

A G E N D A
REGULAR MEETING OF THE EXECUTIVE COMMITTEE AND USER COMMITTEE
TUESDAY, DECEMBER 16, 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 November 18, 2025
APPROVE
2. Check Register – November 2025
RECEIVE AND FILE
- E. **ITEMS REMOVED FROM THE CONSENT CALENDAR**
- F. **EXECUTIVE COMMITTEE GENERAL BUSINESS**
1. Executive Director's Update Versaterm CAD Project
RECEIVE AND FILE
2. Executive Director's Update on Technical Services
RECEIVE AND FILE
3. Executive Director's Update on Staffing
RECEIVE AND FILE
- G. **USER COMMITTEE CONSENT CALENDAR**
1. Minutes from November 18, 2025
APPROVE
- H. **ITEMS REMOVED FROM CONSENT CALENDAR**
- I. **EXECUTIVE COMMITTEE AND USER COMMITTEE COMMENT**
- J. **CLOSED SESSION**
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 EMPLOYEE PERFORMANCE EVALUATION

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].

Pursuant to Government Code Section 54957(b)(1)
Title: Executive Director

K. **ADJOURNMENT**

Posting Date/Time: December 11, 2025/5:00PM

Signature:

Mike Saffell

Mike Saffell, Interim 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**

NOVEMBER 18, 2025

A. CALL TO ORDER

The Executive Committee and User Committee convened in a regular joint session at 2:03PM on Tuesday, November 18, 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 Mirzakhonian, City of Manhattan Beach
Chief Todd Fox, Gardena Police Department
Acting Chief Eric Lane, Hawthorne Police Department
Chief Jesse Alexander, Manhattan Beach Fire Department
Chief Rachel Johnson, Manhattan Beach Police Department

Absent: John Krok, Executive Director

Also Present: Shannon Kauffman, Operations Manager
Vanessa Alfaro, Finance Manager
Megan Cunningham, Administrative Services Manager
Cristina Manley, Executive Assistant
Jennifer Petrusis, General Counsel RWG

Absent:

C. PUBLIC DISCUSSION

None.

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

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

E. ITEMS REMOVED FROM THE CONSENT CALENDAR

None.

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

General Counsel Jennifer Petrusis presented the agreement according to government code section 54953. A summary of the recommended final action by the Executive Committee on the salary, salary schedule, or compensation paid in the form fringe benefits of interim director position. Mike Saffell is up for consideration as interim executive director. Saffell retired annuitant with CalPERS, compensation will be \$19,000 per month, which is \$109.61 per hour. As a retired annuitant, Mr. Saffell will be limited to 960 hours during any fiscal year. Mr. Saffell will not receive any other forms of compensation or fringe benefits. Appointment effective December 8, 2025.

City Manager Norris inquired on work schedule. City Manager Osorio explained that Saffell's schedule is flexible based on the agency's needs. Saffell's will reassess the agency's needs to formulate an official schedule.

City Manager Mirzakhian inquired if there would be a gap of employment between November and December. General Counsel Petrusis explained that John Krok will be in his position as Executive Director until December 7th, that would be his retirement date. Mike Saffell would start December 8th.

MOTION: City Manager Osorio moved to appoint Mike Saffell as Interim Executive Director, approve the appointment agreement, and authorize Executive Committee to execute the agreement on behalf of the Authority. The motion was seconded by City Manager Norris and passed by a vote of 3 – 0.

G. **USER COMMITTEE CONSENT CALENDAR**

1. Minutes for October 21, 2025

APPROVE

MOTION: Acting Chief Lane abstained from User Committee Consent Calendar Item 1. Chief Johnson motioned to approve Item-1. The motion was seconded by Chief Alexander and passed by a vote of 3-0.

H. **ITEMS REMOVED FROM CONSENT CALENDAR**

None.

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

J. **CLOSED SESSION**

The Executive Committee entered closed session at 2:11PM and returned at 2:35PM with no reportable action taken.

