

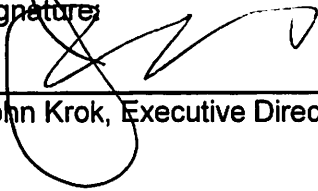
A G E N D A
REGULAR MEETING OF THE EXECUTIVE COMMITTEE AND USER COMMITTEE
TUESDAY, NOVEMBER 18, 2025, 2:00 PM
SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY
SECOND FLOOR CONFERENCE ROOM
4440 W. BROADWAY, HAWTHORNE, CA

- A. **CALL TO ORDER**
- B. **ROLL CALL**
1. Executive Committee
2. User Committee
- C. **PUBLIC DISCUSSION**
Members of the public will be given the opportunity to directly address the Executive Committee and User Committee on any matter within the subject matter jurisdiction of the Authority, including items on the agenda.
- D. **EXECUTIVE COMMITTEE CONSENT CALENDAR**
1. Minutes from October 21, 2025
APPROVE
2. Check Register – October 2025
RECEIVE AND FILE
3. Cash and Investments Report July-September 2025
RECEIVE AND FILE
- E. **ITEMS REMOVED FROM THE CONSENT CALENDAR**
- F. **EXECUTIVE COMMITTEE GENERAL BUSINESS**
1. Interim Executive Director Employment Agreement
APPOINT MIKE SAFFELL AS INTERIM EXECUTIVE DIRECTOR, APPROVE THE EMPLOYMENT AGREEMENT, AND AUTHORIZE THE EXECUTIVE COMMITTEE CHAIRPERSON TO EXECUTE EMPLOYMENT AGREEMENT
- G. **USER COMMITTEE CONSENT CALENDAR**
1. Minutes from October 21, 2025
APPROVE
- H. **ITEMS REMOVED FROM CONSENT CALENDAR**
- I. **EXECUTIVE COMMITTEE AND USER COMMITTEE COMMENT**
- J. **CLOSED SESSION**
1. PUBLIC EMPLOYMENT APPOINTMENT
Pursuant to government Code Section 54957(b)(1)
Title: Executive Director
- K. **ADJOURNMENT**

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Executive Assistant at 310-973-1802 ext. 100. Notification 48 hours prior to the meeting will enable the JPA to make reasonable arrangements to ensure accessibility to this meeting [28CFR35. 102-35. 104 ADA Title II].

Posting Date/Time: November 13, 2025/5:00PM

Signature:



John Krok, Executive Director

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Executive Assistant at 310-973-1802 ext. 100. Notification 48 hours prior to the meeting will enable the JPA to make reasonable arrangements to ensure accessibility to this meeting [28CFR35. 102-35. 104 ADA Title II].

D-1

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

OCTOBER 21, 2025

A. CALL TO ORDER

The Executive Committee and User Committee convened in a regular joint session at 2:04PM on Tuesday, October 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: City Manager Clint Osorio, City of Gardena
City Manager Vontray Norris, City of Hawthorne
City Manager Talyn Mirzakhian, City of Manhattan Beach
Chief Todd Fox, Gardena Police Department
Chief Gary Tomatani, Hawthorne Police Department
Chief Jesse Alexander, Manhattan Beach Fire Department
Lieutenant Matt Sabosky, Manhattan Beach Police Department

Absent: Chief Rachel Johnson, Manhattan Beach Police Department

Also Present: Executive Director John Krok
Finance Manager Vanessa Alfaro
Administrative Services Manager Megan Cunningham
Executive Assistant Cristina Manley
Jennifer Petrusis General Counsel, RWG
Laura Kalty, Liebert Cassidy Whitmore

Absent: Operations Manager Shannon Kauffman

C. PUBLIC DISCUSSION

None.

D. EXECUTIVE COMMITTEE CONSENT CALENDAR

1. Minutes from September 16, 2025
APPROVE
2. Check Register – September 2025
RECEIVE AND FILE
3. FY 2025/26 Budget Performance Report – Q1
RECEIVE AND FILE

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

E. ITEMS REMOVED FROM THE CONSENT CALENDAR

None.

F. EXECUTIVE COMMITTEE GENERAL BUSINESS

1. Professional Services Agreement with Bob Murray & Associates for Executive Director Recruiting Services
APPROVE AND AUTHORIZE EXECUTIVE DIRECTOR TO EXECUTE ON BEHALF OF AUTHORITY
General Counsel Jennifer Petrusis presented the agreement with Bob Murray &

Associates for executive director recruiting services. Draft agreement has been signed by Bob Murray & Associates and is acceptable to them.

MOTION: City Manager Mirzakhian moved to approve and authorize the Executive Director to execute the agreement on behalf of the Authority. The motion was seconded by City Manager Osorio and passed by a vote of 3 – 0.

2. Professional Services Agreement with Michael Kim, M.D. to Provide Medical Director Services

APPROVE AND AUTHORIZE EXECUTIVE DIRECTOR TO EXECUTE ON BEHALF AUTHORITY

Executive Director Krok provided a report that Los Angeles County medical services agencies require any PSAP providing EMD to contract with a Medical Director.

Qualifications: Physician licensed in California, board certified/eligible in emergency medicine, knowledge of emergency medical services or EMD in California and local jurisdiction, familiar with dispatch systems/methodologies, or a physician responsible for dispatch medical direction of a nationally recognized EMD program.

Position included in the fiscal year 2025/2026 budget. Michael Kim was identified as a qualified candidate.

City Manager Norris inquired on the number of applicants interviewed. Executive Director informed the group, three people including Mark Cohen (who Manhattan Beach utilizes). Executive Director Krok explained that the recommendation for Michael Kim was due to the familiarity with the program, good rapport, and availability.

City Manager Mirzakhian inquired about the cost difference between Michael Kim and the other two applicants. Executive Director explained that we budgeted for \$33,000 (overall amount), tied to the cost that Mark Cohen was charging. One-year contract due to uncertainty with the program and costing. Next year, we'll have a more specific scope of work and better understand of what's needed for the Authority.

Chief Alexander inquired on how long the agency has been without its own medical director for EMD. Executive Director Krok replied, approximately a year. Chief Alexander questioned if there were any legal concerns regarding past EMD scenarios without medical director oversight.

Legal Counsel advised they would provide an attorney client privileged opinion separately.

MOTION: City Manager Norris moved to approve agreement with Michael Kim. The motion was seconded City Manager Osorio and passed by a vote of 3-0.

3. Executive Director's Update Versaterm CAD Project

RECEIVE AND FILE

Executive Director Krok provided an update on Versaterm CAD project. The Authority met with Versaterm, the CAD vendor, from October 6th – 9th for Configuration Workshop 2 (3rd deliverable of 9). Areas addressed: CAD

database tables, mobile MDC application, CAD commands, status windows, GIS data, and Fire run cards. Next meeting (Configuration Workshop 3) is scheduled for January 2026. Focus will be on building out the CAD production and training environments. Project is on schedule for final acceptance in July 2026.

City Manager Mirzakhonian inquired if the team had any exposure to what they are doing and any initial concerns. Executive Director Krok explained that team members (3) are actively involved in the workshops and data entry. Administrative Services Manager Megan mentioned that Versaterm is readily available for meetings and assistance.

Chief Alexander inquired on a date of completion for milestone three. Executive Director Krok explained that milestone 3 which was Workshop 2 was completed the week of October 6th – 9th. The next deliverable Workshop 3 – due January 2026.

