

**A G E N D A**  
**REGULAR JOINT MEETING OF**  
**THE EXECUTIVE COMMITTEE, AND USER COMMITTEE**  
**TUESDAY, June 20, 2023, 2:00 PM**  
**SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY**  
**SECOND FLOOR CONFERENCE ROOM**  
**4440 W. BROADWAY, HAWTHORNE, CA**

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A. **CALL TO ORDER**

B. **ROLL CALL**

1. Executive Committee
2. User Committee

C. **PUBLIC DISCUSSION**

Members of the public will be given the opportunity to directly address the Executive Committee, and the User Committee on any matter within the subject matter jurisdiction of the Authority, including items on the agenda.

D. **EXECUTIVE COMMITTEE CONSENT CALENDAR**

1. Minutes from May 16, 2023

**APPROVE**

2. Check Register – May 2023

**RECEIVE AND FILE**

3. Schedule of Fees and Charges for Fiscal Year 2023/24 as Described in Exhibit A of the Draft Resolution

**CONSIDER WHETHER TO RECOMMEND THAT THE BOARD OF DIRECTORS ADOPT A RESOLUTION ESTABLISHING A SCHEDULE OF FEES AND CHARGES FOR FISCAL YEAR 2023/24**

E. **ITEMS REMOVED FROM THE CONSENT CALENDAR**

F. **EXECUTIVE COMMITTEE GENERAL BUSINESS**

1. Approve FY 2023/24 Blanket Purchase Orders for Supplies and Services in a Total Amount Not-To-Exceed \$ 1,438,242

**APPROVE AND AUTHORIZE EXECUTIVE DIRECTOR TO EXECUTE PURCHASE ORDERS**

2. Executive Director's Update on the Status of the Mark43 Project

**PROVIDE DIRECTION**

3. Executive Director's Update on Staffing and Recruitment

**RECEIVE AND FILE**

G. **USER COMMITTEE CONSENT CALENDAR**

1. Minutes from May 16, 2023

**APPROVE**

H. **ITEMS REMOVED FROM THE CONSENT CALENDAR**

I. **EXECUTIVE DIRECTOR'S REPORT**

J. **EXECUTIVE COMMITTEE, AND USER COMMITTEE COMMENTS**

K. **ADJOURNMENT**

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Posting Date/Time: June 15, 2023/5:00PM

Signature:



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M. Ross Klun, Executive Director

D-1

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

**MAY 16, 2023**

**A. CALL TO ORDER**

The Executive Committee and the User Committee convened in a regular joint session at 2:06PM on Tuesday, May 16, 2023, on the second-floor conference room of the South Bay Regional Public Communications Authority at 4440 West Broadway, Hawthorne, CA.

**B. ROLL CALL:**

Present: City Manager Bruce Moe, City of Manhattan Beach  
City Manager Von Norris, City of Hawthorne  
City Manager Clint Osorio, City of Gardena  
Captain Vincent Osorio, City of Gardena  
Chief Mike Lang, City of Manhattan Beach  
Chief Rachel Johnson, City of Manhattan Beach  
Captain Andrew Enriquez, City of Manhattan Beach

Absent: Administrative Services Manager John Krok  
Chief Gary Tomatani, City of Hawthorne  
Chief Mike Saffell, City of Gardena

Also Present: Executive Director M. Ross Klun  
Operations Manager Shannon Kauffman  
Finance Manager Vanessa Alfaro  
Executive Assistant Cristina Manley  
Jennifer Petrusis RWG Law

**C. PUBLIC DISCUSSION**

None.

**D. EXECUTIVE COMMITTEE CONSENT CALENDAR**

1. Minutes from April 18, 2023  
**APPROVE**
2. Check Register – April 2023  
**APPROVE**
3. Blanket Purchase Order in the Amount of \$90,000 to Lehr Auto for Supplies and Equipment  
**APPROVE ABD AUTHORIZE EXECUTIVE DIRECTOR TO EXECUTE PURCHASE ORDERS**

**MOTION:** City Manager Moe moved to approve the Consent Calendar, item numbers 1 – 3. The motion was seconded by City Manager Osorio and passed by 3 – 0.

**E. ITEMS REMOVED FROM THE CONSENT CALENDAR**

None.

**F. EXECUTIVE COMMITTEE GENERAL BUSINESS**

1. Executive Director's Update on the Status of the Mark43 Project

Executive Director Klun provided a Power Point presentation on the status of Mark43 Project Executive Review #14. The focus on this progress report, is on the three-day onsite visit from last week. Team focused on the entry of Fire Department Run Orders and Resource Patterns. Demonstrate that FD “Move Ups” worked correctly and capable of performing critical FD resource substitutions based on an “EITHER this type of unit \_ OR\_ that type of Unit” function. Work that was accomplished on these three days. El Segundo FD Patterns and Run Orders were entered. Hundreds of lines of CAD configuration coding were completed. By the end of Day two, El Segundo and Culver City FD were completed. Manhattan Beach FD still in the works.

Takeaways from Onsite Visit:

The previous month spent creating a fresh CAD TEST TENANT has proved to be both necessary and effective and CAD system is capable of performing Run Orders correctly the way RCC needs. Optimistic about the progress with onsite visit and more FD-related work remains but some major unknowns have been crossed off the list. Mark43 onsite scheduled for May 25<sup>th</sup>.

**RECEIVE AND FILE**

2. Executive Director’s Update on Staffing and Recruitment

**RECEIVE AND FILE**

Executive Director Klun provided a Power Point presentation on the status of Staffing and Recruitment activity last twelve months. Current staffing numbers: Two Operators hired in December, five Operators hired in February & five Operators hired in April. We have two lateral transfer applicants currently beginning the process. We were at 90% until one trainee resigned bringing us back to 88%. The overtime increase is more than offset by the salary savings from the vacancies being backfilled. The current overtime amount is still significantly lower than prior years. For example, 2017 over was \$775,000 and 2018 overtime was \$770,00 (representing nearly 30% of total salaries).