1. PUBLIC EMPLOYMENT APPOINTMENT
Pursuant to Government Code Section 54957(b)(1)
Title: Executive Director

K. **ADJOURNMENT**

The meeting was adjourned at 2:35PM.

D-2



Check Register FY 2025-26

November 2025

<u>Accounts Payable Check Issued Date</u>	<u>Total Check Amount</u>	<u>Notes</u>
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November 7, 2025	\$269,566.81	
November 14, 2025	\$175,918.03	
November 21, 2025	\$186,655.62	
November 28, 2025	<u>\$100,115.68</u>	
Accounts Payable Total	\$732,256.14	

<u>Payroll Checks Issued Date</u>		
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November 14, 2025	\$273,800.59	includes eligible MOU payouts
November 28, 2025	<u>\$191,131.56</u>	
Payroll Total	\$464,932.15	

Bank : bow BANK OF THE WEST

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
2328	11/7/2025	00012	CALIFORNIA WATER SER 5550731926	10/29/2025	FIRE PROTECTION SERVICE	106.16	106.16
2329	11/7/2025	00651	FRONTIER 209-188-0077-04	11/1/2025	PHONE SERVICE	337.48	337.48
2330	11/7/2025	00069	SOUTHERN CALIFORNIA 700610392752	11/3/2025	ELECT SERV GRANDVIEW/ 10	269.53	269.53
2331	11/7/2025	00070	GAS COMPANY, THE 059 194 8982 2	11/4/2025	GAS SERVICE HQ/ 10/01/2025	1,827.99	1,827.99
59019	11/7/2025	00014	CDW GOVERNMENT, INC AG57G9P	10/23/2025	CYBER SECURITY FIREWALL	17,950.00	
			AG6DT8G	10/24/2025	CDW-G BILLABLE PARTS	9,200.40	
			AG41D6S	10/14/2025	CDW-G BILLABLE PARTS	4,720.64	
			AG4PH8Q	10/10/2025	CDW-G BILLABLE PARTS	1,235.40	33,106.44
59020	11/7/2025	00439	CIT COM, INC. 2025-18	11/1/2025	CAD SYSTEM IMPLEMENTATI	17,160.00	17,160.00
59021	11/7/2025	00225	COMMLINE INC 0512486-IN	10/21/2025	ANNUAL HARDWARE SUPPO	15,000.00	
			0511160-IN	10/13/2025	ANNUAL HARDWARE SUPPO	3,000.00	
			0510530-IN	10/7/2025	COMMLINE INC BILLABLE PA	665.00	
			0510531-IN	10/7/2025	COMMLINE INC BILLABLE PA	665.00	19,330.00
59022	11/7/2025	01069	DOCUMENT CONSULTING 139281	10/1/2025	COPIER LEASE & PRINTING S	515.73	515.73
59023	11/7/2025	01048	ERIC JASON ARROYO 3798	10/15/2025	RECRUITMENT - BACKGROU	1,840.00	1,840.00
59024	11/7/2025	00008	FEDERAL SIGNAL CORP 9051759	10/15/2025	FEDERAL SIGNAL CORP BILL	4,323.21	
			9051736	10/15/2025	FEDERAL SIGNAL CORP BILL	2,248.90	
			9051737	10/15/2025	FEDERAL SIGNAL CORP BILL	2,248.90	
			9051732	10/15/2025	FEDERAL SIGNAL CORP BILL	1,464.13	
			9051048	10/14/2025	FEDERAL SIGNAL CORP BILL	205.00	10,490.14
59025	11/7/2025	01168	GVP VENTURES, INC 11310	10/31/2025	RECRUITMENT SERVICES	4,000.00	4,000.00
59026	11/7/2025	00867	JOE MAR POLYGRAPH 25-014-SBRPCA	10/11/2025	PRE-EMPLOYMENT POLYGR	250.00	
			25-015-SBRPCA	10/31/2025	PRE-EMPLOYMENT POLYGR	250.00	500.00
59027	11/7/2025	00799	LA UNIFORMS & TAILORIN 110125	11/1/2025	UNIFORM SETS	489.89	489.89
59028	11/7/2025	00442	LAWSON PRODUCTS, INC 9312929164	10/24/2025	LAWSON PRODUCTS INC BIL	359.16	359.16
59029	11/7/2025	01167	NOTARY PUBLIC CENTEF 00151	10/9/2025	RECRUITMENT - BG PROCES	87.00	87.00
59030	11/7/2025	00819	OCCUPATIONAL HEALTH 88519591	10/14/2025	PRE-EMPLOYMENT MEDICAL	450.00	450.00
59031	11/7/2025	01005	ORKIN PEST CONTROL 285825794	10/27/2025	PEST CONTROL SERVICES~	111.00	
			285825795	10/28/2025	PEST CONTROL SERVICES~	82.00	193.00
59032	11/7/2025	00580	PUN GROUP, LLP, THE 115565	9/30/2025	PROFESSIONAL AUDIT SERV	14,000.00	14,000.00
59033	11/7/2025	00637	SAFE MART, THE 2244	10/3/2025	HQ SERVICE MAINTENANCE	180.97	180.97
59034	11/7/2025	00144	SAXE-CLIFFORD PHD, SL 25-1030-7	10/30/2025	PRE-EMPLOYMENT PSYCHO	800.00	
			25-1020-6	10/20/2025	PRE-EMPLOYMENT PSYCHO	400.00	
			25-1027-6	10/27/2025	PRE-EMPLOYMENT PSYCHO	400.00	1,600.00