4. Executive Director's Update on Technical Services
RECEIVE AND FILE

Executive Director Krok provided an update on Technical Services vehicle buildout update.

Currently working on:

Hawthorne Police Department – 2 patrol vehicles

Culver City Police Department – 1 administration vehicle

Gardena Police Department – 1 patrol vehicle

In the queue to be built:

Culver City Police Department – 2 parking vehicles

Gardena Police Department – 4 patrol vehicles

Hawthorne Police Department – 5 patrol vehicles

Pending orders:

Culver City Police Department – 10 vehicles

Manhattan Beach Police Department – 18 vehicles

Gardena Police Department – 10 vehicles

Hawthorne Police Department – 7 vehicles

Summary: 4 vehicles being built, 11 waiting for be built, and 45 pending orders.

5. Executive Director's Update on Staffing and Training
RECEIVE AND FILE

Executive Director Krok provided an update staffing and training. Staffing levels are at 50%. To offset the overtime, there are eight part-time employees, one temporary employee, and four supervisors working dispatch positions. Four dispatchers are starting the academy November 10th. One is a lateral, a previous employee. Three additional candidates are in backgrounds, one also being lateral.

A career hiring event at Cerritos College this month resulted in multiple applications.

Executive Director Krok mentioned operators are completing their two-hour mandatory hands-on fire review scenario training which is conducted quarterly, last session was in July. Nearly complete with the training for all employees on this quarterly training.

City Manager Mirzakhian inquired about the mandatory overtime situation. Executive Director Krok explained that mandatory overtime has not changed and is comparable to prior months. Temporary employees, part-time employees, and supervisors in sitting positions are offsetting the overtime. Shannon and Megan possibly do some cross duties to help out. In talks with temporary agencies, including ResQ911.

City Manager Norris inquired about any retirements pending. Executive Director Krok mentioned that one is pending for November and she is coming back to work part-time.

G. **USER COMMITTEE CONSENT CALENDAR**

1. Minutes for September 16, 2025

APPROVE

MOTION: Chief Fox motioned to approve Item-1. The motion was seconded by Chief Tomatani and passed by a vote of 4-0.

H. **ITEMS REMOVED FROM CONSENT CALENDAR**

None.

I. **EXECUTIVE COMMITTEE AND USER COMMITTEE COMMENTS**

J. **CLOSED SESSION**

The Executive Committee entered closed session at 2:18PM and returned at 3:55PM with no reportable action taken.

1. CONFERENCE WITH LABOR NEGOTIATOR
Pursuant to Government Code Section 54957.6
Agency Designated Representatives: Executive Director and Liebert, Cassidy Whitmore
Employee Organization: The California Teamsters Public, Professional and Medical Employees Union Local 911
2. PUBLIC EMPLOYMENT APPOINTMENT
Pursuant to Government Code Section 54957(b)(1)
Title: Executive Director

K. **ADJOURNMENT**

The meeting was adjourned at 3:55PM.

D-2



Check Register FY 2025-26

October 2025

Accounts Payable Check Issued Date **Total Check Amount Notes**

October 3, 2025	\$149,680.08
October 10, 2025	\$133,650.16
October 17, 2025	\$99,369.55
October 24, 2025	\$84,952.96
October 31, 2025	<u>\$97,546.02</u>
Accounts Payable Total	\$565,198.77

Payroll Checks Issued Date

October 3, 2025	\$165,699.55
October 17, 2025	\$179,701.42
October 31, 2025	<u>\$171,584.85</u>
Payroll Total	\$516,985.82

Bank : bow BANK OF THE WEST

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
20966	10/3/2025	00219	INTERNAL REVENUE SEF Ben41307	10/3/2025	FEDERAL WITHHOLDING TAX	36,161.17	36,161.17
20967	10/3/2025	00223	EMPLOYMENT DEVEL DE Ben41311	10/3/2025	STATE DISABILITY INSURANC	14,156.48	14,156.48
20968	10/3/2025	00222	STATE DISBURSEMENT L Ben41315	10/3/2025	SUPPORT: PAYMENT	184.62	184.62
20969	10/3/2025	00058	CALPERS Ben41309	10/3/2025	PERS RETIREMENT: PAYMEN	28,787.26	28,787.26
20970	10/3/2025	00221	MISSIONSQUARE RETIRE Ben41305	10/3/2025	DEFERRED COMPENSATION	12,179.74	12,179.74
58955	10/3/2025	00218	CWA LOCAL 9400 Ben41301	10/3/2025	UNION DUES CWA: PAYMENT	60.79	60.79
58956	10/3/2025	00217	INTL BROTHERHOOD OF Ben41303	10/3/2025	UNION DUES TEAMSTERS: P.	1,031.00	1,031.00
58957	10/3/2025	00996	WAGeworks INC., HEAL Ben41313	10/3/2025	HEALTH CARE FSA: PAYMEN	665.45	665.45
Sub total for BANK OF THE WEST:							93,226.51

Bank : bow BANK OF THE WEST

<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Invoice</u>	<u>Inv Date</u>	<u>Description</u>	<u>Amount Paid</u>	<u>Check Total</u>	
20964	10/2/2025	00696	GUARDIAN	533654-10	10/2/2025	GUARDIAN - DENTAL, VISION,	5,536.77	5,536.77
20965	10/3/2025	00058	CALPERS	1000000	9/15/2025	HEALTH PREMIUMS FOR OC	50,916.80	50,916.80
Sub total for BANK OF THE WEST:							56,453.57	

