

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

AUGUST 13, 2024

A. CALL TO ORDER

The Board of Directors and the Executive Committee and the convened in a special/regular joint session at 2:00PM on Tuesday, August 13, 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: Councilmember Rodney Tanaka, City of Gardena
Councilmember David Lesser, City of Manhattan Beach
Councilmember Alex Monteiro, City of Hawthorne
City Manager Clint Osorio, City of Gardena
City Manager Bruce Moe, City of Manhattan Beach
City Manager Vontray Norris, City of Hawthorne
Chief Mike Saffell, Gardena Police Department
Chief Gary Tomatani, Hawthorne 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 RWG Law

C. PUBLIC DISCUSSION

None.

D. EMPLOYEE RECOGNITION

Interim Director Krok recognized Communications Operator Carolyn Chaffin for her 25 years of dedication and service.

**E. ELECTION OF THE BOARD OF DIRECTORS CHAIRPERSON AND VICE-CHAIRPERSON FOR
FISCAL YEAR 2024/2025**

MOTION: Councilmember Lesser moved to nominate Councilmember Tanaka to serve as chairperson of the Board of Directors during Fiscal Year 2024 -2025. The motion was seconded by Councilmember Monteiro 3 – 0.

MOTION: Councilmember Tanaka moved to nominate Councilmember David Lesser to serve as Vice-Chairperson of the Board of Directors during Fiscal Year 2024 – 2025. The motion was seconded by Councilmember Monteiro and passed 3 – 0.

F. BOARD OF DIRECTORS CONSENT CALENDAR

1. Minutes from May 2024

APPROVE

2. Schedule of Fees and Charges for Fiscal Year 2024/25 as Described in Exhibit A of the Draft Resolution

ADOPT A RESOLUTION ESTABLISHING A SCHEDULE OF FEES AND CHARGES FOR FISCAL YEAR 2024/25

3. Updated Publicly Available Pay Schedule

APPROVE AND ADOPT

4. Proposed A Resolution of the Board of Directors Approving an Annual Consumer Price Index Adjustment for Rates in the Legal Services Agreement with Richards, Watson & Gershon

APPROVE AND ADOPT A RESOLUTION APPROVING AN ANNUAL RATE INCREASE

5. Proposed Amended FMLA Policy

APPROVE AND ADOPT AMENDED POLICY AND RESOLUTION

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

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

None.

H. **BOARD OF DIRECTORS GENERAL BUSINESS**

1. Proposed Capital Improvement Program: Amended Budgetary Policy, 5-Year Capital Improvement Plan and Budget Appropriation from Enterprise Fund for Year 1, and Proposed Dept Policy

APPROVE RESOLUTION AMENDING BUDGETARY POLICY TO ADOPT CAPITAL IMPROVEMENT PROGRAM POLICY, ADOPT RESOLUTION FOR INITIAL 5-YEAR CAPITAL IMPROVEMENT PLAN AND BUDGET APPROPRIATION FOR YEAR 1, AND APPROVE RESOLUTION ADOPTING DEBT POLICY

Interim Executive Director Krok was proposed incorporating a 5-year Capital Improvement Plan. The Authority is seeking approval to adopt resolution amending the Budgetary Policy, adopting a 5-Year CIP and appropriation of \$595,000 from the Enterprise Fund. Finalizing a resolution to adopt a Debt Policy.

Discussion separate in three components:

1. Adoption of a resolution amending the budgetary policy to include Section 7, Capital Improvement Planning. The Matrix Consulting Group was hired to assist with the development of a capital improvement policy and framework. Their recommendations included the following:
 - Criteria for capital assess purchases to be included in the Capital Improvement Plan.
 - Funding principles to govern CIP purchases.
 - Guidelines for prioritizing these purchases.

This policy was presented to the Executive Committee in our June 2024 meeting, concerns were expressed over the proposed threshold of \$25,000 for the capital asset purchases. Interim Director Krok explained that staff conferred with Matrix and agreed that the \$25,000 threshold for CIP projects is appropriate for now.

Councilmember expressed concern over the threshold amount. Interim Director Krok clarified that Matrix agreed with the assessment, after meeting with the Executive Committee.

MOTION: Councilmember Tanaka moved to approve Amended Budgetary Policy, 5-Year Capital Improvement plan. The motion was seconded by Councilmember Lesser and passed by a vote 3-0.

Councilmember Lesser complimented staff for a remarkable job.