Bank : bow BANK OF THE WEST (Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
59035	11/7/2025	00145	SETINA MFG CO INC 319551	10/14/2025	SETINA MANUFACTURING CO	1,001.66	1,001.66
59036	11/7/2025	00074	STAPLES INC. 7007391793	10/25/2025	OFFICE & JANITORIAL SUPPL	250.22	250.22
59037	11/7/2025	00036	TALLEY INCORPORATED 10464766	10/15/2025	TALLEY INC BILLABLE PARTS	2,016.14	2,016.14
59038	11/7/2025	00171	VERIZON WIRELESS 6126796988	10/23/2025	GPD DAC CHARGES/ 9/24/25-	1,922.05	
			6126736476	10/23/2025	DAC CHARGES HPD/ 9/24/25-	1,334.24	
			6126721007	10/23/2025	MODEM SVC. MBPD/ 9/23/25	1,009.51	
			6126331918	10/18/2025	CELL PH. CHGS: 9/19/25-10/1	568.14	
			6126721008	10/23/2025	MODEM SVC. MBPD/ 9/24/25-	158.06	4,992.00
59039	11/7/2025	01159	VERSATERM PUBLIC SAF INV28-00271	10/21/2025	PROFESSIONAL SERVICES F	154,371.30	154,371.30
59040	11/7/2025	01065	WAGeworks INC., HEAL INV8358961	10/24/2025	FY 25-26 FSA MONTHLY COM	92.00	92.00
Sub total for BANK OF THE WEST:							269,566.81