Bank : bow BANK OF THE WEST

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
2318	10/10/2025	00012	CALIFORNIA WATER SER	5550731926	9/30/2025	FIRE PROTECTION SERVICE	106.16	106.16
2319	10/2/2025	00058	CALPERS	1000000180349	8/25/2025	GASB 68 REPORTING SERVICE	350.00	
				1000000180443	9/2/2025	RETIRED ANNUITANT ENROL	200.00	550.00
2320	10/10/2025	00651	FRONTIER	209-188-0077-04	10/1/2025	PHONE SERVICE	337.48	337.48
2321	10/10/2025	00069	SOUTHERN CALIFORNIA	700610392752	10/3/2025	ELECT SERV GRANDVIEW/ 9	384.17	384.17
2322	10/10/2025	00070	GAS COMPANY, THE	059 194 8982 2	10/3/2025	GAS SERVICE HQ/ 9/02/2025-	1,530.74	1,530.74
58958	10/10/2025	00477	APPLE ONLINE STORE	MC08944073	9/25/2025	REPLACEMENT MACBOOK - I	1,439.40	1,439.40
58959	10/10/2025	00064	AT&T, ATT PAYMENT CEN	960 461-1623 55	10/1/2025	PHONE SERVICE 10/01/2025-	4,456.16	4,456.16
58960	10/10/2025	00444	BOSS SAFETY	192646	9/30/2025	HAWTHORNE PD VEHICLE O	1,381.26	1,381.26
58961	10/10/2025	00460	CHARTER COMMUNICATI	2491898011001	10/1/2025	FY 25-26 INTERNET SERVICE	3,034.08	3,034.08
58962	10/10/2025	00017	CHEM PRO LABORATORY	IN214428	10/1/2025	WATER TREATMENT SERVICE	96.05	96.05
58963	10/10/2025	00439	CIT COM, INC.	2025-16	10/1/2025	CAD SYSTEM IMPLEMENTATI	14,795.00	14,795.00
58964	10/10/2025	00416	CLEARENT, LLC, DESCO,	IFE-0000266728	10/2/2025	ELECTRONIC SERVICE CON	1,950.00	1,950.00
58965	10/10/2025	00225	COMMLINE INC	0509138-IN	9/24/2025	ANNUAL HARDWARE SUPPO	15,000.00	15,000.00
58966	10/10/2025	00879	CROWN CASTLE	1953566	10/1/2025	REDUNDANT INTERNET SER	1,100.00	1,100.00
58967	10/10/2025	01069	DOCUMENT CONSULTING	139179	9/1/2025	COPIER LEASE & PRINTING S	716.17	716.17
58968	10/10/2025	01048	ERIC JASON ARROYO	3790	10/1/2025	RECRUITMENT - BACKGROU	1,500.00	1,500.00
58969	10/10/2025	00785	EXPERIAN	6000133601	9/28/2025	CREDIT MONITORING	78.68	78.68
58970	10/10/2025	00008	FEDERAL SIGNAL CORP	9038018	9/26/2025	FEDERAL SIGNAL CORP BILL	6,011.20	6,011.20
58971	10/10/2025	00181	GARDENA, CITY OF	007794	6/30/2025	FY24-25 911 PHONE LINE SEI	3,153.50	3,153.50
58972	10/10/2025	00027	HAVIS INC.	SIN326638	9/18/2025	HAVIS INC BILLABLE PARTS	698.84	698.84
58973	10/10/2025	00148	HAWTHORNE, CITY OF	IT-25-01-RCC	9/29/2025	COMPUTER CONTRACT SER	50,000.00	50,000.00
58974	10/10/2025	00799	LA UNIFORMS & TAILORIN	28991	10/1/2025	UNIFORM SETS	438.13	438.13
58975	10/10/2025	00442	LAWSON PRODUCTS, INC	9312851506	9/26/2025	LAWSON PRODUCTS INC BIL	68.95	68.95
58976	10/10/2025	00043	MANEY WIRE & CABLE, IN	20100055	9/25/2025	MANEY WIRE & CABLE INC B	1,577.05	1,577.05
58977	10/10/2025	00047	MOTOROLA SOLUTIONS,	8282209786	9/26/2025	MOTOROLA SOLUTIONS INC	1,893.13	1,893.13
58978	10/10/2025	00819	OCCUPATIONAL HEALTH	87625403	7/29/2025	PRE-EMPLOYMENT MEDICAL	995.00	995.00
58979	10/10/2025	01022	RACE COMMUNICATIONS	RC1814692	10/1/2025	COMMUNICATION CONTRAC	1,198.50	1,198.50
58980	10/10/2025	01143	RX PLUMBING & ROOTEF	000031	9/29/2025	EMERGENCY PLUMBING & E	2,604.81	2,604.81
58981	10/10/2025	00824	SMART JANITORIAL, COM	35343	10/1/2025	HQ MAINTENANCE - CLEANIN	4,530.55	4,530.55
58982	10/10/2025	00074	STAPLES INC.	7007147357	10/4/2025	OFFICE & JANITORIAL SUPPL	210.99	210.99
58983	10/10/2025	00711	TROY SHEET METAL WO	68624	5/27/2025	TROY PRODUCTS INC BILLAI	582.09	
				68634	5/27/2025	TROY PRODUCTS INC BILLAI	580.29	1,162.38

Bank : bow BANK OF THE WEST (Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
58984	10/10/2025	00171	VERIZON WIRELESS	9/23/2025	GPD DAC CHARGES/ 8/24/25-	1,918.92	
			6124249439	9/23/2025	DAC CHARGES HPD/ 8/24/25-	1,837.33	
			6124234015	9/23/2025	MODEM SVC. MBPD/ 8/24/25	1,009.61	
			6123845670	9/18/2025	CELL PH. CHGS: 8/19/25-9/18,	834.24	
			6124234016	9/23/2025	MODEM SVC. MBPD/ 8/24/25-	158.06	5,758.16
58985	10/10/2025	01065	WAGeworks INC., HEAL INV8262396	9/23/2025	FY 25-26 FSA MONTHLY COM	92.00	92.00
58986	10/10/2025	00481	WAYTEK, INC.	9/23/2025	WAYTEK INC BILLABLE PART	2,105.03	2,105.03
58987	10/10/2025	01028	WESTIN AUTOMOTIVE PF 2251889	9/29/2025	WESTIN AUTOMOTIVE BILLAI	2,430.58	
			2250827	9/23/2025	WESTIN AUTOMOTIVE BILLAI	266.01	2,696.59
Sub total for BANK OF THE WEST:							133,650.16

Bank : bow BANK OF THE WEST

<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Invoice</u>	<u>Inv Date</u>	<u>Description</u>	<u>Amount Paid</u>	<u>Check Total</u>
20971	10/17/2025	00219	INTERNAL REVENUE SEF Ben41367	10/17/2025	FEDERAL WITHHOLDING TAX	38,096.17	38,096.17
20972	10/17/2025	00223	EMPLOYMENT DEVEL DE Ben41371	10/17/2025	STATE DISABILITY INSURANC	16,473.01	16,473.01
20973	10/17/2025	00222	STATE DISBURSEMENT L Ben41375	10/17/2025	SUPPORT: PAYMENT	184.62	184.62
20974	10/17/2025	00058	CALPERS Ben41369	10/17/2025	PERS RETIREMENT: PAYMEN	30,604.95	30,604.95
20975	10/17/2025	00221	MISSIONSQUARE RETIRE Ben41365	10/17/2025	DEFERRED COMPENSATION	12,251.56	12,251.56
58988	10/17/2025	00218	CWA LOCAL 9400 Ben41361	10/17/2025	UNION DUES CWA: PAYMENT	60.79	60.79
58989	10/17/2025	00217	INTL BROTHERHOOD OF Ben41363	10/17/2025	UNION DUES TEAMSTERS: P.	1,033.00	1,033.00
58990	10/17/2025	00996	WAGeworks INC., HEAL Ben41373	10/17/2025	HEALTH CARE FSA: PAYMEN	665.45	665.45
Sub total for BANK OF THE WEST:							99,369.55

