

**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 25th.

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

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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.