3. FY 2022-23 Budget Performance Report – Q3

**RECEIVE AND FILE**

Finance Manager Alfaro presented an update for FY 2022-23 Q3 Budget Performance Report. Alfaro reported that the Authority received 100% of the assessments revenues from both member cities and contract cities in accordance with the FY 2022-2023 budget adopted budget. Overall, the Authority has received 93% (12.6 million) anticipated revenues. Expenses, is at 68% (8.7 million). Salary and benefits accounted for 71% for their budgeted amounts, across all departments (includes lump sum CalPERS, UAL & workers comps payments). Expenses for supplies, accounted for 62% of their budgeted amounts.

4. Amendment No. 1 to the Employment Agreement Between the South Regional Public Communications Authority and M. Ross Klun

**APPROVED AND AUTHORIZE EXECUTION OF AMENDMENT**

General Counsel Petrusis, presented a propose amendment employment agreement between the South Bay Regional Public Communications Authority and Matthew Ross Klun. The proposed Amendment to the Employment Agreement provides for a 3% cost of living increase in Klun’s base salary. The 3% increase will increase the annual base salary to \$206,000 or to \$17,166.66 per month.

G. **USER COMMITTEE CONSENT CALENDAR**

1. Minutes from April 18, 2023

**APPROVE**

**MOTION:** Chief Lang moved to approve the Consent Calendar. The motion was seconded by Chief Johnson and passed 3 – 0.

H. **ITEMS REOMOVED FROM THE CONSENT CALENDAR**

None.

I. **EXECUTIVE DIRECTOR’S REPORT**

Executive Director Klun informed the group about the new monthly Fire Training Working Group (3 fire departments and RCC). Committed to make changes to Run Cards and procedure standardization.

Facility Assessment: Received a draft on our facility needs assessment and reviewed this week. Over the next five years, 1.5 million in building repairs (replacement & upkeep). In addition, IT needs and radio communications infrastructure.

Dispatch Performance Presentation: 2023 Q1

Incident entry time starts when a 9-1-1 call is answered and ends when the CAD incident is created. Dispatch time starts when a CAD incident is created and ends when units have been dispatched by radio. Charts showed comparison of annual average in 2021 and 2022 for Q1 call entry/dispatch time.

CA 9-1-1 Standard for answering 9-1-1 calls – 95% of all 9-1-1 calls SHALL be answered within ≤ 15 seconds. NENA 2.2.1 Standard 90% of all 9-1-1 calls shall be answered within ≤ 15 seconds.

J. **EXECUTIVE COMMITTEE, AND USER COMMITTEE COMMENTS**

K. **ADJOURMENT**

The meeting was adjourned at 2:32PM.

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## Check Register FY 2022-23

May 2023

<u>Accounts Payable Check Issued Date</u>	<u>Total Check Amount</u>	<u>Notes</u>
May 5, 2023	\$173,812.81	
May 12, 2023	\$40,187.55	
May 19, 2023	\$107,825.61	
May 26, 2023	\$157,629.86	
Accounts Payable Total	\$479,455.83	
<u>Payroll Checks Issued Date</u>		
May 5, 2023	\$169,734.27	
May 19, 2023	\$173,925.08	
Payroll Total	\$343,659.35	



Bank : bow BANK OF THE WEST

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
20586	5/1/2023	00696	GUARDIAN	533654-05	4/20/2023	GUARDIAN - DENTAL, VISION	7,474.67	7,474.67
20587	5/5/2023	00058	CALPERS	1000000171461	4/14/2023	HEALTH PREMIUMS - MAY 20	62,627.79	62,627.79
20588	5/5/2023	00219	INTERNAL REVENUE SERVICE	Ben36150	5/5/2023	FEDERAL WITHHOLDING TAX	37,361.15	37,361.15
20589	5/5/2023	00223	EMPLOYMENT DEVELOPMENT DEPT	Ben36154	5/5/2023	STATE DISABILITY INSURANCE	14,714.23	14,714.23
20590	5/5/2023	00222	STATE DISBURSEMENT UNIT	Ben36158	5/5/2023	SUPPORT: PAYMENT	184.62	184.62
20591	5/5/2023	00058	CALPERS	Ben36152	5/5/2023	PERS RETIREMENT: PAYMENT	33,253.45	33,253.45
20592	5/5/2023	00221	MISSIONSQUARE RETIREMENT	Ben36148	5/5/2023	DEFERRED COMPENSATION	15,918.53	15,918.53
57120	5/5/2023	00217	CALIFORNIA TEAMSTERS UNION	Ben36146	5/5/2023	UNION DUES TEAMSTERS: PAY	1,373.50	1,373.50
57121	5/5/2023	00218	CWA LOCAL 9400	Ben36144	5/5/2023	UNION DUES CWA: PAYMENT	164.42	164.42
57122	5/5/2023	00996	WAGeworks INC., HEALTHCARE	Ben36156	5/5/2023	DEPENDENT CARE FSA: PAY	740.45	740.45
<b>Sub total for BANK OF THE WEST:</b>							<b>173,812.81</b>	