Bank : bow BANK OF THE WEST

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
2323	10/24/2025	00621	FIRST BANKCARD				
		00260	CALPERS	7325014493848	9/23/2025	CALPERS TRAINING	1,842.25
		00486	BEST BUY STORE 1011	BBY01-8070894	9/23/2025	DISHWASHER	1,581.59
		00981	SAM'S CLUB	10337508893	8/27/2025	EMPLOYEE WELLNESS PRO	602.38
		00260	CALPERS	09/09/25	9/9/2025	CALPERS EDUCATIONAL FO	599.00
		01165	GOVERNMENT TAX SEMI	0025111	9/16/2025	2025 TAX WEBINAR	595.00
		00014	CDW GOVERNMENT, INC	1CHXS99	9/17/2025	OTHER EQUIPMENT - SERVE	551.40
		00052	PARADISE AWARDS	41118	9/19/2025	EMPLOYEE SERVICES - YEAI	379.02
		00610	DIRECTV	065190124X250	9/4/2025	CABLE SERVICES	257.99
		01036	CLOUDFLARE INC.	IN-47189946	8/28/2025	SOFTWARE SERVICES	250.00
		01036	CLOUDFLARE INC.	IN-48847459	9/28/2025	SOFTWARE SERVICES	250.00
		00466	AMAZON MARKETPLACE	112-5939436-01	9/22/2025	GEN TECHNICAL SUPPLIES	216.11
		00228	COSTCO MEMBERSHIP	1221942434 C	9/5/2025	JANITORIAL SUPPLIES	163.50
		00467	LOWES BUSINESS	214424368	9/25/2025	PARTS - BILLING	156.39
		00600	CHEVRON G&M #186	113685122	9/2/2025	FUEL (VAN)	119.00
		00714	DOOR DASH	091025	9/10/2025	EMPLOYEE SERVICES - MAN	114.65
		00466	AMAZON MARKETPLACE	112-4968666-91	9/29/2025	PARTS - BILLING	113.79
		00228	COSTCO MEMBERSHIP	1221942434 B	9/5/2025	JANITORIAL SUPPLIES	92.79
		00761	BOX	INV13041868	9/26/2025	SOFTWARE SERVICES	90.00
		00467	LOWES BUSINESS	87760675	9/26/2025	PARTS - BILLING	89.60
		01047	GODADDY	3901515831	9/23/2025	WEBSITE HOST SUBSCRIPTI	85.98
		00228	COSTCO MEMBERSHIP	1221942434 A	9/5/2025	JANITORIAL SUPPLIES	82.84
		00467	LOWES BUSINESS	415183672	9/9/2025	PARTS - BILLING	70.46
		00466	AMAZON MARKETPLACE	112-1850704-34	9/5/2025	GEN TECHNICAL SUPPLIES	69.18
		00466	AMAZON MARKETPLACE	112-3447858-88	9/5/2025	GEN TECHNICAL SUPPLIES	67.18
		01164	OSHA4LESS	121600041259	9/22/2025	LABOR LAW POSTERS	65.59
		00539	RALPHS GROCERY	91125	9/11/2025	EMPLOYEE SERVICES - MAN	53.60
		00981	SAM'S CLUB	10337499075	8/27/2025	EMPLOYEE WELLNESS PRO	51.52
		00466	AMAZON MARKETPLACE	112-1850704-34	9/5/2025	GEN TECH SUPPLIES	44.16
		01046	PELTON	090125	9/1/2025	EMPLOYEE SERVICES	44.00
		00955	PERSONNEL CONCEPTS	PC30060278	9/25/2025	STATE AND FEDERAL LABOR	42.99
		00014	CDW GOVERNMENT, INC	AG1IY6G	9/18/2025	OTHER EQUIPMENT - ADAPT	37.58
		00466	AMAZON MARKETPLACE	112-9824515-48	9/10/2025	GEN TECHNICAL SUPPLIES	37.39
		00502	TRADER JOES	9796	9/23/2025	EMPLOYEE SERVICES - CALI	31.94

Bank : bow BANK OF THE WEST (Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
		00714	DOOR DASH	092325	9/24/2025	TECH WEEKLY MEETING	31.47
		01146	CVS PHARMACY #8860	8415	9/11/2025	OFFICE SUPPLIES	24.61
		00539	RALPHS GROCERY	9/19/25	9/19/2025	JANITORIAL SUPPLIES - ANT	16.06
		00826	LA TIMES	090825	9/8/2025	LA TIMES MONTHLY SUBSCR	15.96
		01112	CRICUT INC.	092625	9/26/2025	CRICUT SUBSCRIPTION	9.99
2324	10/24/2025	01162	BMO COMMERCIAL CAR				8,946.96
		00255	CSMFO	6343744	9/25/2025	GASB 96 & GASB 103 WEBIN/	200.00
		01166	UCLA ANDERSON SCHOC	91819253	9/25/2025	UCLA ANDERSON ECONOMIC	95.00
2325	10/24/2025	00069	SOUTHERN CALIFORNIA	700440732476	10/13/2025	ELEC SERV HQ/ 9/10/25 - 10/C	17,658.87
				700383926852	10/17/2025	ELEC SERV PUNTA/ 9/18/25 -	906.70
2326	10/24/2025	00073	STATE BOARD OF EQUAL	012-655960	9/30/2025	SALES & USE TAX PMT WITH	3,545.00
2327	10/24/2025	00012	CALIFORNIA WATER SER	4675328235	10/16/2025	WATER SERV HQ/ 9/17/25-10/	561.45
58991	10/24/2025	00810	& ASSOCIATES, MAX PAR	10212	6/10/2025	WEBSITE MAINTENANCE SEI	250.00
				10322	10/10/2025	WEBSITE MAINTENANCE SEI	250.00
58992	10/24/2025	00297	AT&T, ATT CALNET	000024219551	10/13/2025	PHONE SERV 9/13/25-10/12/2	3,341.04
				000024166179	10/3/2025	PHONE SERVICE 09/03/25-10-	511.00
				000024226749	10/13/2025	PHONE SERV 9/13/25-10/12/2	282.72
				000024223686	10/13/2025	PHONE SERV 9/13/25-10/12/2	246.41
58993	10/24/2025	01138	AUST, JENNIFER	102425	10/24/2025	RETIREE MED PREM/NOV 20	42.00
58994	10/24/2025	01043	BLUE BOX AIR, LLC	22010	10/13/2025	MAINTENANCE OF AC DUCTI	3,000.00
58995	10/24/2025	00101	CORDOVA, TONY	102425	10/24/2025	RETIREE MED PREM/NOV 20	592.00
58996	10/24/2025	00081	COSTON, SHANDER	102425	10/24/2025	RETIREE MED PREM/NOV 20	342.00
58997	10/24/2025	00354	CUNNINGHAM, MEGAN	102225	10/22/2025	2025 CALPERS EDUCATIONA	329.90
58998	10/24/2025	00103	DIVINITY, TANJI	102425	10/24/2025	RETIREE MED PREM/NOV 20	592.00
58999	10/24/2025	00105	EBERLE, KELLE	102425	10/24/2025	RETIREE MED PREM/NOV 20	342.00
59000	10/24/2025	01048	ERIC JASON ARROYO	3782	9/29/2025	RECRUITMENT - BACKGROU	1,500.00
				3794	10/9/2025	RECRUITMENT - BACKGROU	1,500.00
59001	10/24/2025	01089	FOSTER & FOSTER, INC.	38236	10/8/2025	ACTUARIAL SERVICES FOR F	1,800.00
59002	10/24/2025	00651	FRONTIER	7002Z664-S-252	10/5/2025	PHONE SERV 10/05/25-11/04/	9,735.51
				7002Z665-S-252	10/5/2025	PHONE SERV 10/05/25-11/04/	6,691.72
59003	10/24/2025	00027	HAVIS INC.	SIN329209	10/7/2025	HAVIS INC BILLABLE PARTS	1,181.97
59004	10/24/2025	00577	JESSICA RAMOS	4211	10/17/2025	VEHICLE MAINTENANCE & D	120.00
59005	10/24/2025	01091	MANLEY, CRISTINA	102225	10/22/2025	2025 CALPERS EDUCATIONA	146.50
59006	10/24/2025	00113	MARTIN, LISA	102425	10/24/2025	RETIREE MED PREM/NOV 20	342.00
59007	10/24/2025	01005	ORKIN PEST CONTROL	284266077	9/29/2025	PEST CONTROL SERVICES~	82.00

