

December 18, 2007

**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 2:05 p.m. on Tuesday, December 18, 2007, in the second floor conference room of the South Bay Regional Public Communications Authority, 4440 W. Broadway, Hawthorne, CA.

ROLL CALL

Present: City Manager Geoff Dolan, City of Manhattan Beach
City Manager Mitch Lansdell, City of Gardena
City Manager Jag Pathirana, City of Hawthorne
Interim Chief Jerry Gomez, Hermosa Beach Fire Department
Chief Mike Heffner, Hawthorne Police Department
Chief Ed Medrano, Gardena Police Department
Chief Greg Savelli, Hermosa Beach Police Department
Chief Rod Uyeda, Manhattan Beach Police Department

Absent: Chief Dennis Groat, Manhattan Beach Fire Department

Also Present: Executive Director Ralph Mailloux
Operations Manager Shannon Kauffman
Personnel/Training Manager Bonnie Agee
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 – NOVEMBER 20, 2007***

MOTION: City Manager Dolan moved for the approval of the November 20, 2007 minutes as written. The motion was seconded by City Manager Lansdell and passed by unanimous vote.

3b. **BUDGET PERFORMANCE REPORT – NOVEMBER 30, 2007**

Finance Manager Walker reported that, with the exception of reimbursements and parts and billing, which should offset one another, expenses as of November 30, 2007 are on track with the Budget and year-to-date revenues will fund expenses through the end of the second quarter.

The Budget Performance Report as of November 30, 2007 was received and filed as written.

3c. **RESOLUTION RE JOB RECLASSIFICATION**

Executive Director Mailloux provided input on the idea of reclassifying the Personnel/Training Manager position to the position of Administration Manager. He noted that, as requested by the Executive Committee at a previous meeting, current and proposed organizational charts were attached to the staff report and the title of the proposed position was changed to Administration Manager. Mr. Mailloux indicated that the Administration Manager and Operations Manager positions would rotate responsibilities every one to one and one-half years as directed by the Executive Director.

City Manager Dolan said that, after discussing this item at a previous meeting and reviewing the staff report, he could now support the reorganization as proposed.

City Manager Pathirana related his appreciation of the organizational charts provided in the staff report.

Chief Uyeda suggested that knowledge of risk management and labor laws be added to the duties to be performed by the Administration Manager.

MOTION: City Manager Lansdell moved to approve reclassifying the Personnel/Training Manager position to the position of Administration Manager as proposed and adopt Resolution No. 261. The motion was seconded by City Manager Dolan and passed by unanimous vote.

RESOLUTION NO. 261

A RESOLUTION OF THE EXECUTIVE COMMITTEE OF THE SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY APPROVING A POSITION RE-CLASSIFICATION FOR THE JOB CLASSIFICATION OF PERSONNEL & TRAINING MANAGER TO ADMINISTRATION MANAGER

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3d. **APPROVAL OF FINANCE MANAGER'S CONTRACT FOR FY 2007-2008**

Executive Director Mailloux verified that Finance Manager Walker's proposed contract for 2007-2008 reflects the direction given by the Executive Committee in closed sessions at previous meetings. He expressed his appreciation of the excellent job done by Finance Manager Walker over the past year and recommended that the contract be approved as presented.

In response to a question from City Manager Lansdell, Mr. Kunle Aderonmu, Legal Counsel for the Authority, affirmed that he reviewed the proposed contract.

Finance Manager Walker related her approval of the proposed contract as to form and she verified her intent to sign it as written.

City Manager Dolan indicated that Manhattan Beach's City Attorney typically reviews and signs off on all contracts.

In response to a question from City Manager Pathirana, Mr. Kunle Aderonmu, legal counsel for the Authority, explained why the Authority contracts with Finance Manager Walker.

MOTION: City Manager Lansdell moved for the approval of the proposed contract with Finance Manager Walker for 2007-2008 as written. The motion was seconded by City Manager Dolan and passed by unanimous vote.

City Manager Dolan commended Finance Manager Walker's performance.

3e. **APPROVAL OF EXECUTIVE DIRECTOR'S CONTRACT FOR FY 2007-2008**

Executive Director Mailloux advised that the proposed Executive Director's contract for 2007-2008 reflects discussions by the Executive Committee at previous meetings; that the contract has been reviewed by the Authority's legal counsel; and that he is willing to sign the contract as written.

Expressing his appreciation of Executive Director Mailloux's efforts in leading the Authority, City Manager Dolan said that he looks forward to Mr. Mailloux's continuing service to the organization.

City Manager Pathirana related his agreement with the comments made by City Manager Dolan.

MOTION: City Manager Dolan moved for the approval of the proposed contract with Executive Director Mailloux for 2007-2008 as written. The motion was seconded by City Manager Lansdell and passed by unanimous vote.

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4. **EXECUTIVE DIRECTOR'S REPORT**

4a. Executive Director Mailloux reported on the following: the Authority's current efforts to form an eligibility list for the position of Communications Operator; the upcoming preliminary Planning Commission meeting to discuss the Punta Place Infrastructure Upgrade Project; the completed installation of new carpet in the communications center; the automatic vehicle location (AVL) report he provided to the User Committee members; the status of planned improvements to the Manhattan Beach water tower; the status of the Authority's new frequency pairs; and the problems with Hermosa Beach Fire Department's intrinsically safe portable radios.

5. **NEW BUSINESS**

5a. Referring to written material they received recently from Executive Director Mailloux, the User Committee members present agreed that it would be appropriate for Executive Director Mailloux to sign off on the memorandum of understanding (MOU) with Arcadia on behalf of the member agencies.

5b. The Executive Committee scheduled the joint meeting with the Board of Directors for the mid-year budget review on the regular meeting date of Tuesday, January 15, 2008, 8:00 a.m.

6. **CLOSED SESSION**

None.

7. **ADJOURNMENT**

The meeting was adjourned at 2:23 p.m.

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