

**MINUTES OF THE REGULAR OF THE BOARD OF
DIRECTORS, THE EXECUTIVE COMMITTEE AND THE
USER COMMITTEE**

JANUARY 21, 2025

A. CALL TO ORDER

The Board of Directors, Executive Committee and User Committee convened in a regular joint session at 2:00 PM on Tuesday, January 21, 2025, in the second-floor conference room of the South Bay Regional Public Communications Authority at 4440 West Broadway, Hawthorne, CA.

B. ROLL CALL

Present:

Mayor Pro-Tem 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
Interim City Manager Talyn Mirzakhani, 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
Chief Mike Lang, Manhattan Beach Fire Department
Chief Rachel Johnson, Manhattan Beach Police Department

Absent:

Also Present:

Executive Director John Krok
Operations Manager Shannon Kauffman
Finance Manager Vanessa Alfaro
Executive Assistant Cristina Manley
Jennifer Petrusis General Counsel, RWG Law

C. PUBLIC DISCUSSION

None.

D. BOARD OF DIRECTORS CONSENT CALENDAR

1. Minutes from August 13, 2024

APPROVE

2. Updated Publicly Available Pay Schedule

RECEIVE AND FILE

MOTION: Mayor Pro-Tem Tanaka moved to approve the Board of Directors Consent Calendar items 1-2. The motion was seconded by Councilmember Lesser and passed by a vote of 3-0.

E. ITEMS REMOVED FROM THE CONSENT CALENDAR

None.

F.

BOARD OF DIRECTORS GENERAL BUSINESS

1. Fiscal Year 2024-2025 Mid-Year Budget Report
RECEIVE AND FILE

Finance Manager Alfaro presented Mid-Year Budget Performance Report. Revenues and expenses are on track with the adopted budget.

- Revenues total \$11.5 million, about 80% of expected revenues for fiscal year.
- Expenses through December total approximately \$6.5 million
- Salaries and benefits account for 44% of budgeted amounts
- Supply, services and equipment account for nearly 63%

Staff recommends the Board of Directors, receive and file fiscal year 2024-2025 Mid-Year Budget Performance Report.

MOTION: Mayor Pro-Tem Tanaka motioned to receive and file. The motion was seconded by Councilmember Lesser and passed by a vote of 3-0.

2. Appropriation of \$1,000,000 from the Enterprise Fund to Fund Additional Vehicle Upfitting Purchases
APPROVE

Executive Director Krok asked for approval to appropriate 1 million dollars from the Authority's Enterprise Fund for additional vehicle up-fitting purchases. He mentioned that all costs associated with the up-fitting of vehicles are 100 percent reimbursable by the member or contract agencies requesting these services. He stated that there has a notable increase in cost for parts post COVID.

MOTION: Mayor Pro-Tem Tanaka moved to approve the Board of Directors General Business item 2. The motion was seconded by Councilmember Monteiro and passed by a vote of 3 – 0.

G.

EXECUTIVE COMMITTEE CONSENT CALENDAR

1. Minutes for November 19, 2024

APPROVE

2. Check Register – November 2024

RECEIVE AND FILE

3. Check Register – December 2024

RECEIVE AND FILE

4. Fiscal Year 2023-2024 Annual Financial Report

RECEIVE AND FILE

5. VESTA 911 Equipment and Support Services

APPROVE

6. Approve Change Purchase Orders Totaling \$235,000 to Various Vendors for Vehicle Upfitting Parts and Equipment for the Technical Services Division

APPROVE AND AUTHORIZE EXECUTIVE DIRECTOR TO EXECUTE PURCHASE ORDERS

MOTION: City Manager Norris moved to approve the Executive Committee Consent Calendar item 1 - 6. The motion was seconded by City Manager Mirzakhian and passed by a vote of 3 – 0

H.

ITEMS REMOVED FROM CONSENT CALENDAR

None.

I. **USER COMMITTEE CONSENT CALENDAR**

1. Minutes from November 19, 2024

APPROVE

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

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

None.

K. **EXECUTIVE DIRECTOR'S REPORT**

- **Staffing Update**

Executive Director Krok provided a report on staffing in the communications center; three applicants are currently in backgrounds and one candidate starting the academy January 27th. The Authority hired two temporary communications dispatchers and the costs of a temporary dispatch is mid-range compared to full-time employees. He explained that Authority staff made adjustments to the interview process to better identify suitable candidates with the necessary skill set for the job. Challenges in recruitment are not due to lack of interest but rather the ability to navigate the process.

- **CAD Update**

Draft contract for new CAD system is under review. Expected to receive finalization by the end of the week.

- Software integrations for Fire Departments is nearly complete
- Meeting with Police Task Force, scheduled for Thursday to finalize integration
- Project kickoff is anticipated for early March
- Standard implementation timeline for CAD is between 18 to 24 months

- **5 Year CIP Update**

- Six projects identified for fiscal year; landscaping and irrigation projects have been completed
- Progress is being made on identifying vendors and obtaining final quotes are remaining projects

- **Police & Fire Task Force**

Fire Task Force meetings have resumed with positive attendance and input. The first Police Task Force meeting is scheduled for Thursday.

- **Medical Director**

A medical director is mandated for PSAPs providing emergency medical dispatching (EMD). Budgeting for the position is included in the Authority's next fiscal year budget. Candidate selection is in progress, with a target to go live by July 1st. The basis for this mandate is that it ensures quality assurance in emergency medical dispatching. The Medical Director provides oversight on training and procedures related to emergency medical dispatch.

L. **BOARD OF DIRECTORS, EXECUTIVE AND USER COMMITTEES' COMMENTS**

None.

M. **EXECUTIVE COMMITTEE CLOSED SESSION AGENDA**

The Executive Committee entered closed session at 2:22PM.

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

The Executive Committee returned from closed session at 2:59PM, no reportable action taken.

N. **ADJOURNMENT**

The meeting was adjourned at 2:59PM