Bank : bow BANK OF THE WEST (Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
59008	10/24/2025	00121 PINELA, ELIZABETH	102425	10/24/2025	RETIREE MED PREM/NOV 20	592.00	592.00
59009	10/24/2025	01152 PRIMO BRANDS	05J8710076043	10/14/2025	WATER FILTRATION SYSTEM	86.87	86.87
59010	10/24/2025	00637 SAFE MART, THE	2200	9/29/2025	REPLACEMENT CONTROL AF	1,572.74	
			2225	9/29/2025	HQ SERVICE MAINTENANCE	1,505.85	3,078.59
59011	10/24/2025	00145 SETINA MFG CO INC	318680	9/30/2025	SETINA MANUFACTURING CO	12,018.35	
			318681	9/30/2025	SETINA MANUFACTURING CO	486.53	12,504.88
59012	10/24/2025	00124 SMITH, KEVIN	102425	10/24/2025	RETIREE MED PREM/NOV 20	342.00	342.00
59013	10/24/2025	00106 SMITH, SANDRA	102425	10/24/2025	RETIREE MED PREM/NOV 20	342.00	342.00
59014	10/24/2025	00074 STAPLES INC.	7007227542	10/11/2025	OFFICE & JANITORIAL SUPPL	633.75	
			7007305346	10/18/2025	OFFICE & JANITORIAL SUPPL	435.99	1,069.74
59015	10/24/2025	00034 STEVENS, GARY	102425	10/24/2025	RETIREE MED PREM/NOV 20	592.00	592.00
59016	10/24/2025	00036 TALLEY INCORPORATED	10464071	9/25/2025	TALLEY INC BILLABLE PARTS	1,210.13	1,210.13
Sub total for BANK OF THE WEST:							84,952.96

Bank : bow BANK OF THE WEST

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
20976	10/31/2025	00219	INTERNAL REVENUE SEF Ben41497	10/31/2025	FEDERAL WITHHOLDING TAX	40,344.53	40,344.53
20977	10/31/2025	00223	EMPLOYMENT DEVEL DE Ben41501	10/31/2025	STATE DISABILITY INSURANC	16,461.24	16,461.24
20978	10/31/2025	00222	STATE DISBURSEMENT L Ben41505	10/31/2025	SUPPORT: PAYMENT	184.62	184.62
20979	10/31/2025	00058	CALPERS Ben41499	10/31/2025	PERS RETIREMENT: PAYMEN	29,144.97	29,144.97
20980	10/31/2025	00221	MISSIONSQUARE RETIRE Ben41495	10/31/2025	DEFERRED COMPENSATION	8,689.79	8,689.79
59017	10/31/2025	00002	AFLAC Ben41493	10/31/2025	AFLAC INSURANCE: PAYMEN	2,055.42	2,055.42
59018	10/31/2025	00996	WAGeworks INC., HEAL Ben41503	10/31/2025	HEALTH CARE FSA: PAYMEN	665.45	665.45
Sub total for BANK OF THE WEST:							97,546.02

D-3



Staff Report

South Bay Regional Public Communications Authority

MEETING DATE: November 18, 2025

ITEM NUMBER: D-3

TO: Executive Committee

COPY TO: Tim Lilligren, Treasurer

FROM: Vanessa Alfaro, Finance & Performance Audit Manager

SUBJECT: Cash & Investments Report/September 30, 2025

ATTACHMENTS:

1. Cash & Investments Report for September 30, 2025
2. LAIF Month End Statement for September 30, 2025
3. PMIA Performance Report as of September 30, 2025

RECOMMENDATION

Staff recommends that the Executive Committee receive and file the Cash & Investments Report for September 30, 2025.

BACKGROUND

Section 53646 (a) (2) of the Government Code, states that the treasurer or chief fiscal officer may render a quarterly report (regarding the local agency's cash and investments) to the chief executive officer, the internal auditor, and the legislative body of the local agency. The quarterly report shall be so submitted within 30 days following the end of the quarter covered by the report. The legislative body of a local agency may elect to require the report specified in subdivision (b) to be made on a monthly basis instead of quarterly.

At the November 21, 2006 meeting, the Executive Committee elected to receive the Cash & Investments Report on a quarterly basis. The Board of Directors receives the Cash & Investments Report annually.

DISCUSSION

Staff has completed the bank reconciliation for September 30, 2025. Attached is the Cash & Investments Report for the period. All idle cash of the Authority is invested 100% with the State's Local Agency Investment Fund (LAIF). This complies with the Statement of Investment Policy. In the third quarter of calendar year 2025, LAIF's monthly performance averaged an effective yield of 4.24%.

FISCAL IMPACT

None.

D-3

Attachment 1



Cash and Investments Report
As of September 30, 2025

Funding Source	Bank Balance	Deposits in Transit	Outstanding Checks	Book Balance
<u>Active Accounts</u>				
Bank of the West/BMO Bank (General/Payroll)	\$ 2,896,443.72		\$ 39,887.89	\$ 2,856,555.83
<u>Investments</u>				
LAIF	\$ 12,233,604.29		\$ -	\$ 12,233,604.29
Total Investments	\$ 12,233,604.29	\$ -	\$ -	\$ 12,233,604.29
<u>Other Cash on Hand</u>				
Petty Cash	\$ -	\$ -	\$ -	\$ 500.00
				\$ 500.00
Total Cash & Investments				\$ 15,090,660.12
<u>Breakdown of cash by fund:</u>				
Fund 10 (Enterprise Fund)				\$ 15,090,660.12
Fund 30 (Enterprise Fund)				-
Fund 20 (Grant Fund)				-
Total				\$ 15,090,660.12

D-3

Attachment 2

California State Treasurer *Fiona Ma, CPA*



Local Agency Investment Fund
P.O. Box 942809
Sacramento, CA 94209-0001
(916) 653-3001

October 02, 2025

[LAIF Home](#)
[PMIA Average Monthly Yields](#)

SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS
AUTHORITY
TREASURER
4440 WEST BROADWAY
HAWTHORNE, CA 90250

[Tran Type Definitions](#)

Account Number: 15-19-001

September 2025 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
9/5/2025	9/4/2025	RW	1782134	1742750	VANESSA ALFARO	-380,000.00
9/18/2025	9/17/2025	RD	1782598	1743206	VANESSA ALFARO	550,000.00

Account Summary

Total Deposit:	550,000.00	Beginning Balance:	12,063,604.29
Total Withdrawal:	-380,000.00	Ending Balance:	12,233,604.29

D-3

Attachment 3



PMIA/LAIF Performance Report as of 11/05/25



Quarterly Performance Quarter Ended 9/30/25

LAIF Apportionment Rate ⁽²⁾ :	4.34
LAIF Earnings Ratio ⁽²⁾ :	0.00011893333163814
LAIF Administrative Cost ^{(1)*} :	0.26
LAIF Fair Value Factor ⁽¹⁾ :	1.001929581
PMIA Daily ⁽¹⁾ :	4.19
PMIA Quarter to Date ⁽¹⁾ :	4.24
PMIA Average Life ⁽¹⁾ :	254

PMIA Average Monthly Effective Yields⁽¹⁾

October	4.150
September	4.212
August	4.251
July	4.258
June	4.269
May	4.272

Pooled Money Investment Account Monthly Portfolio Composition ⁽¹⁾ 9/30/25 \$161.7 billion

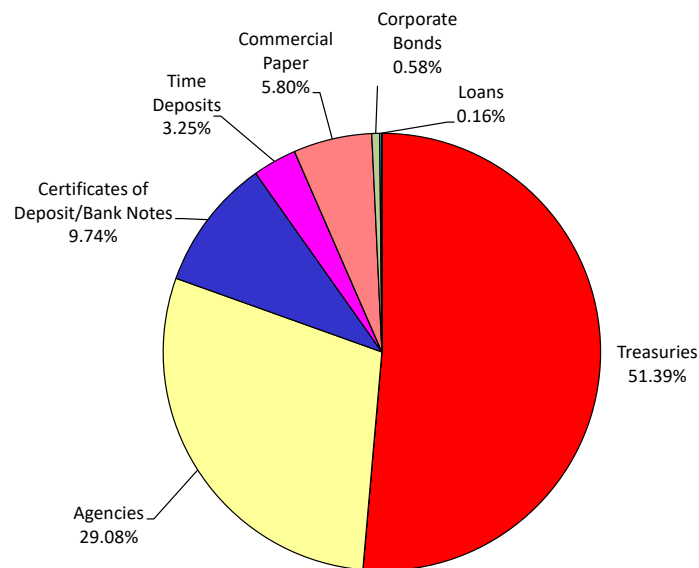


Chart does not include \$987,000.00 in mortgages, which equates to 0.001%. Percentages may not total 100% due to rounding.