2. Initial Five-Year Capital Improvement Plan:

An initial appropriation of \$595,000 from the Enterprise Fund balance is proposed. An assessment report from CSG Consultants assessed the Authority's headquarters and facilities for repairs and replacements components within the next five years. The report included \$595,000 capital purchases, radio communications networks, equipment, and facilities projects.

Five-Year Plan includes the following:

- \$800,000 for radios
- \$800,400 for information technology
- \$865,000 for facilities
- \$2,000,000 for CAD Systems

Total Balance: \$4,465,400

The Authority current fund balance is \$6,500,000 as of June 30, 2023, includes a 10% Operating & Capital Reserve. CAD system's implementation cost is estimated, with annual subscription costs anticipated to be in the range of \$400,000 - \$650,000. These will be part of the operating budget and affect assessments.

Councilmember Monteiro mentioned if amount for the CAD systems \$2,000,000 is sufficient. Interim Director Krok provided the estimates (one – time implementations for both systems) \$1,500,000.

Councilmember Monteiro mentioned implementing Next Gen 911 technology/video system. Operations Manager Kauffman reported that the State of California will fund this program when it comes through 911. Rapid SOS Portal Emergency Interface is a current system. This program is currently state funded. Councilmember Monteiro also inquired about the replacement of the backup generator. Finance Manager Alfaro mentioned the solar component is not part of the CIP. CIP includes components related to day tank generator/piping system.

Councilmember Lesser suggested for that Interim Director Krok follow-up with a discussion with the Board of Directors, when deciding to lease or purchase solar equipment.

Councilmember Lesser inquired when the proposed contract will be implemented. Interim Director Krok confirmed a recommendation to be presented to the Executive Committee at our September meeting.

City Manager Osorio inquired if equipment replacement fund that is currently in the balance sheet. Finance Manager Alfaro mentioned the budget policy contains a 10% reserve which states for operations and equipment replacement (operating reserve).

MOTION: Councilmember Tanaka moved to approve a Resolution adopting 5-Year Capital Improvement Plan effective FY24-25, with an initial appropriation of \$595,000 from the Enterprise Fund undesignated fund balance. The motion was seconded by Councilmember Monteiro and passed by a vote of 3 – 0.

3. Debt Policy:

Matrix Consulting recommended adopting a Debt Policy to govern the use of debt capital asset purchases. The policy may include revenue bonds, loans, and other short-term debt. The staff presented the proposal debt policy to the Executive Committee during the June 2024 meeting, Executive Committee approved the recommendation to the Board of Directors. Directed staff to confirm with Matrix, the debt policy is accordance with the California Debt and Investment Advisory Commission’s (CDIAC) guidelines. Matrix confirmed the proposed policy is aligned with CDIAC’s guidelines.

MOTION: Councilmember Tanaka moved to approve a Resolution adopting the Debt Policy. The motion was seconded by Councilmember Lesser and passed by a vote of 3 – 0.

I. **ELECTION OF THE EXECUTIVE COMMITTEE CHAIRPERSON AND VICE-CHAIRPERSON FOR FISCAL YEAR 2024/2025**

MOTION: City Manager Moe moved to nominate City Manager Norris to serve as Chairperson of the Executive Committee during Fiscal Year 2024 – 2025. The motion was seconded by City Manager Osorio and passed 3 – 0.

MOTION: City Manager Moe moved to nominate City Manager Osorio to serve as Vice-Chairperson of the Executive Committee during Fiscal Year 2024 -2025. The motion was seconded by City Manager Moe and passed by unanimous roll call vote.

J. **EXECUTIVE COMMITTEE CONSENT CALENDAR**

1. Minutes from June 2024

APPROVE

2. Check Register – June 2024

RECEIVE AND FILE

3. Ratify Action by the Executive Director to Bind and Approve FY 2024/25 Insurance Policies Proposed by Alliant Insurance Services, Inc. for Insurance Necessary to Protect the Authority and its Members Agencies, and to Approve Purchase Orders Associated with 2024/25 Insurance Policies Proposed by Alliant Insurance Services, Inc. in an Amount Not to Exceed \$383,153.00

RATIFY ACTION BY EXECUTIVE DIRECTOR TO BIND AND APPROVE INSURANCE POLICIES AND RATIFY EXECUTIVE DIRECTOR'S EXECUTION OF PURCHASE ORDERS

