**MINUTES OF A REGULAR JOINT MEETING SEPTEMBER 19, 2023**

**OF THE EXECUTIVE COMMITTEE AND THE**

**USER COMMITTEE**

1. **CALL TO ORDER**

The Executive Committee and the User Committee convened in a regular joint session at 2:02PM on Tuesday, September 19, 2023, in the second-floor conference room of the South Bay Regional Public Communications Authority at 4440 West Broadway, Hawthorne, CA.

1. **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

Capitan Andrew Enriquez, Manhattan Beach Police Department

Absent: Administrative Services Manager John Krok

Also Present: Executive Director M. Ross Klun

Operations Manager Shannon Kauffman

Finance Manager Vanessa Alfaro

Executive Assistant Cristina Manley

RWG Law Jennifer Petrusis

1. **PUBLIC DISCUSSION**

None.

1. **EXECUTIVE COMMITTEE CONSENT CALENDAR**
   1. Check Register – July 2023 and August 2023  
      **RECEIVE AND FILE**
   2. Minutes from June 20, 2023  
      **APPROVE**
   3. Minutes from June 28, 2023

**APPROVE**

* 1. Minutes from July 18, 2023

**APPROVE**

* 1. Termination Agreement Between the South Bay Regional Public Communications Authority and Mark43, Inc. Providing for Earlier Effective Termination Date for CAD Software and Professional Services Agreement  
     **APPROVE AND AUTHORIZE EXECUTION OF AGREEMENT**
  2. Fiscal Year 2022-2023 Budget Performance Report for the period July 1, 2022 through June 30, 2023  
     **RECEIVE AND FILE**
  3. Quarterly Cash Investment Report as of June 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.

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

None.

1. **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. Our current staffing levels at 84%, 2 more operators hired in August and 1 conditional offer pending. Hired 14 operators since December.

* 1. Agreement Between the South Bay Regional Public Communications Authority and Cit Com for Public Safety Consulting Services Regarding Computer Aided Dispatch System  
     **APPROVE AND AUTHORIZE EXECUTION OF AGREEMENT**

Executive Director Klun provided an overview of the staff report of the agreement with Cit Com. The Executive Committee consider and approve the Agreement with Cit Com. On August 22, 2023, the Ad Hoc Committee on CAD System Consultant Selection met and considered four proposals from CAD consultants and decided to recommend that the Authority engage Cit Com. Finalist Recommendation Report to be submitted to the Executive Committee for review and consideration.

City Manager Moe expressed concerns that both police and fire have adequately equal input with the selection. Ultimately, it will come back to the Executive Committee for final. Also, mentioned the benefits of having an RFQ as a first step, so you can prequalify everybody before they spent the time and effort looking at proposals. Narrow the field to get the best selection. Recommended to do an RFQ.

City Manager Osorio expressed concerns of considering an RFQ for selection. Further discussion on the history of selection process of an RFP which resulted with Mark43 and now the current objective with getting the right selection meeting all the needs. Suggesting an RFQ to make the selection process smoother for the Authority.

Jennifer Petrusis explained circumstances under the Purchasing Policy with RCC. This falls under Professional & Software does not require formal bidding. Explained the scope of an RFP, make check-in points in the process for the Executive Committee to weigh in on vendors before that final selection by the consultant Cit Com. Ultimately, it’s the Authorities decision to move forward with the vendor. Formal competitive bidding process in the policy, no one is precluded. The consultant is not making the decision for the Authority, they’re presenting advice.

Director Klun discussed that the Agreement is not prepared to be signed and come back with a plan for an RFQ. Scope of services – add RFQ process.

City Manager Osorio motion: Vote to approve the contract with the stipulation of adding the RFQ process and not exceed $60,000 total, with an addition to the scope of services.

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

1. **USER COMMITTEE CONSENT CALENDAR**
   1. Minutes from June 20, 2023
   2. Minutes from June 28, 2023
   3. Minutes from July 18, 2023
   4. Minutes from August 7, 2023

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

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

None.

1. **USER COMMITTEE GENERAL BUSINESS**
   1. Consider Using a 3rd Party Consultant to Evaluate the Resiliency of the Authority’s Headquarters Facility and Protocols Relative to Power Outages and Disasters   
      **PROVIDE DIRECTION**

Chief Tomatani commented on a “fix” (viable solution) that was proposed between Hawthorne IT and RCC staff. Recommend for the consultant to look the solution that Hawthorne IT and RCC staff came up with. Direct consultants to focus on the RCC critical systems i.e. dispatch floor, transmission tower and server room. Single point of failures – transfer switch. A potential solution that doesn’t involve the current infrastructure of this building, in terms of the next failure. Recommended to have a battery system in place would power for a max of 2 hours.

Chief Lang commented on multiple failures – protocols, contact duty crews, procedure of policies. Requested a copy after action report of this incident.

Director Klun commented on a presentation sent out to the group/update in our monthly meetings and continue to do refinements. Discussion of Energy Audit and proposals of getting whole-building battery backup system.

City Manager Norris recommended for the presentation sent out the User Committee via email.

MOTION: Chief Saffell, 3rd party Audit of the incident on July 9, 2023 and the response by RCC relative to the notifications, training of employees, policy and any equipment failure(s) or future needs of equipment.

**MOTION:** The motion was seconded by Chief Johnson and passed 4-0.

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

**PROVIDE DIRECTION**

Chief Lang discussed the importance of PulsePoint. Director Klun commented on the technical feasibility interface with our CAD system and tiger PulsePoint to send out CPR request to the public (need further review from Hawthorne IT). Building a custom integration with our CAD system to supply RMS system information to First Due. Waiting on the interface portion and will provide on update. Community Activity – that portion is available now.

Director Klun was given direction to move forward. Sign-up $10,000 & $10,500 Annual

Subscription (Community Status Activity) for all three fire departments paid by the Authority. Continue to look for a solution for the technical side automated trigger.

1. **EXECUTIVE DIRECTOR’S REPORT**

Director Klun provided an update from the Board of Directors. Organizational/JPA documents uploaded to the website. Currently, working the Matrix Consulting five- year CIP. Includes few meetings and exchange of data. City of Redondo Beach requested a site visit and tour of the Authority’s Operation. Discussion of Dispatch Time comparison over the last 4 quarters. 9-1-1 Call answering Performance for the last 4 quarters – numbers are outstanding currently at 99%. Technical Services – quarterly labor averages between 500-1,000 hours. Back-ordered police vehicles from COVID shutdown begin to arrive in FY23 Q3. Build-outs for the influx of vehicles have now been completed. Tropical Storm Hilary, slight increase in 9-1-1 calls during the storm. The 4th of July is historically a much busier event.

1. **EXECUTIVE COMMITTEE AND USER COMMITTEE COMMENTS**

Chief Lang expressed concerns on the selection of a CAD system both fire and police adequately equal input.

1. **ADJOURNMENT**

The meeting was adjourned at 2:57PM.