

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

**NOVEMBER 21, 2023**

A. **CALL TO ORDER**

The Executive Committee and the User Committee convened in a regular joint session at 2:06PM on Tuesday, November 21, 2023, in 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 Vontray Norris, City of Hawthorne  
City Manager Bruce Moe, City of Manhattan Beach  
City Manager Clint Osorio, City of Gardena  
Chief Mike Saffell, Gardena Police Department  
Chief Gary Tomatani, Hawthorne Police Department  
Chief Rachel Johnson, Manhattan Beach Police Department  
Chief Mike Lang, Manhattan Beach Fire Department

Absent: Operations Manager Shannon Kauffman

Also Present: Executive Director M. Ross Klun  
Administrative Services Manager John Krok  
Staff Services Jennifer McReynolds  
Finance Manager Vanessa Alfaro  
Executive Assistant Cristina Manley  
RWG Law Jennifer Petrusis

C. **PUBLIC DISCUSSION**

None.

D. **EXECUTIVE COMMITTEE CONSENT CALENDAR**

1. Check Register – September 2023 and October 2023  
**RECEIVE AND FILE**
2. Fiscal Year 2023-2024 Budget Performance Report for the period July 1, 2023 through September 30, 2023  
**RECEIVE AND FILE**
3. Cash Investments Report for September 30, 2023  
**RECEIVE AND FILE**

**MOTION:** City Manager Moe moved to receive and file. The motion was seconded by City Manager Norris and passed 3-0.

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

None.

F. **EXECUTIVE COMMITTEE GENERAL BUSINESS**

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

Executive Director Klun provided a Power Point presentation on Staffing and Recruitment. We have one applicant in BG's and recruiting event next week at Hawthorne High School. Last couple of months of the end of the year are typically slow due to the holidays. Current staffing levels are at 86%. Upcoming Supervisor eligibility list – testing soon.

G. **USER COMMITTEE CONSENT CALENDAR**

1. Minutes from August 7, 2023  
**APPROVE**

**MOTION:** Chief Saffell moved to receive and file. The motion was seconded by Chief Johnson and passed 3-0.

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

None.

I. **EXECUTIVE DIRECTOR'S REPORT**

Executive Director Klun provided a Power Point presentation on PulsePoint. PulsePoint met with our IT and changes were made to the CAD database to export the data PulsePoint. Next step is for PulsePoint provide us with some network connectivity. Our IT is developing a work-around to satisfy fire department requirements for FirstDue RMS as well as PulsePoint. The first step is for PulsePoint to get community awareness piece working.

CAD update – RFQ published October 17, 2023 and closed on November 20, 2023  
4 Respondents need to be validated: 1. CentralSquare 2. Hexagon 3. Tyler 4. Versaterra  
Important dates RFP – Release RFP 12.29.23, Receive Proposals 2.1.2024, Select Vendor 3.15.24, Contract Executed 6.1.2024 and Implementation 6.1.2025

After-Action Report – July 9<sup>th</sup> Power Outage

Authority was directed to have an outside party to conduct a review and produce an After-Action report (AAR) and recommendations. Matrix Consulting Group is doing the AAR, started on 10.30.23 and expected to be completed approximately 6 weeks. Data was request to Matrix and currently working on interviews with key players and stakeholders.

Working with an energy consultant for solar panels, EV Chargers (7 total), and whole building battery backup system providing 4 hours of continuous power. Working with the After-Action Report consultant on how this battery backup system fits into any recommendations they may have.

McIntyre-St. Clair LLC – Working on a 5-Year Strategic Plan. Conducting interviews with all stakeholders: Board of Directors, Executive Committee, RCC staff and all nine agencies Chiefs. Expected plan completion and Executive Committee presentation is March 2024.

Working with Matrix Consulting Group – 5 CIP  
Presentation to the Executive Committee in December or January.

Site Tours for the City of Redondo Beach for city officials in August.

2023 Q3 Incident entry time comparisons. Incident entry time starts when a 9-1-1 call is answered and ends when CAD incident is created. The 7-10 second increase in Q2 was attributed to an influx of new operators training at this position. As these Operators have continued to gain more experience, corresponding decrease in these times back to our baseline. 9-1-1 call answering times 10 seconds or less.

Technical services stats - 32 vehicles build last quarter. 100 plus public safety vehicles are current on order. Chief Saffell commented, knowing the anticipation of these current vehicles on order. Any thought of contracting some of that work to other vendors. Manager Krok commented on factors on dealing with outside vendors (consistency, quality etc.). RCC is well equipped to handle and currently working with the cities for these build outs. In the process of hiring an installer to help out with the demand.

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

City Manager commented on the out pouring support from all the neighboring cities for Officer Chad Swanson tragedy.

K. **ADJOURNMENT**

The meeting was adjourned at 2:28PM.