4. Approve a Change order in the amount of \$45,000 to CDW Government for Supplies and Equipment

APPROVE

5. Approve a Change Order in the Amount of \$1,200 to Xcel Mechanical Systems, Inc. for Supplies and Services

APPROVE

6. Approve a Change Order in the Amount of \$32,000 to Compline Inc. for Supplies and Equipment

APPROVE

7. Approve a Change Order in the Amount of \$60,000 to Motorola Solutions Inc. for Supplies and Equipment

APPROVE

8. Cash & Investments Report for June 30, 2024

RECEIVE AND FILE

City Manager Osorio commented on Item 3 of the Consent Calendar, and commended Interim Director Krok for providing information right before the meeting. City Manager Norris expressed gratitude to Interim Director Krok for disseminating information/communication with the Authority's power outage.

MOTION: City Manager Norris moved to approve the Executive Committee Calendar Items 1 – 8. The motion was seconded by City Manager Moe and passed by a vote 3 – 0.

K. **ITEMS REMOVED FROM THE CONSENT CALEDNAR**

None.

L. **EXECUTIVE DIRECTOR'S REPORT**

Interim Director Krok provided an update on the following:

- Authority Staffing: Current staffing levels are at 37/50 Communications Operators and Supervisors – 76%. The Authority is using Supervisors to sit a position. Three new dispatcher's candidates starting the academy on August 19, 2024. We are continuously exploring ways to reduce overtime, reported a 34% decrease of OT. Operations Manager Kauffman and Interim Director Krok are currently working with an agency that has a program for traveling dispatchers on a contract basis (working on a proposal and contract).

Councilmember Lesser inquired on the benefit(s) of an employee seeking employment from an independent contractor. Interim Director Krok explained these candidates are coming from outstate and short-term commitments. The Authority is filling a need, OT and time off. The Authority is working on a contract (cost LA region) to present to the BOD.

Councilmember Tanaka inquired about active recruitment in our surrounding South Bay cities. Operations Manager Kauffman mentioned Torrance Police Department offering a \$40,000 lateral bonus for dispatchers.

City Manager Osorio commented if the staffing from the contract service would be retired annuitants. Interim Director Krok explained that The Authority is looking at CalPERS and CLETS implications. City Manager Osorio mentioned a meet and confer with the union. Interim Director Krok is planning to meet with the union.

City Manager Norris inquired if the contract employee has the option of a buyout, in the event that the employee wants to stay full-time. Interim Director Krok stated that the company would have no issues to contractually commit.

- Computer Aided Dispatch Software and Professional Services Update:

Interim Director Krok recently met with the Fire Task Force committee, provided great input regarding specific integration for the CAD system. The Authority took the information back to our CAD consultant and CAD vendors looking for specific integration guarantees. The Authority staff will meet with CAD consultant to finalize the grades with the CAD vendor selection. In our September 2024 meeting, staff will share with the Board our findings and recommendation for CAD selection.

Councilmember Lesser inquired on the input from our contract agencies with the selection of the CAD system. Interim Director Krok mentioned the number of hands on meetings with the CAD vendors, both fire and police committees attached to all demos. Surveys were sent out with the pros and cons of each system. Additional fire meetings were provided for specific questions and their needs.

- POST Audit:

The Authority recently had a yearly Police Officer Standards and Training (POST) audit that reviews post training requirements and background investigations standards/practices. The Authority successfully completed the audit and found to be in compliance.

- Authority Events:

The Authority participated in National Night Out at each of our cities. Thank you to all the cities, for allowing us to participate.

- Data Security Incident:

Interim Director Krok reported on the data security incident that occurred on July 10,

2024. Discovered a security incident that involved an unauthorized access, encryption of data on a segment of our computer network on the administration side. This incident did not cause a public safety issues, and no impact on systems that support 911 services for the communities that we serve. The investigation is ongoing, but has determined that some data related to the administration of the Authority may have accessed or acquired. Interim Director Krok will provide a final report once it is completed.

Councilmember Lesser inquired if the Authority is currently working on a practice, for a future disruption of infrastructures. Interim Director Krok discussed briefly recommendations from the third party vendor, that were reviewed after this incident. The Authority modified/adjusted our systems based on recommendations.

- Recognition: Interim Director Krok recognized City Manager Bruce Moe, on his exceptional career and profound impact he has had on our organization.

M. **BOARD OF DIRECTORS & EXECUTIVE COMMITTEE COMMENTS**

N. **ADJOURNMENT**

The meeting was adjourned at 2:48p.m.