Daily rates are now available here. [View PMIA Daily Rates](#)

Notes: The apportionment rate includes interest earned on the CalPERS Supplemental Pension Payment pursuant to Government Code 20825 (c)(1).

*The percentage of administrative cost equals the total administrative cost divided by the quarterly interest earnings. The law provides that administrative costs are not to exceed 5% of quarterly EARNINGS of the fund. However, if the 13-week Daily Treasury Bill Rate on the last day of the fiscal year is below 1%, then administrative costs shall not exceed 8% of quarterly EARNINGS of the fund for the subsequent fiscal year.

Source:

⁽¹⁾ State of California, Office of the Treasurer

⁽²⁾ State of California, Office of the Controller



Agenda Item Report

South Bay Regional Public Communications Authority

MEETING DATE: November 18, 2025

ITEM: F-1

TO: Executive Committee

FROM: Jennifer Petrusis, General Counsel

SUBJECT: EMPLOYMENT AGREEMENT BETWEEN THE SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY AND MIKE SAFFELL FOR INTERIM EXECUTIVE DIRECTOR POSITION

ATTACHMENTS: 1. Employment Agreement

RECOMMENDATION

That the Executive Committee appoint Mike Saffell as Interim Executive Director, approve the Employment Agreement, and authorize the Executive Committee Chairperson to sign the Employment Agreement on behalf of the Authority.

DISCUSSION

The Authority anticipates having a vacancy for the position of Executive Director starting December 8, 2025, which creates an immediate need for an individual to assume those duties on that date. The Authority has already began an active recruitment for the permanent appointment of the Executive Director, but in the meantime, it needs to secure the specialized services of a suitably qualified person to serve as Interim Executive Director on a temporary, interim basis while the Authority seeks to permanently fill the position.

Attached is an Employment Agreement for the appointment of Mike Saffell as Interim Executive Director, effective December 8, 2025. Mr. Saffell possesses the specialized skills and knowledge necessary to serve as Interim Executive Director as a result of his long and distinguished career in law enforcement and his previous experience as a member of the Authority's User Committee.

Mr. Saffell is a retired person under the California Public Employees' Retirement System and desires to retain his retirement status and benefits. Accordingly, he is limited to working 960 hours in any fiscal year for the Authority.

Consistent with applicable provisions of California retirement law, Mr. Saffell's compensation cannot be less than the minimum nor can it exceed the maximum monthly base salary paid to

other employees performing comparable duties, as listed on a publicly available pay schedule for the vacant position of Executive Director. Therefore, Mr. Saffell's monthly salary will be \$19,000, which will be divided by 173.333 to equal an hourly rate of \$109.61.

Mr. Saffell will not receive any other benefits, incentives, compensation in lieu of benefits, or any other forms of compensation in addition to the hourly rate, except as expressly required by law.

FISCAL IMPACT

The salary as described above and in the attached Employment Agreement.

F-1

Attachment 1

**EMPLOYMENT AGREEMENT BETWEEN
SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY
AND MIKE SAFFELL**

This Employment Agreement (“Agreement”) shall be effective as of December 8, 2025, by and between the South Bay Regional Public Communications Authority (“Authority”) and Mike Saffell (“Employee”), (collectively the “Parties”) with reference to the following facts and circumstances.

RECITALS

- A. The Authority will have a vacancy for the position of Executive Director, creating an immediate need for an individual to assume the duties of this position.
- B. The Authority has commenced an active recruitment for the permanent appointment of the Executive Director and desires to secure the specialized services of a suitably qualified person to serve as Interim Executive Director on a temporary, interim basis while the Authority seeks to permanently fill the position.
- C. The Interim Executive Director appointment is an appointment to a position of a limited duration and one requiring specialized skills. It is a temporary, provisional appointment, pending recruitment, selection, and appointment of a permanent Executive Director, or earlier termination as determined by the Executive Committee or Board of Directors.
- D. Employee possesses the specialized skills necessary to serve as Interim Executive Director as a result of a long and distinguished career in law enforcement.
- E. The Authority desires to have Employee serve as Interim Executive Director and Employee desires to accept employment as Interim Executive Director.
- F. Employee is a retired person under the California Public Employees’ Retirement System (“PERS”) and desires to retain his retirement status and benefits. The Public Employees’ Retirement Law (“PERL”), commencing at Government Code Section 20000, permits a person retired under PERS to serve in otherwise covered employment without reinstatement from retirement and without loss or interruption of retirement benefits, provided certain conditions exist and the retired person does not work more than 960 hours in any fiscal year for all PERS covered employers. The Authority and Employee desire to structure the employment to take advantage of this provision, pursuant to the authority in Government Code Section 21221(h).
- G. Employee represents and warrants that his PERS retirement date became effective at least 180 days prior to the effective date of this Agreement, and that he was of normal retirement age when he retired.

H. The Authority and Employee wish to enter into this Agreement that sets forth the rights and obligations of the Parties and that will supersede all prior negotiations, discussions, or agreements.

NOW, THEREFORE, for and in consideration of the mutual covenants and conditions herein contained, the Authority and Employee agree as follows:

1. **TERM.** Unless sooner terminated, as provided in this Agreement, the term of this Agreement shall be from December 8, 2025 (“Effective Date”) to the earlier of the date on which (a) a duly appointed person assumes the duties of the position of Executive Director, (b) Employee reaches 960 hours of service as a retired annuitant in a fiscal year for all PERS covered employers, or (c) Employee or the Authority terminates the Agreement. Employee shall only be appointed once to this vacant position and shall not be eligible for reappointment or for an extension of the specified term.

2. **DUTIES AND AUTHORITY.** Employee shall, on an interim basis, exercise the full powers and perform the duties of the position of Executive Director of the Authority, as set forth in the personnel and Authority rules, regulations and procedures; the applicable job description and under state law, as each of them currently or may in the future exist. Employee shall exercise such other powers and perform such other duties as the Executive Committee may from time to time assign.

3. **EMPLOYEE’S OBLIGATIONS.** Employee shall devote his best efforts to the performance of this Agreement and to the promotion of the Authority’s interests. Employee shall not engage in any activity, consulting service, or enterprise, for compensation or otherwise, which is actually or potentially in conflict with, or inimical to, or which materially interferes with, his duties and responsibilities to the Authority, or presents a reasonable likelihood that Employee will be required by State law to recuse himself from discussions or decisions regarding Authority business.

4. **WAGE RATE AND BENEFITS.**

A. **Hours.** Employee shall perform his duties as Interim Executive Director for the Authority during normal work hours. Employee’s schedule may be adjusted to serve the Authority’s needs, as determined by the Executive Committee, and as agreed to by Employee.