Bank : bow BANK OF THE WEST

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
20981	11/14/2025	00696	GUARDIAN	533654-11	10/22/2025	GUARDIAN - DENTAL, VISION,	5,179.56	5,179.56
20982	11/10/2025	00058	CALPERS	1000000180954	10/14/2025	HEALTH PREMIUMS FOR NO'	49,026.61	49,026.61
20983	11/14/2025	00219	INTERNAL REVENUE SEF	Ben41554	11/14/2025	FEDERAL WITHHOLDING TAX	54,780.67	54,780.67
20984	11/14/2025	00223	EMPLOYMENT DEVEL DE	Ben41558	11/14/2025	STATE DISABILITY INSURANC	23,183.19	23,183.19
20985	11/14/2025	00222	STATE DISBURSEMENT L	Ben41562	11/14/2025	SUPPORT: PAYMENT	184.62	184.62
20986	11/14/2025	00058	CALPERS	Ben41556	11/14/2025	PERS RETIREMENT: PAYMEN	29,394.42	29,394.42
20987	11/14/2025	00221	MISSIONSQUARE RETIRE	Ben41552	11/14/2025	DEFERRED COMPENSATION	12,409.72	12,409.72
59041	11/14/2025	00218	CWA LOCAL 9400	Ben41548	11/14/2025	UNION DUES CWA: PAYMENT	60.79	60.79
59042	11/14/2025	00217	INTL BROTHERHOOD OF	Ben41550	11/14/2025	UNION DUES TEAMSTERS: P.	1,033.00	1,033.00
59043	11/14/2025	00996	WAGeworks INC., HEAL	Ben41560	11/14/2025	HEALTH CARE FSA: PAYMEN	665.45	665.45
Sub total for BANK OF THE WEST:							175,918.03	

10 checks in this report.

Grand Total All Checks: 175,918.03

Bank : bow BANK OF THE WEST

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
2332	11/21/2025	00621	FIRST BANKCARD				
		00014	CDW GOVERNMENT, INC AG22Z4K	9/30/2025	OTHER EQUIPMENT - MONIT	289.96	289.96
2333	11/21/2025	01162	BMO COMMERCIAL CAR				
		00466	AMAZON MARKETPLACE 113-4759351-23	10/22/2025	PARTS - BILLING	1,436.48	
		00466	AMAZON MARKETPLACE 113-4717936-57	10/30/2025	PARTS - BILLING	1,271.30	
		01170	DESERT SPRINGS RESOI 6745 39467	10/15/2025	CALPERS EDUCATIONAL FOI	1,111.53	
		00228	COSTCO MEMBERSHIP 1229036803	10/8/2025	OFFICE SUPPLIES	718.02	
		01171	CROSS TECHNOLOGY 79422	10/23/2025	PARTS - BILLING	667.40	
		00981	SAM'S CLUB 10355710402	10/14/2025	EMPLOYEE WELLNESS PRO	438.84	
		00466	AMAZON MARKETPLACE 113-6716357-37	10/17/2025	GENERAL TECHNICAL SUPPI	430.94	
		01135	ALTUS NETWORK SOLUT Q24252	10/9/2025	ANNUAL MAINTENANCE CON	425.50	
		01036	CLOUDFLARE INC. IN-50525311	10/28/2025	SOFTWARE SERVICES	250.00	
		00228	COSTCO MEMBERSHIP 1229447322	10/9/2025	JANITORIAL SUPPLIES	218.05	
		00466	AMAZON MARKETPLACE 113-6909333-17	10/17/2025	PARTS - BILLING	184.06	
		00981	SAM'S CLUB 10355711249	10/14/2025	EMPLOYEE WELLNESS PRO	170.24	
		01170	DESERT SPRINGS RESOI 101525	10/15/2025	CALPERS TRAINING - HOTEL	153.90	
		00600	CHEVRON G&M #186 7993502	10/7/2025	FUEL TRUCK	153.00	
		00466	AMAZON MARKETPLACE 113-0806891-30	10/9/2025	GENERAL TECHNICAL SUPPI	141.00	
		00464	TARGET 2-5293-2280-01	10/20/2025	EMPLOYEE SERVICES - PAPI	124.77	
		00477	APPLE ONLINE STORE 102325	10/24/2025	SUBSCRIPTION: MINUTES: A	99.99	
		00466	AMAZON MARKETPLACE 112-2846259-69	10/27/2025	GENERAL TECHNICAL SUPPI	97.20	
		00466	AMAZON MARKETPLACE 113-7499238-87	10/2/2025	OFFICE SUPPLIES	90.48	
		00761	BOX INV13112422	10/26/2025	SOFTWARE SERVICES	90.00	
		01047	GODADDY 3929662305	10/23/2025	WEBSITE HOST SUBSCRIPTI	85.98	
		01090	JOBSPEAKER 57012340833-03	10/2/2025	CERRITOS COLLEGE 2025 JC	80.00	
		00600	CHEVRON G&M #186 7942539	10/9/2025	FUEL EXPLORER	80.00	
		00467	LOWES BUSINESS 133796305	10/3/2025	PARTS-BILLING	70.69	
		01172	CF UNITED LLC 278336901	10/15/2025	FUEL FORD EXPLORER	68.20	
		00466	AMAZON MARKETPLACE 114-6628544-44	10/15/2025	OFFICE SUPPLIES	61.53	
		01046	PELTON 100225	11/18/2025	EMPLOYEE SERVICES	44.00	
		00466	AMAZON MARKETPLACE 112-8957217-25	10/2/2025	GENERAL TECHNICAL SUPPI	36.45	
		00466	AMAZON MARKETPLACE 112-8365867-73	10/2/2025	GENERAL TECHNICAL SUPPI	36.44	
		00466	AMAZON MARKETPLACE 112-0664701-43	10/2/2025	GENERAL TECHNICAL SUPPI	14.91	
		00466	AMAZON MARKETPLACE 113-4415817-77	10/9/2025	GENERAL TECHNICAL SUPPI	5.53	8,856.43

