

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

SEPTEMBER 17, 2024

A. CALL TO ORDER

The Executive Committee and the User Committee convened in a regular joint session at 2:02 PM on Tuesday, September 17, 2024, 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 Clint Osorio, City of Gardena
Interim City Manager Talyn Mirzakhanian, City of Manhattan Beach
City Manager Vontray Norris, City of Hawthorne
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:

Also Present: Interim Executive Director John Krok
Operations Manager Shannon Kauffman
Finance Manager Vanessa Alfaro
Executive Assistant Cristina Manley
Jennifer Petrusis, General Counsel, RWG Law
Communications Supervisor Lena Ramos

C. PUBLIC DISCUSSION

None.

D. EMPLOYEE RECOGNITION

Interim Executive Director Krok recognized Communications Supervisor Lena Ramos for her twenty-five years with of service with the Authority.

E. EXECUTIVE COMMITTEE CONSENT CALENDAR

1. Check Register – July 2024
RECEIVE AND FILE
2. Check Register – August 2024
RECEIVE AND FILE
3. FY23-24 Q4 Budget Update
RECEIVE AND FILE
4. Motorola Change Purchase Order in the Amount of \$100,000
APPROVE
5. Setina Change Purchase Order in the Amount of \$250,000
APPROVE
6. Havis Change Purchase Order in the Amount of \$250,000
APPROVE
7. Whelen Change Purchase

APPROVE

8. CDW Change Purchase Order in the Amount of \$100,000

APPROVE

MOTION: City Manager Norris moved to approve the Executive Committee Consent Calendar items 1-8. The motion was seconded by City Manager Osorio and passed by a vote of 3-0.

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

None.

G. **GENERAL BUSINESS**

1. CAD Vendor Selection

PROVIDE DIRECTION ON SELECTING A CAD VENDOR AND DIRECT THE EXECUTIVE DIRECTOR TO DEVELOP AN AGREEMENT WITH THE SELECTED VENDOR

Interim Executive Director Krok discussed a basic timeline on the selection of the new CAD system.

- June of 2014, the Executive and User Committee began discussions on the purchase of a new Computer Aided Dispatch (CAD) system.
- February 2017, an agreement was approved with Mark43, on behalf of the Authority's member and contract cities.
- September 19, 2023, termination for convenience agreement was executed with Mark43. The Executive committee directed the Authority to move forward with the procurement of a new CAD system.

Cit-Com CAD Consultant Bill Romesburg reported:

- October 2023, the Authority's CAD consultant released a Request for Qualifications (RFQ)
- November 2023, four CAD vendors submitted their responses to the Authority; CentralSquare, Hexagon, Tyler and Verasterm. All four vendors met the Authority's CAD system requirements for RFQ.
- January 2024, the Request for Proposal (RFP) was released to the qualified vendors with a six-week response period.
- February 2024, the Authority received four vendor proposals and the two highest scoring vendors, CentralSquare and Versterm, were identified as semi-finalists and invited to provide product demonstrations to the Authority Staff, member and contract cities. Versaterm received the highest overall score.

Romesburg presented a general overview of the vendor proposal evaluation criteria. Four categories were used to score each product; Project Approach, Ability to Perform, Functionality Capabilities & Cost. Functionality of the product was rated the highest. The Authority's project team participated in product demonstrations, virtual site visits and onsite visit. The project team observed Verasterm's Police and Fire CAD in a live environment. The project team updated their initial scoring with Versaterm

and CentralSquare after demonstrations and virtual site visits. The scoring evaluators recommended Versaterm (90%) as the finalist vendor.

Chief of Police Saffell, inquired about the interface with Mark43 RMS. Romesburg explained that Versaterm has a live interface working with Mark43. Chief Johnson voiced concerns about Mark43 RMS. Romesburg explained that Seattle currently has a Mark43 interface with Versaterm. Reference points were requested from Chief Johnson.

He stated Versaterm CAD is operating today in California with both a fire and police integration. Operations Manager Kauffman explained the functionality issues with the previous vendor were given to the contenders.

Chief Saffell inquired of the timeline. Romesburg explained if a contract is signed, 14-months for installation. Versaterm CAD implementation would be independent of an RMS installation and the data export from CAD to RMS is not complex. He stated Versaterm prefers to do CAD and RMS separately, on any installation. A list of interfaces on the fire side was given to Versaterm for the contract development.

Chief Tomatani inquired about a fee rate change with the current RMS system. Interim Executive Director Krok stated that RMS and CAD are two separate contracts. Chief Johnson expressed concerns on the impact of the two systems co-existing together. Romesburg explained that Burbank went live on Versaterm RMS a few weeks ago, and now are using both Versaterm CAD and RMS exclusively. He also mentioned that Versaterm is large fire provider, they have agencies all over the U.S. and Canada that are using the fire system.

Jennifer Petrusis reported the following consensus:

Interim Executive Director Krok has the authority to move forward with the selection of Versaterm CAD and develop a draft agreement. The Executive Committee requested staff report back additional information at the October meeting regarding the interface between Versaterm CAD and the current Mark43 RMS system.

H. **ELECTION OF THE USER COMMITTEE CHAIRPERSON AND VICE-CHAIRPERSON FOR FISCAL YEAR 2024-2025**

MOTION: Chief Saffell moved to nominate Chief Saffell to serve as chairperson of the Executive Committee during Fiscal Year 2024/25. The motion was seconded by Chief Johnson and passed by a vote of 4-0.

MOTION: Chief Saffell moved to nominate Chief Johnson to serve as Vice-Chairperson of the Executive Committee during Fiscal Year 2024/25. The motion was seconded by Chief Tomatani and passed by a vote of 4-0.

I. **USER COMMITTEE CONSENT CALENDAR**

1. Minutes from June 2024

APPROVE

MOTION: Chief Saffell moved to approve the Executive Committee Consent Calendar Item 1. The motion was seconded by Chief Johnson and passed 4–0.

J. **EXECUTIVE DIRECTORS REPORT**

1. Interim Executive Director Krok provided a report on staffing in the communications center. Current staffing level is at eighty (80) percent and supervisors are filling positions during slower periods to offset overtime. Three part-time dispatchers average thirty hours a week and three newly hired dispatchers graduated from the academy and are in training. The Authority is in discussions with a dispatch contract agency to contract temporary dispatchers. The union has also been apprised of the discussions. Interim Executive Director Krok will provide an update on the contract at the next meeting. The Authority will continue to work on ways to alleviate overtime.

K. **EXECUTIVE COMMITTEE AND USER COMMITTEE COMMENTS**

Chief Johnson inquired about the staffing levels for last month. Interim Executive Director reported in the month of August, staffing levels were at 76% and 74% the month before.

Chief Saffell expressed appreciation to Authority Staff for all the vehicle builds. Interim Executive Director Krok reported the Authority hired a new Public Safety Communications Specialist and the Technical Services Department is now fully staffed. He mentioned that there have changes to existing purchase orders due to numerous vehicles coming in at once.

L. **CLOSED SESSION**

At 2:33PM, the Executive Committee entered into closed session to discuss the following items:

1. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Pursuant to Government Code Section 54957(b)(1)
Title: Acting Executive Director

The meeting returned to open session at 3:00PM with no reportable action taken in closed session.

M. **ADJOURNMENT**

The meeting was adjourned at 3:00PM.