

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

JULY 18, 2023

A. CALL TO ORDER

The Board of Directors, the Executive Committee and the User Committee convened in a special joint session at 2:02PM on Tuesday, July 18, 2023, in the second-floor conference room of the South Bay Regional Public Communications Authority at 4440 West Broadway, Hawthorne, CA.

ROLL CALL

Present: Councilmember Rodney Tanaka, City of Gardena
Councilmember David Lesser, City of Manhattan Beach
Councilmember Alex Monteiro, City of Hawthorne
City Manager Vontray Norris, City of Hawthorne
City Manager Bruce Moe, City of Manhattan Beach
Chief Mike Saffell, Gardena Police Department
Chief Gary Tomatani, Hawthorne Police Department
Captain Christian Eichenlaud, Manhattan Beach

Absent: Chief Mike Lang, Manhattan Beach Fire Department
Chief Rachel Johnson, Manhattan Beach Police Department
City Manager Clint Osorio, Gardena

Also Present: Executive Director M. Ross Klun
Operations Manager Shannon Kauffman
Administrative Services Manager John Krok
Finance Manager Vanessa Alfaro
Executive Assistant Cristina Manley
Jennifer Petrusis RWG Law
IT Manager HPD Josh Armstrong

C. PUBLIC DISCUSSION

None.

**D. ELECTION OF THE BOARD OF DIRECTORS CHAIRPERSON AND VICE-CHAIRPERSON FOR FISCAL YEAR
2023–2024**

MOTION: Councilmember Lesser moved to nominate Councilmember Tanaka to serve as Chairperson of the Board of Directors during Fiscal Year 2023-2024. The motion was seconded by Councilmember Monteiro and passed 3 – 0.

MOTION: Councilmember Tanaka moved to nominate Councilmember David Lesser to serve as Vice-Chairperson of the Board of Directors during Fiscal Year 2023-2024. The motion was seconded by Councilmember Monteiro and passed 3 – 0.

E. **BOARD OF DIRECTORS CONSENT CALENDAR**

1. Minutes from March 21, 2023
APPROVED
2. Schedule of Fees and Charges for Fiscal Year 2023/24 as Described in Exhibit A of the Draft Resolution
ADOPT A RESOLUTION ESTABLISHING A SCHEDULE OF FEES AND CHARGES FOR FISCAL YEAR 2023/24
3. Carry Over to FY2023/24 of Purchase Orders Issued in FY2022/23 for Xcel Mechanical Systems Inc., and On Power Industries LLC., and Encumbered Funds Totaling \$155,604.88
APPROVE CARRY OVER OF FUNDS
4. Updated Publicly Available Pay Schedule
APPROVE AND ADOPT

MOTION: Councilmember Tanka moved to approve the Board of Directors' Consent Calendar as written. The motion was seconded by Councilmember Monteiro and passed 3-0.

F. **ITEMS REMOVED FROM CONSENT CALENDAR**

None.

G. **BOARD OF DIRECTORS GENERAL BUSINESS**

1. Executive Director's Report on the July 9th Power Outage at the Communications Center; the Effects on the Generator, Radio System, and CAD system; and Recommendations for Preventing or Mitigating Effects of a Similar Failure in the Future
DISCUSS POSSIBLE POLICY ADOPTION AND PROVIDE DIRECTION

Executive Director provided a Power Point presentation Power Outage and Generator Malfunction. Summarized a timeline from an Edison Electric initiates a scheduled power outage, to a full recovery (power out 10 minutes, restored for 20 minutes, power out again for 17 minutes, power finally restored at 21:29). Full recovery from the event lasted into the morning on Monday. Various computer network systems needed to be rebooted and brought back online in specific order, due to the abrupt power loss. CAD "manual mode incidents needed to be entered into CAD. Vendors remained on site checking equipment and looking for any related issues due to the commercial power outage. Discussed in detail of the Day Tank and discussions followed of a replacement within the next three years from a recent facility assessment findings. The generator runs on fuel coming directly from the Day Tank. The larger 6,000 storage tank feeds the Day tank. The Day Tank supplies the generator. October 2022 was a full checkup, no deficiencies found. April 2023 was a routine checkup, deficiencies were noted with the Day Tank. A replacement Day Tank was ordered and will not arrive for several more weeks. These measures resolve the root cause of the generator furl problem. RCC has 4 layers of radio communications for backup and the 3rd lay are the "Doomsday" radios at each dispatch console within RCC. More cell phones, and purchasing portable power banks to charge them and loading critical information into cloud-based drive for

access from Authority's mobile devices and laptops. This event on Sunday is the first of its kind at the Authority. No one can recall ever having such an occurrence in over 25 years. The generator company said what happened was unusual and rare. Having a single standby generator is most common at critical facilities but is also a single point-of-failure. Discussed options to mitigate measures and protocols refinements seems to reasonably address what happened.

Councilmember Lesser shared concerns/discussions that he had with the User Committee. If the Board would agree, to direct the User Committee to have the ability to bring on a third party to evaluate the resiliency of headquarters and protocols relative to power outages and disasters. The User Committee input from the users themselves to make that determination.

City Manager Moe requested to be notified directly of such occurrence. All boards showed be notified and W/C.

Councilmember Tanka discussed options for the Day Tank and Fuel (failed due to mechanical problems) our system failed. Consider looking at fuel as an option. Manager Krok mentioned getting a quote re-piping and replacement of Day Tank.

