

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

NOVEMBER 19, 2024

A. CALL TO ORDER

The Executive Committee and the User Committee convened in a regular joint session at 2:01 PM on Tuesday, November 19, 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 Tallyn Mirzakhanyan, 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
Chief Mike Lang, Manhattan Beach Fire Department
Chief George Avery, El Segundo Fire Department

Absent: 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 Lena Ramos

C. PUBLIC DISCUSSION

None.

D. EXECUTIVE COMMITTEE CONSENT CALENDAR

1. Minutes from October 15, 2024

APPROVE

2. Check Register – October 2024

RECEIVE AND FILE

3. Cash and Investments Report July – September 2024

RECEIVE AND FILE

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

E. ITEMS REMOVED FROM THE CONSENT CALENDAR

None.

F.

GENERAL BUSINESS

1. Executive Director Employment Agreement

APPOINT JOHN KROK AS EXECUTIVE DIRECTOR, APPROVE THE EMPLOYMENT AGREEMENT, AND AUTHORIZE THE EXECUTIVE COMMITTEE CHAIRPERSON TO SIGN EMPLOYMENT AGREEMENT

General Counsel Petrusis provided an overview of the draft contract agreement, authorizing employment for Executive Director. Employment agreement outlined employment and retirement benefits. An oral report was provided and an adjustment to the draft contract, page 3 section 3H – 11 fixed holidays.

MOTION: City Manager Osorio moved to approve Executive Director Employment Agreement John Krok. The motion was seconded by City Manager Mirzakhian and passed by a vote of 3-0.

2. Agreement with GetResQ911 to Provide Professional Placement Services for Temporary Communications Operators

APPROVE AND AUTHORIZE EXECUTIVE DIRECTOR TO EXECUTE ON BEHALF OF AUTHORITY

Executive Director Krok discussed the contract for professional placement services for temporary communication operators:

- \$20,000 startup fee; \$2,400/month per dispatcher – placement fee
- Contract limited to one year
- Dispatchers are required to have several years of experience

Union discussions ongoing: plans for a town hall meeting for employees aimed to clarify the roles of the temporary dispatchers and provide an opportunity for questions.

City Manager Mirzakhian requested the Director to provide a report after hiring a few temporary employees. Executive Director Krok stated he will provide monthly updates on the progress of the program.

MOTION: City Manager Mirzakhian moved to approve the Executive Committee General Business item 2. The motion was seconded by City Manager Norris and passed by a vote of 4 – 0.

G.

USER COMMITTEE CONSENT CALENDAR

1. Minutes for October 15, 2024

APPROVE

MOTION: Chief Saffell moved to approve the User Committee Consent Calendar item 1. The motion was seconded by Chief and passed by a vote of 3 – 0

H.

ITEMS REMOVED FROM CONSENT CALENDAR

I.

EXECUTIVE DIRECTOR REPORT

- Staffing Update

Executive Director Krok provided a report on staffing in the communications center; three applicants are currently in backgrounds and possibility of two starting academy in mid – December. Recent tour by 20 college students from Long Beach Community College. The contract for professional

placement services for temporary communication operators would be beneficial to the organization helping in our staffing levels.

- CAD Update

Development of CAD contract is ongoing. Meeting with fire cities for interface discussions completed. Currently meeting with police department for interface discussions.

- 5 Year CIP Update

Six projects identified for fiscal year. Landscaping and irrigation project completed under budget. Quotes for remaining five projects are in progress.

- Police & Fire Task Force

Emphasis on better communication and collaboration. Regular meetings to discuss service levels and improvements. Standardization of policies and procedures for better training and execution. Chief Saffell requested a designee update for monthly meetings.

- Medical Director

Mandate from Los Angeles County for PSAPs to have an EMD medical director. Working with LA County for a timeline and monthly progress reports. Position to be included in next fiscal year budget process. Anticipated rollout date: July 1, 2025.

J.

EXECUTIVE COMMITTEE AND USER COMMITTEE COMMENT

Chief Saffell suggested for a finance committee to meet with city finance departments. Aim to ensure awareness of budget planning and big-ticket items. Coordination with Vanessa for planning and logistics of meetings.

K.

ADJOURNMENT

The meeting was adjourned at 2:19PM.