Bank : bow BANK OF THE WEST

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
2023	5/12/2023	00012	CALIFORNIA WATER SERVICE	5550731926	5/1/2023	FIRE PROTECTION SERVICE	101.00	101.00
2024	5/12/2023	00070	GAS COMPANY, THE	059 194 8982 2	5/4/2023	GAS SERVICE HQ/ 4/3/23-5/2/	1,659.84	1,659.84
2025	5/12/2023	00069	SOUTHERN CALIFORNIA EDI	700610392752	5/4/2023	ELECT SERV GRANDVIEW/ 3	229.92	229.92
2026	5/12/2023	00651	FRONTIER	209-188-0077-04	5/1/2023	PHONE SERVICE 5/1/23 - 5/3'	336.37	336.37
57123	5/12/2023	00297	AT&T, ATT CALNET	000019893023	5/3/2023	PHONE SERVICE 4/03/23-5/02	509.27	509.27
57124	5/12/2023	00064	AT&T, ATT PAYMENT CENTER	960 461-1623 55	5/1/2023	PHONE SERVICE 5/01/2023-5	1,616.89	1,616.89
57125	5/12/2023	00017	CHEM PRO LABORATORY, IN	IN112172	5/1/2023	WATER TREATMENT SERVIC	91.50	91.50
57126	5/12/2023	00225	COMMLINE INC	0404369-IN	5/1/2023	MONTHLY FEE FOR TECH SE	15,000.00	15,000.00
57127	5/12/2023	00879	CROWN CASTLE	1338166	5/1/2023	REDUNDANT INTERNET SER	1,100.00	1,100.00
57128	5/12/2023	00785	EXPERIAN	CD2401002581	4/28/2023	CREDIT CHCEK	32.24	32.24
57129	5/12/2023	00651	FRONTIER	7002Z664-S-231	5/5/2023	PHONE SERV 5/05/23-6/04/23	235.95	
				7002Z665-S-231	5/5/2023	PHONE SERV 5/05/23-6/04/23	162.18	398.13
57130	5/12/2023	00880	JUAN CARLOS CHAVEZ SANC	INV1001	5/8/2023	HQ MAINTENANCE - LANDSC	450.00	450.00
57131	5/12/2023	00799	LA UNIFORMS & TAILORING	16062	4/11/2023	UNIFORM SETS	335.77	
				16008	4/4/2023	UNIFORM SETS	330.25	
				16027	4/6/2023	UNIFORM SETS	330.25	
				16028	4/6/2023	UNIFORM SETS	330.25	
				16019	4/6/2023	UNIFORM SETS	308.26	
				16020	4/6/2023	UNIFORM SETS	226.78	
				17987	4/3/2023	UNIFORM SETS	115.60	
				16059	4/10/2023	UNIFORM SETS	21.99	1,999.15
57132	5/12/2023	00671	MARC R. COHEN, MD	FY22-23210	4/30/2023	MEDICAL DIRECTOR SERVIC	2,541.67	2,541.67
57133	5/12/2023	00647	MC ELECTRICAL, INC.	41	5/1/2023	HQ MAINTENANCE~	1,663.32	1,663.32
57134	5/12/2023	00331	MITSUBISHI ELECTRIC INC	453537	5/1/2023	HQ MAINTENANCE - ELEVAT	786.90	786.90
57135	5/12/2023	01005	ORKIN PEST CONTROL	242580931	4/13/2023	HQ MAINTENANCE - PEST C	91.99	
				242580932	4/13/2023	HQ MAINTENANCE - PEST C	63.99	155.98
57136	5/12/2023	01022	RACE COMMUNICATIONS	RC895171	5/1/2023	COMMUNICATION CONTRAC	1,199.40	1,199.40
57137	5/12/2023	00144	SAXE-CLIFFORD PHD, SUSAN	23-0417-8	4/17/2023	PRE-EMPLOYMENT PSYCHO	400.00	400.00
57138	5/12/2023	00824	SMART JANITORIAL, COMPLE	24644	5/1/2023	HQ MAINTENANCE - CLEANII	3,585.00	3,585.00
57139	5/12/2023	00390	SOUTH COAST AQMD	4167245	4/18/2023	FY22-23 AQMD FEE	153.23	153.23
57140	5/12/2023	00036	TALLEY INCORPORATED	10432795	4/12/2023	TALLEY BILLABLE PARTS	884.50	884.50

Bank : bow BANK OF THE WEST (Continued)

<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Invoice</u>	<u>Inv Date</u>	<u>Description</u>	<u>Amount Paid</u>	<u>Check Total</u>	
57141	5/12/2023	00171	VERIZON WIRELESS	9933217915	4/23/2023	DAC CHARGES HPD/ 3/24/23-	2,109.39	
				9933280972	4/23/2023	GPD DAC CHARGES/ 3/24/23-	1,772.75	
				9933201801	4/23/2023	MODEM SVC. MBPD/ 3/24/23	922.72	
				9932825982	4/18/2023	CELL PH. CHGS: 3/19/23-4/18,	410.36	
				9933201802	4/23/2023	MODEM SVC. MBPD/ 3/24/23-	78.02	5,293.24
<b>Sub total for BANK OF THE WEST:</b>								<b>40,187.55</b>

Bank : bow BANK OF THE WEST

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
20593	5/19/2023	00219	INTERNAL REVENUE SERVIC Ben36207	5/19/2023	FEDERAL WITHHOLDING TA	37,514.34	37,514.34
20594	5/19/2023	00223	EMPLOYMENT DEVEL DEPT Ben36211	5/19/2023	STATE DISABILITY INSURAN	14,722.66	14,722.66
20595	5/19/2023	00222	STATE DISBURSEMENT UNIT Ben36215	5/19/2023	SUPPORT: PAYMENT	184.62	184.62
20596	5/19/2023	00058	CALPERS Ben36209	5/19/2023	PERS RETIREMENT: PAYMEN	34,226.94	34,226.94
20597	5/19/2023	00221	MISSIONSQUARE RETIREMEI Ben36205	5/19/2023	DEFERRED COMPENSATION	15,966.54	15,966.54
57142	5/19/2023	00002	AFLAC Ben36199	5/19/2023	AFLAC INSURANCE: PAYMEN	2,804.64	2,804.64
57143	5/19/2023	00217	CALIFORNIA TEAMSTERS UN Ben36203	5/19/2023	UNION DUES TEAMSTERS: P	1,501.00	1,501.00
57144	5/19/2023	00218	CWA LOCAL 9400 Ben36201	5/19/2023	UNION DUES CWA: PAYMEN	164.42	164.42
57145	5/19/2023	00996	WAGeworks INC., HEALTH Ben36213	5/19/2023	DEPENDENT CARE FSA: PAY	740.45	740.45
<b>Sub total for BANK OF THE WEST:</b>							107,825.61