Bank : bow BANK OF THE WEST (Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
2334	11/21/2025	00069	SOUTHERN CALIFORNIA 700440732476	11/12/2025	ELEC SERV HQ/ 10/09/25 - 11/	13,471.15	
			700383926852	11/18/2025	ELEC SERV PUNTA/ 10/17/25	1,060.26	14,531.41
2335	11/21/2025	00073	STATE BOARD OF EQUAL 012-655960	11/21/2025	SALES & USE TAX 2025 Q4 PI	834.00	834.00
2336	11/21/2025	00012	CALIFORNIA WATER SER 4675328235	11/17/2025	WATER SERV HQ/ 10/16/25-11	590.68	590.68
59047	11/21/2025	00297	AT&T, ATT CALNET 000024363196	11/13/2025	PHONE SERV 10/13/25-11/12/	3,372.14	
			000024322163	11/3/2025	PHONE SERVICE 10/03/25-11/	511.00	
			000024370394	11/13/2025	PHONE SERV 10/13/25-11/12/	289.12	
			000024367331	11/13/2025	PHONE SERV 10/13/25-11/12/	247.35	4,419.61
59048	11/21/2025	00064	AT&T, ATT PAYMENT CEN 960 461-1623 55	11/1/2015	PHONE SERVICE 11/01/2025-	3,735.35	3,735.35
59049	11/21/2025	01138	AUST, JENNIFER 112125	11/21/2025	RETIREE MED PREM/DECEM	42.00	42.00
59050	11/21/2025	00460	CHARTER COMMUNICATI 24918980111012	11/1/2025	FY 25-26 INTERNET SERVICE	3,034.08	3,034.08
59051	11/21/2025	00225	COMMLINE INC 0514866-IN	11/10/2025	COMMLINE INC BILLABLE PA	665.00	
			0514865-IN	11/10/2025	ANNUAL HARDWARE SUPPO	139.79	804.79
59052	11/21/2025	00101	CORDOVA, TONY 112125	11/21/2025	RETIREE MED PREM/DECEM	592.00	592.00
59053	11/21/2025	00081	COSTON, SHANDER 112125	11/21/2025	RETIREE MED PREM/DEC 20	342.00	342.00
59054	11/21/2025	00879	CROWN CASTLE 1979469	11/1/2025	REDUNDANT INTERNET SER	1,100.00	1,100.00
59055	11/21/2025	00426	DELL MARKETING LP 10840695184	10/9/2025	AVTEC MACHINES FOR AVTE	23,754.43	
			10838940634	9/30/2025	DELL COMPUTERS FOR SUP	7,306.90	
			10845462160	11/5/2025	SOLARWINDS RENEWAL 11.2	6,358.65	
			10841370535	10/13/2025	DELL COMPUTERS FOR USE	5,545.49	42,965.47
59056	11/21/2025	01137	DIANE CARROLL 1345	11/5/2025	GETRESQ911 TEMPORARY S	8,080.00	
			1346	11/5/2025	GETRESQ911 TEMPORARY S	4,300.00	12,380.00
59057	11/21/2025	00103	DIVINITY, TANJI 112125	11/21/2025	RETIREE MED PREM/DEC 20	592.00	592.00
59058	11/21/2025	01069	DOCUMENT CONSULTINC 139385	11/1/2025	COPIER LEASE & PRINTING S	566.07	566.07
59059	11/21/2025	00105	EBERLE, KELLE 112125	11/21/2025	RETIREE MED PREM/DEC 20	342.00	342.00
59060	11/21/2025	00008	FEDERAL SIGNAL CORP 9067203	11/4/2025	FEDERAL SIGNAL CORP BILL	10,601.43	
			9068261	11/5/2025	FEDERAL SIGNAL CORP BILL	4,664.00	
			9059436	10/24/2025	FEDERAL SIGNAL CORP BILL	3,865.29	
			9067204	11/4/2025	FEDERAL SIGNAL CORP BILL	3,074.66	
			9064040	10/30/2025	FEDERAL SIGNAL CORP BILL	2,241.90	
			9070561	11/7/2025	FEDERAL SIGNAL CORP BILL	498.19	
			9070460	11/7/2025	FEDERAL SIGNAL CORP BILL	79.50	
			9068369	11/5/2025	FEDERAL SIGNAL CORP BILL	57.00	25,081.97
59061	11/21/2025	01089	FOSTER & FOSTER, INC. 38694	10/31/2025	ACTUARIAL SERVICES FOR F	2,750.00	2,750.00

