**MINUTES OF A SPECIAL MEETING OF THE USER COMMITTEE August 7, 2023**

1. **CALL TO ORDER**

 The User Committee convened in a special meeting session at

 2:05PM on Monday, August 7, 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: Chief Gary Tomatani, City of Hawthorne

 Chief Rachel Johnson, City of Manhattan Beach

 Fire Division Chief, Kevin Tiscareno City of Manhattan Beach

 Captain Andrew Enriquez, City of Manhattan Beach

Absent: Chief Mike Saffell, City of Gardena

 Chief Mike Lang, City of Manhattan Beach

Also Present: Executive Director M. Ross Klun

 Administrative Services Manager John Krok

Operations Manager Shannon Kauffman

Executive Assistant Cristina Manley

Jennifer Petrusis RWG Law

C. **PUBLIC DISCUSSION**

None.

D. **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 AND ADVICE TO EXECUTIVE COMMITTEE**

Executive Director Klun provided a report to the Board of Directors on the July 9th power outage at the communication center. Further explained the effects on the generator, radio system, and CAD system; and recommendations for prevention or mitigating effects of a similar failure in the future. Based on the direction of the Board of Directors, it was discussed whether we should have a third party come in to evaluate the resiliency of headquarters and protocols relative to power outages and disasters.

Executive Director Klun provided a power point presentation – 7.9.2023 Power Outage and Generator Malfunction. Summary timeline starting at 20:39 on Sunday, July 9, 2023. We are not aware of any significant service disruption during the period, either to the communities served or our first responders. Recent facility assessment findings, fuel tank and day tank are 25 years old and due for replacement within the next three years. The generator did operate for periods of time throughout the commercial outage but did not operate continuously. Generator care and maintenance performs a weekly test and regular quarterly preventative maintenance. A replacement Day Tank was ordered several weeks prior to the incident but will not arrive for several more weeks. Prevention and mitigation – additives were placed in the fuel to counter further clogging. RCC has 4 layers of radio communications for backup purposes and redundancy. 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. We have adequately addressed what happened with the generator.

The User Committee has been directed to consider whether to use a third party consultant to come in and evaluate the resiliency of this facility and protocols relatively to power outages and broader sense disasters.

Continuing the discussion for the same item at the next regular Executive & User Committee meeting. In the meantime, members will be provided with a copy of the facility needs assessment that was recently completed.

 **MOTION:** Chief Johnson moved to approve the General Business, item numbers 1. The motion was seconded by Chief Tomatani and passed by 3 – 0.

E. **USER COMMITTEE COMMENTS**

 Chief Tomatani discussed with the group two topics that needed dialog. 1. Spending money

 bringing a consultant. What is the pay off? 2. Would the consultants come up with anything different from the overall evaluation of RCC operations. Duplication of effort with no payoff at the end. Executive committee would like a guarantee that there will be no drop off in service.

 Chief Johnson requested to see the report before deciding. The report would provide some clarity/answers broader perspective.

F. **ADJOURNMENT**

The meeting was adjourned at 2:37PM.