Bank : bow BANK OF THE WEST

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
2027	5/26/2023	00069	SOUTHERN CALIFORNIA EDI	700440732476	5/11/2023	ELEC SERV / 4/3/23 - 5/8/23	12,669.67	12,669.67
2028	5/25/2023	00621	FIRST BANKCARD					
		00228	COSTCO MEMBERSHIP	309600007828	4/6/2023	EMPLOYEE SERVICES - DISF	522.42	
		00675	AMERICAN AIRLINES	0012387188312	4/18/2023	APCO CONFERENCE - TRAVI	517.80	
		00675	AMERICAN AIRLINES	0012387188313	4/18/2023	CC PURCHASE REIMBURSEI	517.80	
		00675	AMERICAN AIRLINES	0012387121373	4/18/2023	APCO CONFERENCE - TRAVI	517.80	
		00523	CALIFORNIA CHAMBER OF C	11707588	4/26/2023	CONFERENCES/MEETING/TF	434.80	
		00311	APCO, AFC INC.	1838	4/3/2023	APCO CONFERENCE	375.00	
		00228	COSTCO MEMBERSHIP	1025894818	4/26/2023	JANITORIAL SUPPLIES	326.25	
		00228	COSTCO MEMBERSHIP	1022004952	4/5/2023	JANITORIAL SUPPLIES	293.63	
		00141	POWERPHONE INC	79838	4/3/2023	EMD COURSES & ANNUAL M	258.00	
		00610	DIRECTV	065190124X230	4/5/2023	CABLE SERVICE	247.99	
		00228	COSTCO MEMBERSHIP	1022001135	4/5/2023	OTHER EQUIPMENT	220.49	
		00228	COSTCO MEMBERSHIP	1022509420	4/7/2023	JANITORIAL SUPPLIES	192.88	
		01040	GOOGLE ADS	520-390-4641	4/1/2023	RECRUITMENT - ONLINE JOE	156.84	
		00915	GOLD GAS	211842282	4/3/2023	FUEL - VAN	134.47	
		00311	APCO, AFC INC.	946267	4/3/2023	APCO MEMBERSHIP	131.00	
		00446	SOUTH BAY FORD	429900	3/30/2023	GENERAL TECH SUPPLIES	95.70	
		00466	AMAZON MARKETPLACE	114-6022866-53	4/6/2023	GENERAL TECH SUPPLIES	93.66	
		00761	BOX	INV10916921	4/26/2023	SOFTWARE SERVICES	90.00	
		00690	WALGREENS #10069	1006-9222-8683	4/5/2023	EMPLOYEE SERVICES - ALL	78.78	
		01078	TELECOMEX	T26032	4/24/2023	OTHER EQUIPMENT - PLANT	76.00	
		00981	SAM'S CLUB	10057574546	4/14/2023	MEMBERSHIP	66.15	
		00795	MEDIA TEMPLE	324775-57	4/23/2023	MONTHLY WEBSITE HOSTIN	66.15	
		01077	BOULEVARD FLORIST	01644893	4/17/2023	EMPLOYEE SERVICES	58.38	
		00829	HUMMUS HOUSE	33	4/18/2023	EMPLOYEE SERVICES	57.59	
		01046	PELTON	040123	4/1/2023	EMPLOYEE SERVICES	44.00	
		00464	TARGET	430835	4/7/2023	OFFICE SUPPLIES	37.05	
		00600	CHEVRON G&M #186	7243	4/4/2023	FUEL - FORKLIFT	36.36	
		00466	AMAZON MARKETPLACE	112-2265457-51	4/9/2023	OFFICE SUPPLIES	24.21	
		00826	LA TIMES	0001-0684-8535	4/24/2023	LA TIMES MONTHLY SUBSCF	15.96	5,687.16
2029	5/26/2023	00012	CALIFORNIA WATER SERVICE	4675328235	5/17/2023	WATER SERV HQ/ 4/19/23-5/1	200.51	200.51
2030	5/24/2023	00073	STATE BOARD OF EQUALIZA	012-655960	5/24/2023	SALES & USE TAX 2023 Q2 PI	7,570.00	7,570.00

Bank : bow BANK OF THE WEST (Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
57146	5/26/2023	00297	AT&T, ATT CALNET	000019950164	5/13/2023	PHONE SERV 4/13/23-5/12/23	2,794.37
				000019954300	5/13/2023	PHONE SERV 4/13/23-5/12/23	241.72
				000019957364	5/13/2023	PHONE SERV 4/13/23-5/12/23	205.11
57147	5/26/2023	00014	CDW GOVERNMENT, INC.	JK59613	5/3/2023	CDW-G BILLABLE PARTS	14,955.19
				JG92883	4/27/2023	CDW-G BILLABLE PARTS	9,755.44
				JC76718	4/19/2023	CDW-G BILLABLE PARTS	3,697.96
				JP95567	5/15/2023	CDW-G BILLABLE PARTS	59.64
57148	5/26/2023	00225	COMMLINE INC	0405958-IN	5/12/2023	COMMLINE INC BILLABLE PA	615.00
				0405960-IN	5/12/2023	COMMLINE INC BILLABLE PA	615.00
57149	5/26/2023	00101	CORDOVA, TONY	052623	5/26/2023	RETIREE MED PREM/JUNE 20	599.00
57150	5/26/2023	00081	COSTON, SHANDER	052623	5/26/2023	RETIREE MED PREM/JUNE 20	349.00
57151	5/26/2023	00103	DIVINITY, TANJI	052623	5/26/2023	RETIREE MED PREM/JUNE 20	599.00
57152	5/26/2023	01072	ERGOGENESIS WORKPLACE	555791	5/11/2023	ERGONOMIC CHAIRS FOR AI	3,485.85
57153	5/26/2023	00008	FEDERAL SIGNAL CORP	8314103	5/5/2023	FEDERAL SIGNAL CORP BILL	8,390.00
				8304375	4/25/2023	FEDERAL SIGNAL CORP BILL	5,880.00
				8299715	4/19/2023	FEDERAL SIGNAL CORP BILL	4,360.00
				8315229	5/8/2023	FEDERAL SIGNAL CORP BILL	1,040.00
				8317096	5/10/2023	FEDERAL SIGNAL CORP BILL	450.00
				8300723	4/20/2023	FEDERAL SIGNAL CORP BILL	360.00
57154	5/26/2023	00027	HAVIS INC.	SIN209834	4/24/2023	HAVIS INC BILLABLE PARTS	2,414.96
57155	5/26/2023	00940	HAWKINS, JAMES	051123	5/11/2023	TUITION REIMB/FY 2022-23	320.00
57156	5/26/2023	00577	JESSICA RAMOS	2911	5/16/2023	VEHICLE MAINTENANCE & D	70.00
57157	5/26/2023	00442	LAWSON PRODUCTS, INC.	9310557798	4/26/2023	LAWSON PRODUCTS BILLAB	777.88
57158	5/26/2023	00113	MARTIN, LISA	052623	5/26/2023	RETIREE MED PREM/JUNE 20	349.00
57159	5/26/2023	00121	PINELA, ELIZABETH	052623	5/26/2023	RETIREE MED PREM/JUNE 20	599.00
57160	5/26/2023	00818	RICHARDS,WATSON & GERSI	242292	5/22/2023	GENERAL COUNSEL & LEGAL	5,603.91
57161	5/26/2023	00060	RIVERA, JOSE	052623	5/26/2023	RETIREE MED PREM/JUNE 20	605.21
57162	5/26/2023	00145	SETINA MFG CO INC	264549	5/4/2023	SETINA MANUFACTURING CO	5,648.66
				263742	4/21/2023	SETINA MANUFACTURING CO	2,833.04
				264283	4/30/2023	SETINA MANUFACTURING CO	2,381.06
				265277	5/17/2023	SETINA MANUFACTURING CO	207.06
57163	5/26/2023	00034	STEVENS, GARY	052623	5/26/2023	RETIREE MED PREM/JUNE 20	599.00