B. **Base Wage.** Consistent with applicable provisions of California retirement law, the compensation paid to Employee will not be less than the minimum nor exceed the maximum monthly base salary paid to other employees performing comparable duties, as listed on a publicly available pay schedule for the vacant position of Executive Director. The monthly salary of \$19,000 will be divided by 173.333 to equal an hourly rate. The Authority shall pay Employee for all hours actually worked at the hourly rate of \$109.61, subject to legally permissible or required withholding, paid on the Authority’s normal paydays. Employee agrees to accurately track and report all hours worked, and agrees that he cannot volunteer hours of work to Employer while an employee.

C. Employment Benefits. Employee acknowledges that he will not be eligible for and shall not receive any benefits, incentives, compensation in lieu of benefits, or any other forms of compensation in addition to the hourly rate, except as expressly required by law. The Parties acknowledge that Employee is not eligible for California paid sick leave pursuant to the exemption in Labor Code § 245.5(a)(4).

(1) Group Medical and Dental Insurance. Employee acknowledges that he (including his dependents) will not be eligible for, and hereby waives entitlement to, health and welfare benefits and group insurance, including, without limitation, medical, life, dental, optical, and disability coverage. However, nothing in this Agreement is intended to waive or to otherwise interfere with retiree health insurance coverage available to Employee as a retired City of Gardena employee.

(2) Retirement Plan. Employee shall remain a retired person under PERS and shall not be eligible to participate under the PERS Plan applicable to other employees of the Authority. As a retired annuitant and to the extent provided by law, Employee will not be subject to mandatory social security coverage.

(3) Expenses. The Authority recognizes that Employee may incur certain expenses of a non-personal and job-related nature. The Authority agrees to reimburse or to pay such business expenses which are incurred and submitted according to the Authority's normal expense reimbursement procedures. To be eligible for reimbursement, all expenses must be supported by documentation meeting the Authority's normal requirements and must be submitted within the time limits established by the Authority.

5. INDEMNIFICATION.

A. The Authority will defend and indemnify Employee, using legal counsel of the Authority's choosing, against legal liability for acts or omissions by Employee occurring in the course and scope of employment under this Agreement, in accord with California Government Code Sections 825, 995, and 995.2 – 995.8, and other applicable provisions of California law. In the event independent counsel is required for Employee, the Authority may select and will pay the reasonable fees of such independent counsel. Notwithstanding anything to the contrary in this subsection, pursuant to Government Code Section 53243.1, if the Authority provides funds for the legal criminal defense of Employee, any funds provided for that purpose shall be fully reimbursed by Employee to the Authority if Employee is convicted of a crime involving an abuse of his office or position. Employee recognizes that the Authority shall have the right to compromise and settle all actions or proceedings in which the Authority is providing Employee a defense, even if Employee objects to such compromise or settlement.

B. In the event a court, an authorized PERS representative, or any government authority determines Employee to be eligible for enrollment in PERS as an employee of the Authority, or determines Employee and/or the Authority to be liable for costs, expenses, penalties, or other PERS-related liability arising from or related to Employee's performance of the services

pursuant to this Agreement, Employee shall indemnify, defend, and hold the Authority harmless for payment of any employee and/or employer contributions for PERS benefits on behalf of Employee, as well as for the payment of any penalties or interest or other liability concerning such contributions or other PERS-related liability that would otherwise be the responsibility of the Authority. Employee expressly waives the right to bring any action against the Authority, in any court or other judicial or administrative forum, resulting from any determination by PERS regarding Employee's performance of services under this Agreement.

6. AT-WILL EMPLOYMENT RELATIONSHIP. Consistent with Authority rules and procedures, and the PERL, the Executive Committee is the appointing authority for Employee, and Employee is employed at the pleasure of the Executive Committee. Either the Executive Committee or Employee may terminate this Agreement and the employment relationship at any time without cause. Nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of the Authority to terminate the employment of Employee. Employee may terminate this Agreement and the employment relationship upon 30 calendar days' written notice.

7. TERMINATION. The Authority shall pay Employee for all services through the effective date of termination and Employee shall receive no other compensation or payment or any severance. The Authority does not have to provide any reason or cause for termination.

8. INTEGRATION OF AGREEMENT. This Agreement contains the entire Agreement between the parties and supersedes all prior oral and written agreements, understandings, commitments, and practices between the parties concerning Employee's employment as Interim Executive Director with the Authority. Each party to this Agreement acknowledges that no representations, inducements, promises, or agreements, oral or written, have been made by any party, or anyone acting on behalf of any party, which are not embodied herein, and that no other agreement, statement, or promise not contained in this Agreement shall be valid or binding on either party.

9. METHOD OF AMENDMENT. No amendments to this Agreement may be made except by a writing signed and dated by the parties.

10. NOTICES. Any notice to the Authority under this Agreement shall be given in writing to the Authority, either by personal service or by registered or certified mail, postage prepaid, addressed to the Executive Committee at the Authority's principal place of business. A courtesy copy shall be given to the General Counsel in a like manner. Any such notice to Employee shall be given in a like manner and, if mailed, shall be addressed to Employee at his home address then shown in the Authority's personnel file. For the purpose of determining compliance with any time limit in this Agreement, a notice shall be deemed to have been duly given (a) on the date of delivery, if served personally on the party to whom notice is to be given, or (b) on the third calendar day after mailing, if mailed to the party to whom the notice is to be given in the manner provided in this section.

11. GENERAL PROVISIONS.

A. If any provision of this Agreement is held invalid or unenforceable, the remainder of this Agreement shall nevertheless remain in full force and effect. If any provision is held invalid or unenforceable with respect to particular circumstances, it shall nevertheless remain in full force and effect in all other circumstances.

B. This Agreement sets forth the final, complete and exclusive agreement between the Authority and Employee relating to the employment of Employee by the Authority. Any prior discussions or representations by or between the parties are merged into and rendered null and void by this Agreement. The foregoing notwithstanding, Employee acknowledges that, except as expressly provided in this Agreement, his employment is subject to the Authority's generally applicable rules and policies pertaining to employment matters, such as those addressing equal employment opportunity, sexual harassment, and violence in the workplace.

C. This Agreement shall be interpreted and construed pursuant to and in accordance with the laws of the State of California and all applicable Authority rules, regulations, and resolutions.

D. Employee acknowledges that he has had the opportunity and has conducted an independent review of the financial and legal effects of this Agreement. Employee acknowledges that he has made an independent judgment upon the financial and legal effects of this Agreement and has not relied upon any representation of the Authority its officers, agents, or employees other than those expressly set forth in this Agreement.

E. Employee represents and warrants that he has not received any unemployment insurance payments for prior retired annuitant work for any PERS employer within 12 months prior to the Effective Date. Employee further represents and warrants that there was no verbal or written agreement between him and the Authority to return to work as a retired annuitant before Employee's date of retirement.

IN WITNESS WHEREOF, the parties have caused this Agreement to be signed and executed personally or on its behalf by its duly authorized representative.

