

**MINUTES REGULAR JOINT MEETING OF THE
EXECUTIVE COMMITTEE AND THE USER COMMITTEE
JANUARY 17, 2023**

A. **CALL TO ORDER**

The Executive Committee and the User Committee convened in a regular joint meeting on Tuesday, January 17, 2023 at 2:01 PM via teleconference.

B. **ROLL CALL**

Present: City Manager Vontray Norris, City of Hawthorne
City Manager Bruce Moe, City of Manhattan Beach
City Manager Clint Osorio, City of Gardena
Chief Rachel Johnson, Manhattan Beach Police Department
Chief Mike Lang, Manhattan Beach Fire Department
Chief Mike Saffell, Gardena Police Department
Interim Chief Gary Tomatani, Hawthorne Police Department

Absent:

Also present: Executive Director Ross Klun
Operations Manager Shannon Kauffman
Administrative Services Manager John Krok
Interim Finance Manager Bob Ridley
Executive Assistant Cristina Manley
RWG Law Jennifer Petrusis

C. **PUBLIC DISCUSSION**

None.

D. **EXECUTIVE COMMITTEE CONSENT CALENDAR**

1. Minutes from December 13, 2022
APPROVE
2. AB 361 Findings for Special Brown Act Requirements for Teleconference Meetings
MAKE FINDINGS PURSUANT TO AB 361
3. Check Register – December 2022
RECEIVE AND FILE
4. Preapproval of Travel Expenses in an Amount Not to Exceed \$2,500.00 for the Executive Director to Attend the Liebert Cassidy Whitmore Annual Conference
APPROVE
5. Agreement with CSG Consultants, Inc. to Conduct a Facility Condition Assessment in the Total Amount Not to Exceed \$41,500.00
APPROVE AND AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE THE AGREEMENT ON BEHALF OF THE AUTHORITY

MOTION: City Manager Bruce Moe moved to approve the consent calendar as written 1-5. The motion was seconded by City Manager Clint Osorio and passed by a 3-0 call vote.

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

None.

F. **EXECUTIVE COMMITTEE GENERAL BUSINESS**

1. Fiscal Year 2021 – 2022 Annual Financial Report

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Mr. Ridley provided summary of the staff report for the FY 2021 – 2022 Annual Financial report. No problems reported to us from all three letters received (clear and positive).

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

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Mr. Klun summarized a Mark43 review #9 – Go Live April 2023

Challenges, interfaces and DEx involve outside vendors and slow to respond to our needs. Three full days on-site work, 15 feature requests were collected and progress on Fire Response Plans GIS. Mark43 is committed to recurring on-site workshops until the project is complete. Next visit scheduled for early February. Mark43 CAD Reliability Report 2022 Q4 experienced no measurable downtime from 10/1/22 – 12/31/22.

3. Executive Director’s Update on Staffing and Recruitment

Mr. Klun presented information on Staffing and Recruitment November and December 2022. Stats comparison with Q2, Q3 & Q4. Nov./Dec. staffing at 36 out of 50 Operators and 6 out of 7 supervisors. 2 new operators were hired and started in December. 12 Candidates started/currently in the background process.

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G. **USER COMMITTEE CONSENT CALENDAR**

1. AB 361 Findings for Special Brown Act Requirements for Teleconference Meetings
MAKE FINDINGS PURSUANT TO AB 361

MOTION: Chief Johnson moved to approve the User Committee Consent Calendar as written. The motion was seconded by Chief Lang and passed by a 4-0 call vote.

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

None.

I. **EXECUTIVE DIRECTOR’S REPORT**

1. Executive Director Klun provide a report, Chevron Refinery has resumed regional meetings with surrounding public safety agencies. We will be participating in these monthly meetings and host a meeting at our agency.

RCC participated in a meeting, Los Angeles Area Dispatch Centers benefit our member contract cities. Open dialogue between major dispatch centers in the region, meetings will occur quarterly. Topics discussed National Suicide Prevention Hotline 988, alternative responses to calls involving unhoused and mental illness.

Financial – All cities paid Q3 Assessments on time. Switched banking institutions from Union Bank to Bank of the West. The Executive Committee can anticipate an updated Travel Reimbursement Policy in February’s meeting. After February 28th, resume in-person meetings. Meetings in March will be in-person.

2. Dispatch Performance and Annual Dispatch Stats Presentation 2022 – Dispatch time starts when a CAD incident is created and ends when units have been dispatched by radio. Average dispatch performance data does not indicate a significant deviation over last year’s entry times or dispatch times. NENA 2.2.1 Standard for answering 9-1-1 Calls 90% of all 9-1-1 calls arriving at the PSAP Shall be answered with <15 seconds. Q4 ending at 99.28%

2022 Call Volume by City will vary depending on demographics between 9-1-1 calls & non-emergency calls. 297,895 Total Police Calls for Service in 2022. 16,018 Total Fire Calls for Service in 2022.

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

None.

K. **ADJOURNMENT**

The meeting was adjourned at 2:33 PM.