MOTION: Councilmember Lesser moved for the Board directing the User Committee to consider using a 3rd party consultant to evaluate the resiliency of the Authority's headquarters facility and protocols relative to power outages and disasters. The motion was seconded by Councilmember Monteiro and passed 3 - 0

2nd MOTION: Councilmember Tanka moved to approve Executive Committee and Board of Directors get notified anytime there's a significant disruption of service or any major events at RCC. The motion was seconded by Councilmember Monteiro and passed 3 - 0

2. Resolution Adopting Updated Assessments for Fiscal Year 2023-2024 and Corresponding Assessment Schedule and Authorizing Authority to Utilize Fund Balance of \$19,186 to Offset Assessment Increases, an Overall Increase of \$13,292 From the March Adopted Assessments

Finance Manager Alfaro discussed in detail the variation of numbers/percentages for each city and the increases. The revised assessments total for FY24 is \$13,243,872, of which the Authority will bill member and contract cities \$13,224,686, or \$19,186 less that will be offset by the Authority's Enterprise fund balance. In comparison to the original assessments total adopted on March 21, 2023, the Authority will collect \$13,292 less, which is the decrease in assessment for Culver City.

ADOPT A RESOLUTION ADOPTING UPDATED ASSESSMENTS AND CORRESPONDING ASSESSMENT SCHEDULE AND AUTHORIZING OFFSET

MOTION: Councilmember Tanka moved to approve Resolution Adopting Updates Assessments for Fiscal Year 2023-2024. The motion was seconded by Councilmember Lesser and passed 3 – 0

H. **ELECTION OF THE EXECUTIVE COMMITTEE CHAIRPERSON AND VICE-CHAIRPERSON FOR FISCAL YEAR 2023-2024**

MOTION: City Manager Norris moved to nominate City Manager Osorio to serve as Chairperson of the Executive Committee, seconded by City Manager Moe, and passed by unanimous roll call vote.

MOTION: City Manager Norris moved to nominate City Manager Norris to serve as Vice-Chairperson of the Executive Committee during Fiscal Year 2023-2024. The motion was seconded by City Manager Moe and passed by unanimous roll call vote.

I. **EXECUTIVE COMMITTEE CONSENT CALENDAR**

1. Check Register– June 2023
RECEIVE AND FILE
2. Authorize the Executive Director to Bind and Approve FY 2023/24 Insurance Policies Proposed by Alliant Insurance Services, Inc. for Insurance Necessary to Protect the Authority and its Member Agencies; and Approve Purchase Orders Associated With 2023/24 Insurance Policies Proposed by Alliant Insurance Services, Inc. in an Amount Not- To-Exceed \$357,744
AUTHORIZE EXECUTIVE DIRECTOR TO BIND AND APPROVE INSURANCE POLICIES AND APPROVE AND AUTHORIZE EXECUTIVE DIRECTOR TO EXECUTE PURCHASE ORDERS
3. Resolution Establishing Ad Hoc Committee to Assist Executive Committee in Selecting a Computer Aided Dispatch Consultant
ADOPT RESOLUTION ESTABLISHING AD HOC COMMITTEE

MOTION: Chief Saffell moved to approve the Executive Committee Consent Calendar items 1- 3. The motion was seconded by City Manager Moe and passed 3 - 0

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

None.

K. **EXECUTIVE COMMITTEE GENERAL BUSINESS**

1. Executive Director's Update on Staffing and Recruitment
RECEIVE AND FILE

Director Klun provided a s staffing report with our recruitment. Two candidates in backgrounds.

L. **ELECTION OF THE USER COMMITTEE CHAIRPERSON AND VICE-CHAIRPERSON FOR FISCAL YEAR 2023-2024**

MOTION: Chief Saffell moved to nominate Chief Lang to serve as Chairperson of the User Committee during Fiscal Year 2023-2024. The motion was seconded by Captain Eichenlaud and passed 3 – 0.

MOTION: Chief Saffell moved to nominate Chief Saffell to serve as Vice-Chairperson of the User Committee during Fiscal Year 2023-2024. The motion was seconded by Captain Eichenlaud and passed 3 – 0.

M. **USER COMMITTEE CONSENT CALENDAR**

None.

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

None.

O. **USER COMMITTEE GENERAL BUSINESS**

1. Consider Using PulsePoint Community Notification Software for Fire Department Dispatch Needs at South Bay Regional Public Communications Authority
PROVIDE DIRECTION

Director Klun shared Chief Lang’s proposal to the Authority to take on a service called PulsePoint. Phone application, interfaces with our dispatch CAD system and provides information to the public through APP. County has been using this service for a few years. The main purpose is to alert folks who have medical training that know CPR of a cardiac arrest near them so they can respond in public places. Public can get notified of a cardiac arrest in real-time in public places and respond. Operational side, PulsePoint it does not add any work load to dispatchers. Our CAD system currently does not provide that real-time feed into that PulsePoint application, it would require additional manual intervention from dispatchers.

MOTION: Chief Saffell moved forward with the technical aspect of PulsePoint to see the feasibility of this project and report to the User Committee on its finding. The motion was seconded by Captain Eichenlaud and passed 3 - 0

P. **EXECUTIVE DIRECTOR’S REPORT**

Director Klun reported that the CAD letter of termination was sent out last month. Our official end date, allowing for 180 days to pass, is January 2, 2024. Update on the CAD consultant Ad Hoc committee. Invitations have been sent to all nine agencies, seven agencies have provided their choice. Select a CAD consultant by RFP.

Q. **BOARD OF DIRECTORS, EXECUTIVE COMMITTEE, AND USER COMMITTEE COMMENTS**

Councilmember Lesser requested a full report of history of Mark43 – steps moving forward. Organizational documents on the website – post bylaws and JPA documents.

R. **ADJOURNMENT**

The meeting was adjourned at 3:02PM.