

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

December 21, 2010

1. **CALL TO ORDER**

The Executive Committee and User Committee convened in a regular joint session at 2:00 p.m. on Tuesday, December 21, 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
City Manager Jim Mitsch, City of Gardena
Interim City Manager Richard Thompson, City of Manhattan Beach
Chief Bob Fager, Hawthorne Police Department
Chief David Lantzer, Hermosa Beach Fire Department
Captain Randy Leaf, Manhattan Beach Police Department
Chief Ed Medrano, Gardena Police Department
Interim Chief Ken Shuck, Manhattan Beach Fire Department
Chief Kevin Smith, El Segundo Fire Department
Captain Bob Turnbull, El Segundo Police Department

Absent: City Manager Steve Burrell, City of Hermosa Beach
Chief Greg Savelli, Hermosa Beach Police Department
Chief Mitch Tavera, El Segundo Police Department
Chief Rod Uyeda, Manhattan Beach Police Department

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

2. **PUBLIC DISCUSSION**

None.

3. **ACTION ITEMS**

3a. **Approval of Minutes – November 16, 2010**

The minutes of November 16, 2010 were approved as written.

3b. **Budget Performance Report – November 30, 2010**

Executive Director Mailloux explained that the majority of accounts are within the budgeted amounts and that adjustments for overages will be made toward the end of the budget year. He verified for Interim City Manager Thompson that the accounts over budget due to the training of El Segundo communications operators should smooth out over time and that the budget has been amended to accommodate new staffing levels as a result of the consolidation with El Segundo.

The Budget Performance Report as of November 30, 2010 was received and filed.

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3c. **Audited Financial Statements – Year Ended June 30, 2010**

Mr. Gary Caporicci, Caporicci & Larson, presented an overview of the audited financial statements for the year ended June 30, 2010. He outlined Caporicci & Larson's responsibilities in performing the audit and apologized for delays in delivering it.

City Manager Lansdell thanked Mr. Caporicci for Caporicci & Larson's assistance and he commended those involved in the audit process.

The audited financial statements for the year ended June 30, 2010 were received and filed.

3d. **PERS' Employer Rate Fiscal Year 2011-2012**

Executive Director Mailloux advised that the PERS' employer rate for Fiscal Year 2011-2012 increased 1.079%, or approximately \$54,704, to approximately \$103,000. He clarified for Interim City Manager Thompson that the increased amount will be included in the budget for Fiscal Year 2011-2012.

The staff report on the PERS' employer rate for Fiscal Year 2011-2012 was received and filed.

3e. **City of Inglewood's Request for Formal Survey**

Executive Director Mailloux related the City of Inglewood's written request for a formal survey for the Authority to provide their 9-1-1 emergency communications services.

City Manager Lansdell pointed out that consolidating with Inglewood would be very different than it was with the City of El Segundo and that some aspects of doing so cannot be quantified. Mr. Lansdell explained that he would agree to explore the idea of consolidating with Inglewood, especially since it is contiguous with one of the member cities, as long as doing so would not preclude the Authority from taking on other Area G cities, such as Redondo Beach.

Executive Director Mailloux noted that a consolidation with Inglewood would not bring the Authority's communications center to capacity. He called attention to the current staffing difficulties in Inglewood with part-time and fill-in dispatchers and explained some of the anticipated impacts of a consolidation on the Authority, such as additional consoles, call load, employees, etc.

Chief Medrano related his opinion that the Authority should not expand again at this time, particularly with the level of service issues the member agencies have been experiencing as a result of consolidating with El Segundo. Should Inglewood eventually join the Authority, Chief Medrano strongly disagreed with the Authority automatically accepting their dispatchers, unless they are top-notch. He pointed out that consolidating with Inglewood would require significantly more work than with El Segundo and suggested that a consultant paid for by Inglewood be used for a formal survey.

City Manager Lansdell noted that, should Inglewood consolidate with the Authority, they could be reimbursed for the cost of the formal survey.

Interim City Manager Thompson entertained the idea of forming a committee to examine the idea of consolidating with Inglewood. He indicated that he could not support a consolidation if the level of service would suffer.

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Executive Director Mailloux advised that the first step in this process would be for the Executive Committee to approve the Executive Director and other Authority staff meeting with Inglewood to convey the Committee's initial thoughts. He anticipated that discussing the cost of the Authority dispatching for Inglewood would help narrow down the decision, in that it could be cost prohibitive. Mr. Mailloux agreed that Authority staff should have help in evaluating the consolidation.

City Manager Mitsch agreed that preliminary discussions should be held with Inglewood.

Interim Chief Shuck highlighted possible officer safety issues associated with consolidating with Inglewood.

Chief Medrano recommended that, should Inglewood decide to proceed forward with a formal survey, a committee be formed to report on progress to the Executive Committee.

MOTION: Interim City Manager Thompson moved to direct Executive Director Mailloux to meet with representatives from the City of Inglewood to discuss the idea of the Authority providing their 9-1-1 emergency communications services, including Inglewood paying for a consultant to perform a formal survey. The motion was seconded by City Manager Lansdell and passed by unanimous vote.

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4. **EXECUTIVE DIRECTOR'S REPORT**

Executive Director Mailloux advised that the next meeting will be a joint meeting with the Board of Directors for the mid-year budget review.

The Executive Committee agreed to meet on the regular meeting date of Tuesday, January 18, 2011, 8:00 a.m.

5. **COMMENDATIONS**

None.

6. **NEW BUSINESS**

None.

7. **CLOSED SESSION**

None.

8. **ADJOURNMENT**

The meeting was adjourned at 2:35 p.m.

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