold Shadbeh, City of Hawthorne
Chief Bob Fager, Hawthorne Police Department
Chief David Lantzer, Hermosa Beach Fire Department
Chief Ed Medrano, Gardena Police Department
Chief Greg Savelli, Hermosa Beach Police Department
Chief Kevin Smith, El Segundo Fire Department
Chief Mitch Tavera, El Segundo Police Department

Absent: City Manager Steve Burrell, City of Hermosa Beach
Chief Robert Espinosa, Manhattan Beach Fire Department
Chief Eve Irvine, Manhattan Beach Police Department

Also Present: Executive Director Ralph Mailloux
Acting Operations Manager John Krok
Technical Services Manager Jose Rivera
Finance Manager Agnes Walker
Finance Manager Vilma Warner
Councilman Carl Jacobson, City of El Segundo
Mr. Kunle Aderonmu, Legal Counsel for the Authority

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At this time, Executive Director Mailloux and Finance Manager Walker introduced the Authority's new Finance Manager, Vilma Warner.

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2. **PUBLIC DISCUSSION**

None.

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3. **ACTION ITEMS**

3a. **Approval of Minutes – November 15, 2011**

MOTION: City Manager Lansdell moved to approve the minutes of the joint meeting of the Executive and User Committees on November 15, 2011. The motion was seconded by Acting City Manager Shadbehr and passed by unanimous vote.

3b. **Budget Performance Report – November 30, 2011**

Finance Manager Walker related staff's recommendation to receive and file the Budget Performance Report as of November 30, 2011. She advised that expenses and revenue are within the budget at this time, but some accounts are overdrawn and should, hopefully, be absorbed by savings in other accounts.

MOTION: City Manager Lansdell moved to receive and file the Budget Performance Report as of November 30, 2011. The motion was seconded by Acting City Manager Shadbehr and passed by unanimous vote.

3c. **Resolution No. 286 – Employer Paid Member Contribution**

Finance Manager Walker related staff's recommendation to adopt Resolution No. 286, establishing the Authority's employer paid member contribution (EPMC) for the Teamsters' bargaining group with CalPERS to coincide with the group's memorandum of understanding for October 25, 2011 to June 30, 2014 requiring communications operators and communications technicians hired after October 25, 2011 to pay the 7% member contribution and, effective July 1, 2013 and July 1, 2014, employees hired prior to October 25, 2011 to pay 1.75% and 1.75% respectively.

MOTION: City Manager Lansdell moved to adopt Resolution No. 286. The motion was seconded by Acting City Manager Shadbehr and passed by unanimous vote.

**RESOLUTION NO. 286
A RESOLUTION OF THE EXECUTIVE COMMITTEE
OF THE SOUTH BAY REGIONAL PUBLIC
COMMUNICATIONS AUTHORITY (AUTHORITY)
ESTABLISHING THE AUTHORITY'S EMPLOYER
PAID MEMBER CONTRIBUTIONS (EPMC) WITH
THE PUBLIC EMPLOYEES' RETIREMENT SYSTEM
FOR THE CA TEAMSTERS' LOCAL 911
BARGAINING GROUP**

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3d. **PERS Resolution No. 287/Contract Amendment**

Finance Manager Walker related staff's recommendation to adopt Resolution No. 287 authorizing an amendment to the contract between the Cal PERS Board of Administration and the Executive Committee to include 2% at 60 and three years' average compensation, with the employer contribution rate of 7.733%.

MOTION: City Manager Lansdell moved to adopt Resolution No. 287. The motion was seconded by Acting City Manager Shadbeh and passed by unanimous vote.

**RESOLUTION NO. 287
SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY
RESOLUTION AUTHORIZING AN AMENDMENT TO CONTRACT**

4. **EXECUTIVE DIRECTOR'S REPORT**

4a. Executive Director Mailloux reported on the following: the forthcoming hiring of five communications operators; the development of a part-time operator program and Acting Operations Manager Krok's efforts in this regard; the rejection of the Authority's application for additional State Homeland Security Grant Program (SHSGP) funds; the status of adding signal alerting to member fire department radios; the status of narrow banding, which Area G agencies plan to complete by April 30, 2012; discussion at a recent Chevron meeting; and the retirement of Finance Manager Walker.

Finance Manager Walker noted that the part-time operator account is currently overdrawn, but will be offset by savings in salary and overtime costs.

Chief Medrano shared information on available Urban Area Security Initiative (UASI) grant funds and he suggested that the possibility of obtaining some of this funding be explored.

The Executive and User Committees congratulated Finance Manager Walker on her retirement.

5. **COMMENDATIONS**

5a. **Shift Commendation – 11/30/2011**

Per written material of record, Acting Operations Manager Krok called attention to the shift commendation for November 30, 2011.

Battalion Chief Shuck related his appreciation of the outstanding job done by the dispatchers during extraordinary circumstances.

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6. **NEW BUSINESS**

6a. Technical Services Manager Rivera advised that a programming error on Hermosa Beach Police Department radios will be fixed early next year.

6b. Executive Director Mailloux thanked Gardena, Hawthorne and Manhattan Beach for providing proclamations for retiring Communications Operator Debbie Stevens.

6c. Executive Director Mailloux advised that the next joint meeting will include the Board of Directors for the mid-year budget review. The Executive Committee agreed to notify Authority staff of possible dates for the meeting.

7. **ADJOURNMENT**

The meeting was adjourned at 2:25 PM.