Bank : bow BANK OF THE WEST (Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
57164	5/26/2023	00345	STOMMEL INC.	SI84411	3/1/2023	VEHICLE OUTFITTING PARTS	25,674.16	
				SI84410	3/1/2023	VEHICLE OUTFITTING PARTS	14,903.68	
				SI86192	4/13/2023	VEHICLE OUTFITTING PARTS	2,888.52	
				SI86938	5/2/2023	VEHICLE OUTFITTING PARTS	920.50	
				SI84779	3/14/2023	VEHICLE OUTFITTING PARTS	500.19	44,887.05
57165	5/26/2023	00996	WAGeworks INC., HEALTH	INV5091931	4/25/2023	MONTHLY COMPLIANCE FEE	92.00	92.00
57166	5/26/2023	00481	WAYTEK, INC.	3536662	5/8/2023	WAYTEK BILLABLE PARTS	2,639.38	2,639.38
57167	5/26/2023	01028	WESTIN AUTOMATIVE PRODI	2081515	4/18/2023	WESTIN AUTOMATIVE BILLAI	391.81	
				2085867	5/5/2023	WESTIN AUTOMATIVE BILLAI	368.22	760.03
57168	5/26/2023	00063	WHELEN ENGINEERING CO.,	297492	5/11/2023	WHELEN ENGINEERING CO I	1,323.00	1,323.00
57169	5/26/2023	00067	XCEL MECHANICAL SYSTEMS	1935	5/3/2023	HQ MAINTENANCE - EFFECT	940.00	940.00
<b>Sub total for BANK OF THE WEST:</b>								157,629.86

D-3





# Staff Report

## South Bay Regional Public Communications Authority

**MEETING DATE:** June 20, 2023

**ITEM NUMBER:** D - 3

**TO:** Executive Committee

**FROM:** Ross Klun, Executive Director  
John Krok, Administrative Services Manager  
Vanessa Alfaro, Finance & Performance Audit Manager

**SUBJECT:** RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY ESTABLISHING A SCHEDULE OF FEES AND CHARGES FOR FISCAL YEAR 2023/24

**ATTACHMENTS:** 1. Resolution

### **RECOMMENDATION**

Staff recommends the Executive Committee recommend the Board of Directors adopt the resolution establishing an updated schedule of fees and charges for Fiscal Year 2023/24.

### **BACKGROUND**

Article XIII C of the Constitution of the State of California mandates that fees for services not exceed the "costs reasonably borne" by the governmental entity in the delivery of such services.

The Authority utilizes the Matrix Consulting Group's ("Matrix") Comprehensive Cost of Service and Allocation Study to determine the cost recovery levels for these fee-based services.

### **DISCUSSION**

On an annual basis, the Authority performs hundreds of vehicle equipment installation, maintenance, and repair service work orders. The vast majority of these services are provided to the Authority's member and contract cities. The Authority is reimbursed by the agency requesting the service for the direct costs of supplies and equipment associated with completing the work. Per the Cost Allocation Policy effective July 1, 2023, fees for the labor associated with this work is charged as Workload Support for member and contract cities as part of the annual assessment.

Occasionally, the Authority performs these services for outside agencies such as the Redondo Beach Police Department, the El Camino College Police Department, and the Federal Department of Homeland Security. These engagements are authorized only when

staff can accommodate this additional work without negatively impacting the service needs of the Authority's member and contract cities. In such cases, these outside agencies are charged the costs of supplies and equipment associated with completing the work plus applicable labor costs.

Technical Services Division labor costs have been established as \$169.59 per hour for FY2023/24. This is an increase of \$5.42 per hour over last year's \$164.17 per hour rate.

In order to ensure the Authority fully recovers its costs for providing services to outside agencies, staff recommends the establishment of the following fees and charges:

- Patrol Vehicle Buildout Fee - \$13,567.20
  - Assumes a flat amount of 80 hours of labor per vehicle.
  - Uses the fully burdened rate of \$169.59 per hour.
  - Recovers Authority costs related to providing this service.
  - Does not apply to work orders for member cities and other agencies with agreements that only provide for the billing of actual costs of parts, supplies, and equipment.
  
- Unmarked Law Enforcement Vehicle Buildout Fee - \$6,783.60
  - Assumes a flat amount of 40 hours of labor per vehicle.
  - Uses the fully burdened rate of \$169.59 per hour.
  - Recovers Authority costs related to providing this service.
  - Does not apply to work orders for member cities and other agencies with agreements that only provide for the billing of actual costs of parts, supplies, and equipment.
  
- Specialty Vehicle Buildout Fee - \$169.59 per hour
  - Quotes will be provided prior to work commencing and will be determined by vehicle type and the scope of work.
  - Uses the fully burdened rate of \$169.59 per hour.
  - Recovers Authority costs related to providing this service.
  - Does not apply to work orders for member cities and other agencies with agreements that only provide for the billing of actual costs of parts, supplies, and equipment.
  
- Maintenance and Repair Fee - \$169.59 per hour
  - Quotes will be provided prior to work commencing and will be determined by vehicle type and the scope of work.
  - Uses the fully burdened rate of \$169.59 per hour.
  - Recovers Authority costs related to providing this service.
  - Does not apply to work orders for member cities and other agencies with agreements that only provide for the billing of actual costs of parts, supplies, and equipment.
  
- Parts Administrative Charge – 9% of Actual Cost
  - Applied to all parts, supplies, and equipment purchased to complete vehicle equipment installation, maintenance, and repair service work orders.

- Recovers Authority costs related the administrative aspects of procuring and maintaining parts, supplies, and equipment.
- Does not apply to work orders for member cities and other agencies with agreements that only provide for the billing of actual costs of parts, supplies, and equipment.

