

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

APRIL 18, 2023

A. CALL TO ORDER

The Executive Committee and the User Committee convened in a regular joint session at 2:04PM on Tuesday, April 18, 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
Chief Gary Tomatani, City of Hawthorne
Chief Mike Saffell, City of Gardena
Chief Mike Lang, City of Manhattan Beach
Captain Andrew Enriquez, City of Manhattan Beach

Absent: Chief Rachel Johnson, City of Manhattan Beach

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

B. PUBLIC DISCUSSION

None.

D. EXECUTIVE COMMITTEE CONSENT CALENDAR

1. Minutes from February 21, 2023
APPROVE
2. Minutes from February 28, 2023
APPROVE
3. Check Register – March 2023
RECEIVE AND FILE

MOTION: City Manager Norris moved to approve the Consent Calendar, item numbers 1 – 3. The motion was seconded by City Manager Moe 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
RECEIVE AND FILE

Executive Director Klun provided a Power Point presentation on the status of the Mark43 Project Executive Review #13. Overall project completion 45%. CAD implementation - no movement on tracker, but additional documentation sent. Validation round 1 complete with data migration. Mark43 finished building the new CAD Test Tenant and resolved many issues. They have resumed entering all the Run Cards so we can identify that they are working properly. Mark43 received scoping documents for First Due RMS & Telestaff (the new FD interfaces). Executive Director Klun had a of couple calls with CEO and project managers to follow up; commitment was made on Dex progress. Still Q3 of this year. Mark43 on site May 9-11, 2023.

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 and highlighted some recruitment activities at local college campuses and career fairs. Attended an El Segundo Fire program called Fired Up and girl's empowerment camp. Two operators hired in December and five hired in February. Class of five operators will start April 24th. Operators (50 budgeted) & Supervisors (7 budgeted). On Monday, we will be at 90% staffing. A few more interviews are lined up for next week (1st round).

3. Presentation on Operating and Capital Reserve Allocations

PROVIDE DIRECTION

PT Finance Manager Ridley provided a Power Point presentation on Operating and Capital Reserve Allocations. Annual budget includes a 10% Operational and Capital Reserve for operating and/or capital expense contingencies. In circumstances where reserves have been appropriated by the Board of Directors, the budget will include a plan to replenish the reserves to this prescribed level within three years. At the end of FY 2024, the projected available cash is approximately 5.8 million dollars. Current policy, 10% Operating + Capital Reserve Projection.

Current Budgetary Policy sets the reserve at 10% combined operating and capital reserves. 10% alone represents only five weeks of operating reserves.

Options:

Recommendation - 25% Operating + Capital Reserve Projection

25% is approximately three months of Operating Reserves

Another alternative - 25% Operating + 10% Capital Projection

25% Operating+10% Capital vs. 40% Reserves – Ridley presented graphs and didn't recommend operating 40% Reserves. Options were presented and seeking recommendation/guidance from Executive Committee with levels of Reserves to be established. In a future meeting, a presentation with formal policy will be requested. Formal Policy change for an annual review of Reverse Levels and Reverse Policy reviewed at every annual session.

After discussion of all options, City Manager Moe wanted to know what the Authority recommends. PT Finance Manager Ridley recommended moving with a 25% percent as a good start. It is prudent, that this policy is reviewed annually. Our treasurer recommended three months or more. Discussion on CIP plan. Draft will be released in the next few weeks. City Manager Moe requested for that information to be available before determining what the Reserves should be. CIP information requested before any formality with the Reserves levels adjusted.

City Manager Osorio requested clarification on Cash Policy with member cities. Ridley discussed on how member cities can ask for money back (pros and cons).

G. **USER COMMITTEE CONSENT CALENDAR**

1. Minutes from January 17, 2023

APPROVE

2. Minutes from February 21, 2023

APPROVE – No quorum

3. Minutes from February 28, 2023

APPROVE

MOTION: Chief Saffell moved to approve the Consent Calendar, item number 1 – 3. The motion was seconded by Chief Lang and passed 3 – 0.

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

None.

I. **EXECUTIVE DIRECTOR'S REPORT**

Executive Director Klun discussed an INSB meeting with the topic of grant funding proceeding. Partnership with INSB and RCC, actively working with regional federal grant opportunities.

NTCW – success with all our cities participating with visits/goodies.

Finance Manager Alfaro will be returning on May 15.
CalEOS Branch - Testing site for transitions for Next Gen, state has been working on this for the last five years. Modernize 911 system of the state.

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

Chief Lang thanked the Authority Team for participating in the Manhattan Beach event on April 6. Discussed Pulse Point App (CPR), currently LA County Fire using.

City Manager Moe requested the financials for this last quarter. Missing from today's agenda.

K. **EXECUTIVE COMMITTEE CLOSED SESSION AGENDA**

At 2:40PM, the Executive Committee entered into closed session to discuss the following items:

1. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Pursuant to Government Code Section 54957 (b)(1)
Title: Executive Director
2. CONFERENCE WITH LABOR NEGOTIATOR
Pursuant to Government Code Section 54957.6
Agency Representative: Jennifer Petrusis
Unrepresented Employee: Executive Director

The meeting returned to open session at 3:22PM with no action taken in closed session.

L. **ADJOURNMENT**

The meeting was adjourned at 3:22PM.