Bank : bow BANK OF THE WEST (Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
59062	11/21/2025	00651	FRONTIER	7002Z664-S-253	11/5/2025	PHONE SERV 11/05/25-12/04/	8,626.40
				7002Z665-S-253	11/5/2025	PHONE SERV 11/05/25-12/04/	5,929.37
59063	11/21/2025	00027	HAVIS INC.	SIN334594	11/13/2025	HAVIS INC BILLABLE PARTS	4,962.33
				SIN333850	11/10/2025	HAVIS INC BILLABLE PARTS	4,809.72
				SIN334441	11/13/2025	HAVIS INC BILLABLE PARTS	1,447.15
				SIN333491	11/6/2025	HAVIS INC BILLABLE PARTS	1,289.53
59064	11/21/2025	00867	JOE MAR POLYGRAPH	25-016-SBRPCA	11/6/2025	PRE-EMPLOYMENT POLYGR	250.00
59065	11/21/2025	00442	LAWSON PRODUCTS, INC	9312941477	10/29/2025	LAWSON PRODUCTS INC BIL	406.04
59066	11/21/2025	00113	MARTIN, LISA	112125	11/21/2025	RETIREE MED PREM/DEC 20	342.00
59067	11/21/2025	00047	MOTOROLA SOLUTIONS,	8282232662	11/6/2025	MOTOROLA SOLUTIONS INC	2,358.07
59068	11/21/2025	00819	OCCUPATIONAL HEALTH	88764871	11/5/2025	PRE-EMPLOYMENT MEDICAL	900.00
59069	11/21/2025	00121	PINELA, ELIZABETH	112125	11/21/2025	RETIREE MED PREM/DEC 20	592.00
59070	11/21/2025	01152	PRIMO BRANDS	05K8710314288	11/19/2025	WATER FILTRATION SYSTEM	247.85
59071	11/21/2025	01120	PROGRESSIVE COMMER	983333297	10/28/2025	FY25-26 AUTO INSURANCE F	5,936.64
59072	11/21/2025	00969	RUSS BASSETT COPR	95297	11/18/2025	REPLACEMENT OF DISPATCH	806.75
59073	11/21/2025	00145	SETINA MFG CO INC	321350	11/11/2025	SETINA MANUFACTURING CO	11,912.64
59074	11/21/2025	00824	SMART JANITORIAL, COM	35732	11/1/2025	HQ MAINTENANCE - CLEANIN	4,685.00
59075	11/21/2025	00124	SMITH, KEVIN	112125	11/21/2025	RETIREE MED PREM/DEC 20	342.00
59076	11/21/2025	00106	SMITH, SANDRA	112125	11/21/2025	RETIREE MED PREM/DEC 20	342.00
59077	11/21/2025	00074	STAPLES INC.	7007674649	11/15/2025	OFFICE & JANITORIAL SUPPL	176.27
59078	11/21/2025	00034	STEVENS, GARY	112125	11/21/2025	RETIREE MED PREM/DEC 20	592.00
59079	11/21/2025	00481	WAYTEK, INC.	3958047	11/14/2025	WAYTEK INC BILLABLE PART	43.49
59080	11/21/2025	01028	WESTIN AUTOMOTIVE PF	2257779	10/29/2025	WESTIN AUTOMOTIVE BILLAI	781.21
				2257957	10/30/2025	WESTIN AUTOMOTIVE BILLAI	365.72
59081	11/21/2025	00067	XCEL MECHANICAL SYST	5901	11/13/2025	FY 25-26 HQ MAINTENANCE	4,000.00
				5900	11/13/2025	FY 25-26 HQ MAINTENANCE	661.62
Sub total for BANK OF THE WEST:							186,655.62