### **FISCAL IMPACT**

Any upfitting of vehicles for outside agencies during FY2023/24 will generate revenue in excess of the \$584,439 in costs attributed to Workload Support and contribute to a budget surplus for the fiscal year.

D-3

Attachment 1

**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY ESTABLISHING A SCHEDULE OF FEES AND CHARGES FOR FISCAL YEAR 2023/24**

The Board of Directors of the South Bay Regional Public Communications Authority does resolve as follows:

1. The recovery of costs incurred by the Authority for providing services to outside agencies is necessary for the efficient management of the Authority's operations.
2. Resolution No. 347, passed and adopted July 19, 2022, and all amendments thereof are hereby repealed.
3. The Board of Directors hereby establishes, effective July 1, 2023, fees and charges as set forth in Exhibit "A."
4. The secretary shall certify to the adoption of this Resolution by the Board of Directors of the South Bay Regional Public Communications Authority.

Passed, approved, and adopted in a meeting held on the 18th day of July 2023 by the following vote:

Ayes:

Noes:

Absent:

Abstain:

\_\_\_\_\_  
, Councilmember  
Chairman, Board of Directors

\_\_\_\_\_  
M. Ross Klun, Executive Director  
Secretary, Board of Directors

## EXHIBIT A

Maintenance and Repair Fee:	\$169.59 per hour
Parts Administrative Charge:	9% of Actual Cost
Patrol Vehicle Buildout Fee:	\$13,567.20
Specialty Vehicle Buildout Fee:	\$169.59 per hour
Unmarked Law Enforcement Vehicle Buildout Fee:	\$6,783.60

F-1



# Staff Report

South Bay Regional Public Communications Authority

**MEETING DATE:** June 20, 2023

**ITEM NUMBER:** F - 1

**TO:** Executive Committee

**FROM:** John Krok, Administrative Services Manager

**SUBJECT:** APPROVE FISCAL YEAR 2023/24 BLANKET PURCHASE ORDERS FOR SUPPLIES AND SERVICES IN A TOTAL AMOUNT NOT-TO-EXCEED \$1,438,242

**ATTACHMENT:** None

**RECOMMENDATION**

Staff recommends the Executive Committee approve Fiscal Year 2023/24 blanket purchase orders for supplies and services in a total amount not to exceed \$1,438,242

**DISCUSSION**

Staff plans to issue blanket purchase orders (BPOs) to vendors that provide goods and services to the Authority throughout the fiscal year on an as-needed basis. The costs associated with the proposed BPOs exceed \$25,000, approval of the Executive Committee for these purchase orders is required, per Resolution 352 adopted on September 29, 2022.

This report is a request for the Executive Committee to review the requests and to authorize corresponding BPOs as described.

A summary of these requested purchases is below:

Request #	Vendor	Account	Account Name	Not to Exceed
1	Arroyo Background Investigations	10-50-111-5306	Recruitment	\$30,000
2	CDW-G	10-70-311-5514	Parts – Billing (Reimbursed)	\$75,000
3	City of Hawthorne (ITS)	10-50-111-5302 10-70-311-5302	Comp Contract Services/CAD	\$200,000
4	Commline Inc.	10-70-311-5514	Parts – Billing (Reimbursed)	\$26,000
5	Commline Inc.	10-70-311-5521	Outside Tech Svc-Towers/Equip	\$320,00
6	Federal Signal Corp.	10-70-311-5514	Parts – Billing (Reimbursed)	\$150,000
7	Geospatial Tech	10-70-311-5311	GST Software (Reimbursed)	\$52,692
8	Havis	10-70-311-5514	Parts – Billing (Reimbursed)	\$50,000



9	LCW	10-50-111-5305	Legal Services	\$25,000
10	Lehr Auto	10-70-311-5514	Parts – Billing (Reimbursed)	\$100,000
11	Marc Cohen	10-50-111-5312	Medical Director Svcs (Reimbursed)	\$30,500
12	Motorola Solutions, Inc.	10-70-311-5514	Parts – Billing (Reimbursed)	\$40,000
13	RWG	10-50-111-5305	Legal Services	\$80,700
14	Setina Manufacturing Corp.	10-70-311-5514	Parts – Billing (Reimbursed)	\$50,000
15	Smart Janitorial	10-50-111-5701	HQ Maintenance	\$45,000
16	Westin	10-70-311-5514	Parts – Billing (Reimbursed)	\$50,000
17	Whelen Engineering Co.	10-70-311-5514	Parts – Billing (Reimbursed)	\$80,000
18	Xcel Mechanical	10-50-111-5701	HQ Maintenance	\$33,350
<b>Total</b>				<b>\$1,438,242</b>

Additional details about these requested purchases are below.

#### Request #1

Vendor: Arroyo Background Investigations

Purchase Order Amount Not to Exceed: \$30,000

Arroyo Background Investigations is an established company that serves multiple law enforcement agencies in Southern California. Arroyo Background Investigations conducts all applicant background investigations based on agency policies and California P.O.S.T. (Peace Officers Standards and Training) requirements.

#### Request #2

Vendor: CDW-G

Purchase Order Amount Not to Exceed: \$75,000

CDW Corporation was founded in 1984 and remains a leader in providing technology products and services for business, government and education. The company has a secondary division known as CDW-G, devoted solely to United States government entities, including Local, State and the Federal government.

The Authority routinely orders computers, modems, cables and other related accessories from CDW for the installation work performed by the Technical Services Division. The proposed BPO will provide staff with the ability to order supplies and equipment in a timely and efficient manner, cutting down on both lead and build time.

**Request #3**

Vendor: City of Hawthorne (ITS)

Purchase Order Amount Not to Exceed: \$200,000

The Authority maintains an agreement with the City of Hawthorne for all of its information technology services. A corresponding BPO is required to pay for the services associated with this agreement.

**Request #4**

Vendor: Commline Incorporated

Purchase Order Amount Not to Exceed: \$26,000

Commline an authorized dealer for Motorola, Kenwood, Vertex Standard, Icom and many other leading manufacturers of communications equipment. As such, this vendor is used by the Technical Services Division to procure equipment and supplies used for upfitting the Authority's member and contract agencies' public safety vehicles.