EMPLOYEE:

MIKE SAFFELL

[Signatures continue on next page]

AUTHORITY:
SOUTH BAY REGIONAL PUBLIC
COMMUNICATIONS AUTHORITY,
A Joint Powers Authority

By: _____
VONTRAY NORRIS
Chairperson, Executive Committee

APPROVED AS TO FORM:

JENNIFER PETRUSIS
General Counsel

G-1

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

OCTOBER 21, 2025

A. CALL TO ORDER

The Executive Committee and User Committee convened in a regular joint session at 2:04PM on Tuesday, October 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: City Manager Clint Osorio, City of Gardena
City Manager Vontray Norris, City of Hawthorne
City Manager Talyn Mirzakhian, City of Manhattan Beach
Chief Todd Fox, Gardena Police Department
Chief Gary Tomatani, Hawthorne Police Department
Chief Jesse Alexander, Manhattan Beach Fire Department
Lieutenant Matt Sabosky, Manhattan Beach Police Department

Absent: Chief Rachel Johnson, Manhattan Beach Police Department

Also Present: Executive Director John Krok
Finance Manager Vanessa Alfaro
Administrative Services Manager Megan Cunningham
Executive Assistant Cristina Manley
Jennifer Petrusis General Counsel, RWG
Laura Kalty, Liebert Cassidy Whitmore

Absent: Operations Manager Shannon Kauffman

C. PUBLIC DISCUSSION

None.

D. EXECUTIVE COMMITTEE CONSENT CALENDAR

1. Minutes from September 16, 2025
APPROVE
2. Check Register – September 2025
RECEIVE AND FILE
3. FY 2025/26 Budget Performance Report – Q1
RECEIVE AND FILE

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

E. ITEMS REMOVED FROM THE CONSENT CALENDAR

None.

F. EXECUTIVE COMMITTEE GENERAL BUSINESS

1. Professional Services Agreement with Bob Murray & Associates for Executive Director Recruiting Services
APPROVE AND AUTHORIZE EXECUTIVE DIRECTOR TO EXECUTE ON BEHALF OF AUTHORITY
General Counsel Jennifer Petrusis presented the agreement with Bob Murray &

Associates for executive director recruiting services. Draft agreement has been signed by Bob Murray & Associates and is acceptable to them.

MOTION: City Manager Mirzakhian moved to approve and authorize the Executive Director to execute the agreement on behalf of the Authority. The motion was seconded by City Manager Osorio and passed by a vote of 3 – 0.

2. Professional Services Agreement with Michael Kim, M.D. to Provide Medical Director Services

APPROVE AND AUTHORIZE EXECUTIVE DIRECTOR TO EXECUTE ON BEHALF AUTHORITY

Executive Director Krok provided a report that Los Angeles County medical services agencies require any PSAP providing EMD to contract with a Medical Director.

Qualifications: Physician licensed in California, board certified/eligible in emergency medicine, knowledge of emergency medical services or EMD in California and local jurisdiction, familiar with dispatch systems/methodologies, or a physician responsible for dispatch medical direction of a nationally recognized EMD program.

Position included in the fiscal year 2025/2026 budget. Michael Kim was identified as a qualified candidate.

City Manager Norris inquired on the number of applicants interviewed. Executive Director informed the group, three people including Mark Cohen (who Manhattan Beach utilizes). Executive Director Krok explained that the recommendation for Michael Kim was due to the familiarity with the program, good rapport, and availability.

City Manager Mirzakhian inquired about the cost difference between Michael Kim and the other two applicants. Executive Director explained that we budgeted for \$33,000 (overall amount), tied to the cost that Mark Cohen was charging. One-year contract due to uncertainty with the program and costing. Next year, we'll have a more specific scope of work and better understand of what's needed for the Authority.

Chief Alexander inquired on how long the agency has been without its own medical director for EMD. Executive Director Krok replied, approximately a year. Chief Alexander questioned if there were any legal concerns regarding past EMD scenarios without medical director oversight.

Legal Counsel advised they would provide an attorney client privileged opinion separately.

MOTION: City Manager Norris moved to approve agreement with Michael Kim. The motion was seconded City Manager Osorio and passed by a vote of 3-0.

3. Executive Director's Update Versaterm CAD Project

RECEIVE AND FILE

Executive Director Krok provided an update on Versaterm CAD project. The Authority met with Versaterm, the CAD vendor, from October 6th – 9th for Configuration Workshop 2 (3rd deliverable of 9). Areas addressed: CAD

database tables, mobile MDC application, CAD commands, status windows, GIS data, and Fire run cards. Next meeting (Configuration Workshop 3) is scheduled for January 2026. Focus will be on building out the CAD production and training environments. Project is on schedule for final acceptance in July 2026.

City Manager Mirzakhonian inquired if the team had any exposure to what they are doing and any initial concerns. Executive Director Krok explained that team members (3) are actively involved in the workshops and data entry. Administrative Services Manager Megan mentioned that Versaterm is readily available for meetings and assistance.

Chief Alexander inquired on a date of completion for milestone three. Executive Director Krok explained that milestone 3 which was Workshop 2 was completed the week of October 6th – 9th. The next deliverable Workshop 3 – due January 2026.

4. Executive Director's Update on Technical Services
RECEIVE AND FILE

Executive Director Krok provided an update on Technical Services vehicle buildout update.

Currently working on:

Hawthorne Police Department – 2 patrol vehicles

Culver City Police Department – 1 administration vehicle

Gardena Police Department – 1 patrol vehicle

In the queue to be built:

Culver City Police Department – 2 parking vehicles

Gardena Police Department – 4 patrol vehicles

Hawthorne Police Department – 5 patrol vehicles

Pending orders:

Culver City Police Department – 10 vehicles

Manhattan Beach Police Department – 18 vehicles

Gardena Police Department – 10 vehicles

Hawthorne Police Department – 7 vehicles

Summary: 4 vehicles being built, 11 waiting for be built, and 45 pending orders.

5. Executive Director's Update on Staffing and Training
RECEIVE AND FILE

Executive Director Krok provided an update staffing and training. Staffing levels are at 50%. To offset the overtime, there are eight part-time employees, one temporary employee, and four supervisors working dispatch positions. Four dispatchers are starting the academy November 10th. One is a lateral, a previous employee. Three additional candidates are in backgrounds, one also being lateral.

A career hiring event at Cerritos College this month resulted in multiple applications.

Executive Director Krok mentioned operators are completing their two-hour mandatory hands-on fire review scenario training which is conducted quarterly, last session was in July. Nearly complete with the training for all employees on this quarterly training.

City Manager Mirzakhian inquired about the mandatory overtime situation. Executive Director Krok explained that mandatory overtime has not changed and is comparable to prior months. Temporary employees, part-time employees, and supervisors in sitting positions are offsetting the overtime. Shannon and Megan possibly do some cross duties to help out. In talks with temporary agencies, including ResQ911.

City Manager Norris inquired about any retirements pending. Executive Director Krok mentioned that one is pending for November and she is coming back to work part-time.

G. **USER COMMITTEE CONSENT CALENDAR**

1. Minutes for September 16, 2025

APPROVE

MOTION: Chief Fox motioned to approve Item-1. The motion was seconded by Chief Tomatani and passed by a vote of 4-0.

H. **ITEMS REMOVED FROM CONSENT CALENDAR**

None.

I. **EXECUTIVE COMMITTEE AND USER COMMITTEE COMMENTS**

J. **CLOSED SESSION**

The Executive Committee entered closed session at 2:18PM and returned at 3:55PM with no reportable action taken.

1. CONFERENCE WITH LABOR NEGOTIATOR
Pursuant to Government Code Section 54957.6
Agency Designated Representatives: Executive Director and Liebert, Cassidy Whitmore
Employee Organization: The California Teamsters Public, Professional and Medical Employees Union Local 911
2. PUBLIC EMPLOYMENT APPOINTMENT
Pursuant to Government Code Section 54957(b)(1)
Title: Executive Director

K. **ADJOURNMENT**

The meeting was adjourned at 3:55PM.