

**MINUTES REGULAR JOINT MEETING OF THE
EXECUTIVE COMMITTEE AND THE USER COMMITTEE
February 21, 2023**

A. CALL TO ORDER

The Executive Committee and the User Committee convened in a regular joint meeting on Tuesday, February 21, 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 Gary Tomatani, Hawthorne Police Department

Absent: Chief Mike Lang, Manhattan Beach Fire Department
Chief Mike Saffell, Gardena Police Department

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

Executive Director Klun noted that a quorum of the User Committee was not present

C. PUBLIC DISCUSSION

None.

D. EXECUTIVE COMMITTEE CONSENT CALENDAR

1. Minutes from January 17, 2023
APPROVE
2. Check Register – January 2023
RECEIVE AND FILE
3. Cash & Investments Reports – December 31, 2022
RECEIVE AND FILE
4. AB 361 Findings for Special Brown Act Requirements for Teleconference Meetings
MAKE FINDINGS PURSUANT TO AB 361
5. Approval of a Change Purchase Order in the Amount of \$25,000 to Richards, Watson & Gershon for a Total Not-To-Exceed Amount of \$90,000 for Legal Services
APPROVE
6. Professional Services Agreement with Smart Janitorial Maintenance at the Authority's

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 1-6. The motion was seconded by City Manager Vontray Norris and passed by a 3-0 call vote.

E. ITEMS REMOVED FROM THE CONSENT CALENDAR

None.

F. EXECUTIVE COMMITTEE GENERAL BUSINESS

1. Fiscal Year 2023 – 2024 Preliminary Budget

PROVIDE DIRECTION

Interim Finance Manager Bob Ridley provided a Power Point presentation on Fiscal Year 2023-2024 Preliminary Budget Item F-1. Overview of Authority's revenue and expenses, salaries and benefits at 77% make up the largest component of the Authority. Increases on assessments – contract cities \$1,237,324. Expenses increase \$677,775, 92% or \$624,642 of increase are from four categories:

1. Full-time salaries \$290,780
2. IT Computer Contract Services – Mark 43 Contract \$164,000
3. PERS Contribution \$92,362
4. General Liability Insurance \$77,500

PERS ADP and OPEB – PERS Additional Discretionary Payment & OPEB Section 115 Trust payment. (\$47,440) -10.44%

Accomplishments and Workplan: Accomplishments for the current year are on pages 6 to 7 of the Preliminary Budget. Work plan objectives for FY 2023-2024 are on pages 13 to 14 of the Preliminary Budget. One of these objectives, a 5-Year Capital Improvement Plan, depending on study results and available funding, may have significant future budget impact.

City Manager Bruce Moe needed clarification on the Reserve Policy specifically Operating and Capital Reserve (\$1,392,638). Question for Director Klun: Are we currently working on a 5-year CIP plan? Salaries increasing \$290,000 – suggesting fuller staffing levels. Need more discussion/dialogue for a follow-up meeting for additional details.

Director Klun – 2 items for this year

Capital Outlay - Strategic Planning

Capital Funding Strategies

City Manager Clint Osorio – Why is there an increase in our assessments? What is the plan of using the funds?

Director Klun explained that work on the 5-year CIP is in progress so we don't have the full picture yet of what Capital Outlay will look like over the next 5 years and Treasurer

expressed a desire to have more than a 10% in reserves.

2. Resolution Amending the Policy for Travel and Attendance at Conferences and Meetings

CONSIDER WHETHER TO RECOMMEND THAT THE BOARD OF DIRECTORS ADOPT A RESOLUTION AMENDING THE POLICY FOR TRAVEL AND ATTENDANCE AT CONFERENCES AND MEETINGS

MOTION: City Manager Bruce Moe moved to approve item F2 General Business. The motion was seconded by City Manager Clint Osorio and passed 3-0.

3. Executive Director's Update on the Status of the Mark43
RECEIVE AND FILE_

Executive Director Klun provided a Power Point presentation on the status of the Mark43 Project Executive Review #11. Recently completed the 2nd on site workshop with Mark43 Team and RCC Team on February 14-16, 2023. Signed off on Unit Status Transitions. Few items began – work on Fire Department Resource Patterns (Run Cards), location Cautions & uploading units. Next on-site workshop is booked for March. CAD Implementation increased to 3%. CLETS integration to CAD moving slowly and new scoping needs for FD's. All three moving to new RMS and new scheduling/attendance systems.

RCC and Mark43 are now planning to Go-Live date in Q3 of this year.

4. Executive Director's Update on Staffing and Recruitment
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Executive Director provided a Power Point presentation on the status on Staffing and Recruitment. Recruitment momentum, 8-month comparison starting 06/2021-01/2022 & 06/2022 – 01/2023. Number of applicants reaching background process has increased in 01/2023. Discussion on the interview process: 1st Round is the Peer Interview (One supervisor & Operator), 2nd Round Manager Interview and 3rd Round is the Executive Director Interview. Improvements to the Hiring Process. Currently, we have some of the fastest applications-to-hire times of any dispatch agency in the region. Due engagement with applicants outside of normal hours and more efficient backgrounds have shaved off weeks off the process while maintaining the same integrity. Current staffing at 37/50 Operators & 6/7 Supervisors. Class of 5 new Communications Operator start February 27, 2023 and 4 candidates are in advanced stages of the background process.

G. **USER COMMITTEE CONSENT CALENDAR**

No Quorum

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

None.

I. **EXECUTIVE DIRECTOR'S REPORT**

1. Executive Director Klun is meeting with the INSB Director to discuss some potential grant

opportunities which may be applicable to radio communication infrastructure. Attended the 2nd meeting of Dispatch, held at CHP dispatch center headquarters in Glendale. Discussion included Staffing/Recruitment and Wellness programs. Will host a meeting at the Authority in the near future. Public service announcement, we will start to educate our departments on the implications, researching and selecting new software or services independent of the Authority.

2. Director Klun applied for APCO International Certified Public- Safety Executive (CPE) Program.
3. In-person Meetings will resume in March 2023.

J. **EXECUTIVE COMMITTEE AND COMMENTS**

City Manager Bruce commented on a future discussion item regarding Fire Department.

K. **EXECUTIVE COMMITTEE CLOSED AGENDA**

The meeting was adjourned at 2:54 PM.