

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

**OCTOBER 15, 2024**

**A. CALL TO ORDER**

The Executive Committee and the User Committee convened in a regular joint session at 2:01 PM on Tuesday, October 15, 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  
Division Chief Anthony Gomes, Manhattan Beach Fire Department  
Captain Andrew Enriquez, Manhattan Beach Police Department

Absent: Chief Mike Lang, Manhattan Beach Fire Department  
Chief Rachel Johnson, Manhattan Beach Police Department

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 Megan Cunningham  
Accountant Brooke Turnbull

**C. PUBLIC DISCUSSION**

None.

**D. EMPLOYEE RECOGNITION**

Interim Executive Director Krok recognized Communications Supervisor Megan Cunningham for her 15 years of service with the Authority and Brooke Turnbull for her 5 years of service with the Authority.

**E. EXECUTIVE COMMITTEE CONSENT CALENDAR**

1. Minutes from August 13, 2024  
**APPROVE**
2. Minutes from September 17, 2024  
**APPROVE**
3. Check Register – September 2024  
**RECEIVE AND FILE**
4. FY 2024/25 Budget Performance – Q1  
**RECEIVE AND FILE**

**MOTION:** City Manager Mirzakhaniah abstained from Executive Committee Consent Calendar Item 1. City Manager Norris moved to approve the Executive Committee Consent Calendar items 1-4. The motion was seconded by City Manager Osorio and passed by a vote of 2-0 with one abstention.

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

None.

G. **GENERAL BUSINESS**

1. Potential Agreement with getResQ911 for Placement of Communications Operators as Temporary Authority Employees

**APPROVE TO MOVE FORWARD EXPLORE CONTRACT**

Interim Director Krok discussed contracting with an agency for temporary dispatch staffing needs. Agency provides experienced (tenured) employees for temporary employment. Financially feasible compared to current rates and overtime. CAL OES is in the process of preparing a report on the staffing crisis in 9-1-1 centers.

Request for approval to develop a contract for temporary employees (month-to-month) up to 6-months:

- Aim to implement before the holiday season.

**MOTION:** City Manager Mirzakhaniah moved to approve the Executive Committee General Business item 1. The motion was seconded by City Manager Norris and passed by a vote of 3 – 0.

2. CAD Project Update

**RECEIVE AND FILE**

Interim Director Krok discussed CAD project update. Per the direction of the Executive Committee, contract negotiations with vendor VersaTerm initiated. Focus on mobile systems observations and interfaces.

Mobile Systems Observation: Analyze current mobile functionality from end-user's perspective (inside pd/fire monitor vehicle).

Next steps: Engage cities for feedback on current needs and functionality. Review interfaces with police and fire personnel, get an understanding of current usage and future needs for all cities. Ongoing updates will be provided as they arise.

3. Phase 2 Agreement with CitCom for CAD Consulting Services

**APPROVE**

Interim Director Krok reported the 1<sup>st</sup> phase of the CitCom CAD agreement has been completed. Currently, working on the 2<sup>nd</sup> phase of the project. An agreement between the Authority and CitCom was provided. Contract details will remain the same as the first contract (hourly rate), and not to exceed amount \$31,900.

Approve and direct the Executive Director to execute the contract on behalf of the Authority.

**MOTION:** City Manager Norris moved to approve the Executive Committee General Business item 3. The motion was seconded by City Manager Mirzakhanian and passed by a vote of 3-0.

H. **USER COMMITTEE CONSENT CALENDAR**

1. Minutes from September 17, 2024  
**APPROVE**

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

I. **ITEMS REMOVED FROM CONSENT CALENDAR**  
None.

J. **EXECUTIVE DIRECTORS REPORT**  
- Authority Staffing Update  
**RECEIVE AND FILE**

1. Interim Executive Director Krok provided a report on staffing in the communications center; two applicants are currently in backgrounds and several applicants to be interviewed this week. Three new hires have passed their 1<sup>st</sup> phase of training. He expressed that there are concerns about staffing levels with three retirements expected at year end. The Authority continues its' efforts to improve work-life balance and retention of staff. Communications Supervisors are being used to help staffing levels, filling positions during slower periods to offset overtime. It is imperative that the Authority continues to look at avenues to positively affect staffing numbers and the work-life balance of our current full-time employees. The possibility of using temporary dispatch employees to fill vacant hours, would be beneficial to the organization.

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

None.

L. **CLOSED SESSION**

At 2:16PM, the Executive Committee entered into closed session to discuss the following items:

1. PUBLIC EMPLOYEE PERFORMANCE EVALUATION  
Pursuant to Government Code Section 54957.6  
Agency Designated Representative: Jennifer Petrusis  
Employee: Executive Director

The meeting returned to open session at 2:59PM with no reportable action taken in closed session.

M.

**ADJOURNMENT**

The meeting was adjourned at 2:59PM.