**Request #5**

Vendor: Commline Incorporated

Purchase Order Amount Not to Exceed: \$320,000

The Authority maintains an agreement with Commline Incorporated for all of its radio programming and infrastructure maintenance needs. A corresponding BPO is required to pay for the services associated with this agreement.

**Request #6**

Vendor: Federal Signal Corporation

Purchase Order Amount Not to Exceed: \$150,000

Federal Signal Corporation (Federal Signal) is an industry leader in the manufacturing of emergency lighting and siren equipment. Federal Signal is one of two vendors used by the Authority as its source for this type of equipment, which is used for upfitting its member and contract agencies' public safety vehicles. The vendor provides lighting and siren equipment that meets or exceeds both state and federal laws. Federal Signal provides a law enforcement agency discount to the Authority that ranges between 25% and 47%, depending on the item. These discounts are passed along to member and contract cities alike.

**Request #7**

Vendor: GeoSpatial Technologies, Inc.

Purchase Order Amount Not to Exceed: \$52,692

GeoSpatial Technologies, Inc. (GST) software provides Automatic Vehicle Location (AVL) and Mobile Mapping services for vehicles utilized by the following agencies:

- El Segundo Fire and Police Departments
- Gardena Police Department
- Hawthorne Police Department
- Hermosa Beach Police Department
- Manhattan Beach Police Department

The software allows end users and the Authority's Communications Operators to map available units on a computer display. For a number of years, the Authority has maintained agreements with GST and billed the agencies utilizing the system their proportional shares.

#### **Request #8**

Vendor: Havis, Inc.

Purchase Order Amount Not to Exceed: \$50,000

Havis, Inc. (Havis) is a manufacturer of mobile workspace solutions for public safety and public works vehicles. Their products include laptops, tablets, docking stations, cradles, prisoner transport accessories, and K9 transportation equipment. Havis provides a wide variety of safe, secure, and up-to-date mobile mounting solutions, which are used for upfitting the Authority's member and contract agencies' public safety vehicles. The Authority is an authorized reseller for Havis, Inc. and receives a 37% discount off all Havis parts. These discounts are passed along to member and contract cities alike.

#### **Request #9**

Vendor: Liebert Cassidy Whitmore

Purchase Order Amount Not to Exceed: \$25,000

The Authority contracts with the law firm of Liebert Cassidy Whitmore ("LCW") for certain legal services. This BPO is necessary in order to fund the anticipated costs associated with the services to be provided by LCW.

#### **Request #10**

Vendor: Lehr Auto

Purchase Order Amount Not to Exceed: \$100,000

Lehr Auto is one of California's largest suppliers of light bars, siren controllers, computer mounts and corner strobe systems. Lehr Auto warehouses thousands of these products to expedite shipping.

Lehr Auto is an alternative vendor and source for the Authority's upfitting needs to order supplies and equipment in a timely and efficient manner, cutting down on both lead and build time.

#### **Request #11**

Vendor: Marc Cohen

Purchase Order Amount Not to Exceed: \$30,500

The Authority maintains an agreement with Marc Cohen for Medical Director services provided to the Manhattan Beach Fire Department. A corresponding BPO is required to pay for the services associated with this agreement.

#### **Request #12**

Vendor: Motorola Solutions, Inc.

Purchase Order Amount Not to Exceed: \$40,000

The Authority routinely orders mobile and portable radios, microphones, chargers and other related accessories from Motorola for the installation work performed by the Technical Services Division. The proposed BPO will provide staff with the

ability to order supplies and equipment in a timely and efficient manner, cutting down on both lead and build time. Motorola provides the Authority a 10%-20% discount depending on the item. These discounts are passed along to member and contract cities alike.

### **Request #13**

Vendor: Richards Watson Gershon

Purchase Order Amount Not to Exceed: \$80,700

The Authority contracts with the law firm of Richards Watson Gershon ("RWG") for general counsel legal services. This BPO is necessary in order to fund the anticipated costs associated with the services to be provided by RWG for the year.

### **Request #14**

Vendor: Setina Manufacturing Corporation

Purchase Order Amount Not to Exceed: \$50,000

Setina Manufacturing Corporation (Setina) provides equipment for upfitting both the exterior and interior of law enforcement vehicles. Typical items purchased by the Authority from this vendor include push bumpers, fender guards, prisoner transport equipment, mounting equipment, firearms securing systems, and a large variety of modular cargo storage systems designed to meet the needs of specific vehicle configurations. The Authority is an authorized reseller for Setina and receives a 30% discount off the list price on all items. These discounts are passed along to member and contract cities alike.

### **Request #15**

Vendor: Smart Janitorial

Purchase Order Amount Not to Exceed: \$45,000

The Authority maintains an agreement with Smart Janitorial for janitorial services at the headquarters site. A corresponding BPO is required to pay for the services associated with this agreement.

### **Request #16**

Vendor: Westin

Purchase Order Amount Not to Exceed: \$50,000

Westin law enforcement products are designed, tested and engineered in San Dimas, California. Westin has been an industry leading manufacturer for over 40 years. Westin provides a diverse range of law enforcement products at a 50% discounted rate.

### **Request #17**

Vendor: Whelen Engineering Company

Purchase Order Amount Not to Exceed: \$80,000

Whelen Engineering Company (Whelen) is an industry leader in the manufacturing of emergency lighting and siren equipment. Whelen is one of two vendors used by the Authority as its source for this type of equipment, which is used for upfitting its member and contract agencies' public safety vehicles. The vendor provides lighting and siren equipment that meets or exceeds both state

and federal laws. The Authority is an authorized reseller for Whelen and receives a 40% discount off all of Whelen parts. These discounts are passed along to member and contract cities alike.

**Request #18**

Vendor: Xcel Mechanical Systems Incorporated

Purchase Order Amount Not to Exceed: \$33,350

Xcel Mechanical Systems Incorporated (Xcel) is one of Southern California's leading mechanical, construction and service firms. The Authority contracts with Xcel for the service and repair of the heating, ventilation, and air conditioning equipment at its headquarters facility.

**FISCAL IMPACT**

Funds for each of the above requested BPOs, which total \$1,438,242 are included in the approved Fiscal Year 2023/24 Budget. Additionally, all costs associated with upfitting of vehicles, Geospatial Tech, and the Medical Director Services are 100% reimbursable by the member or contract agencies requesting the service.

**G-1**

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

**MAY 16, 2023**

**A. CALL TO ORDER**

The Executive Committee and the User Committee convened in a regular joint session at 2:06PM on Tuesday, May 16, 2023, on the second-floor conference room of the South Bay Regional Public Communications Authority at 4440 West Broadway, Hawthorne, CA.

**B. ROLL CALL:**

Present: City Manager Bruce Moe, City of Manhattan Beach  
City Manager Von Norris, City of Hawthorne  
City Manager Clint Osorio, City of Gardena  
Captain Vincent Osorio, City of Gardena  
Chief Mike Lang, City of Manhattan Beach  
Chief Rachel Johnson, City of Manhattan Beach  
Captain Andrew Enriquez, City of Manhattan Beach

Absent: Administrative Services Manager John Krok  
Chief Gary Tomatani, City of Hawthorne  
Chief Mike Saffell, City of Gardena

Also Present: Executive Director M. Ross Klun  
Operations Manager Shannon Kauffman  
Finance Manager Vanessa Alfaro  
Executive Assistant Cristina Manley  
Jennifer Petrusis RWG Law

**C. PUBLIC DISCUSSION**

None.

**D. EXECUTIVE COMMITTEE CONSENT CALENDAR**

1. Minutes from April 18, 2023  
**APPROVE**
2. Check Register – April 2023  
**APPROVE**
3. Blanket Purchase Order in the Amount of \$90,000 to Lehr Auto for Supplies and Equipment  
**APPROVE ABD AUTHORIZE EXECUTIVE DIRECTOR TO EXECUTE PURCHASE ORDERS**

**MOTION:** City Manager Moe moved to approve the Consent Calendar, item numbers 1 – 3. The motion was seconded by City Manager Osorio and passed by 3 – 0.

**E. ITEMS REMOVED FROM THE CONSENT CALENDAR**

None.

**F. EXECUTIVE COMMITTEE GENERAL BUSINESS**

1. Executive Director's Update on the Status of the Mark43 Project

Executive Director Klun provided a Power Point presentation on the status of Mark43 Project Executive Review #14. The focus on this progress report, is on the three-day onsite visit from last week. Team focused on the entry of Fire Department Run Orders and Resource Patterns. Demonstrate that FD “Move Ups” worked correctly and capable of performing critical FD resource substitutions based on an “EITHER this type of unit \_ OR\_ that type of Unit” function. Work that was accomplished on these three days. El Segundo FD Patterns and Run Orders were entered. Hundreds of lines of CAD configuration coding were completed. By the end of Day two, El Segundo and Culver City FD were completed. Manhattan Beach FD still in the works.

Takeaways from Onsite Visit:

The previous month spent creating a fresh CAD TEST TENANT has proved to be both necessary and effective and CAD system is capable of performing Run Orders correctly the way RCC needs. Optimistic about the progress with onsite visit and more FD-related work remains but some major unknowns have been crossed off the list. Mark43 onsite scheduled for May 25<sup>th</sup>.

**RECEIVE AND FILE**

2. Executive Director’s Update on Staffing and Recruitment

**RECEIVE AND FILE**

Executive Director Klun provided a Power Point presentation on the status of Staffing and Recruitment activity last twelve months. Current staffing numbers: Two Operators hired in December, five Operators hired in February & five Operators hired in April. We have two lateral transfer applicants currently beginning the process. We were at 90% until one trainee resigned bringing us back to 88%. The overtime increase is more than offset by the salary savings from the vacancies being backfilled. The current overtime amount is still significantly lower than prior years. For example, 2017 over was \$775,000 and 2018 overtime was \$770,00 (representing nearly 30% of total salaries).

3. FY 2022-23 Budget Performance Report – Q3

**RECEIVE AND FILE**

Finance Manager Alfaro presented an update for FY 2022-23 Q3 Budget Performance Report. Alfaro reported that the Authority received 100% of the assessments revenues from both member cities and contract cities in accordance with the FY 2022-2023 budget adopted budget. Overall, the Authority has received 93% (12.6 million) anticipated revenues. Expenses, is at 68% (8.7 million). Salary and benefits accounted for 71% for their budgeted amounts, across all departments (includes lump sum CalPERS, UAL & workers comps payments). Expenses for supplies, accounted for 62% of their budgeted amounts.

4. Amendment No. 1 to the Employment Agreement Between the South Regional Public Communications Authority and M. Ross Klun

**APPROVED AND AUTHORIZE EXECUTION OF AMENDMENT**



General Counsel Petrusis, presented a propose amendment employment agreement between the South Bay Regional Public Communications Authority and Matthew Ross Klun. The proposed Amendment to the Employment Agreement provides for a 3% cost of living increase in Klun’s base salary. The 3% increase will increase the annual base salary to \$206,000 or to \$17,166.66 per month.

G. **USER COMMITTEE CONSENT CALENDAR**

1. Minutes from April 18, 2023

**APPROVE**

**MOTION:** Chief Lang moved to approve the Consent Calendar. The motion was seconded by Chief Johnson and passed 3 – 0.

H. **ITEMS REOMVED FROM THE CONSENT CALENDAR**

None.

I. **EXECUTIVE DIRECTOR’S REPORT**

Executive Director Klun informed the group about the new monthly Fire Training Working Group (3 fire departments and RCC). Committed to make changes to Run Cards and procedure standardization.

Facility Assessment: Received a draft on our facility needs assessment and reviewed this week. Over the next five years, 1.5 million in building repairs (replacement & upkeep). In addition, IT needs and radio communications infrastructure.

Dispatch Performance Presentation: 2023 Q1

Incident entry time starts when a 9-1-1 call is answered and ends when the CAD incident is created. Dispatch time starts when a CAD incident is created and ends when units have been dispatched by radio. Charts showed comparison of annual average in 2021 and 2022 for Q1 call entry/dispatch time.

CA 9-1-1 Standard for answering 9-1-1 calls – 95% of all 9-1-1 calls SHALL be answered within ≤ 15 seconds. NENA 2.2.1 Standard 90% of all 9-1-1 calls shall be answered within ≤ 15 seconds.

J. **EXECUTIVE COMMITTEE, AND USER COMMITTEE COMMENTS**

K. **ADJOURMENT**

The meeting was adjourned at 2:32PM.