Bank : bow BANK OF THE WEST

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
20988	11/28/2025	00219	INTERNAL REVENUE SEF Ben41674	11/28/2025	FEDERAL WITHHOLDING TAX	38,622.85	38,622.85
20989	11/28/2025	00223	EMPLOYMENT DEVEL DE Ben41678	11/28/2025	STATE DISABILITY INSURANC	15,668.19	15,668.19
20990	11/28/2025	00222	STATE DISBURSEMENT L Ben41682	11/28/2025	SUPPORT: PAYMENT	184.62	184.62
20991	11/28/2025	00058	CALPERS Ben41676	11/28/2025	PERS RETIREMENT: PAYMEN	30,757.76	30,757.76
20992	11/28/2025	00221	MISSIONSQUARE RETIRE Ben41672	11/28/2025	DEFERRED COMPENSATION	11,752.74	11,752.74
59082	11/28/2025	00002	AFLAC Ben41666	11/28/2025	AFLAC INSURANCE: PAYMEN	1,370.28	1,370.28
59083	11/28/2025	00218	CWA LOCAL 9400 Ben41668	11/28/2025	UNION DUES CWA: PAYMENT	60.79	60.79
59084	11/28/2025	00217	INTL BROTHERHOOD OF Ben41670	11/28/2025	UNION DUES TEAMSTERS: P	1,033.00	1,033.00
59085	11/28/2025	00996	WAGeworks INC., HEAL Ben41680	11/28/2025	HEALTH CARE FSA: PAYMEN	665.45	665.45
Sub total for BANK OF THE WEST:							100,115.68

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**SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY
 VERSATERM CAD UPDATE FOR EXECUTIVE COMMITTEE
 DECEMBER 16, 2025**

MILESTONES

1. Project Kickoff	COMPLETE	\$154,371.00	10%
2. Provisioning (Build the Test Environment)	COMPLETE	\$154,371.00	10%
3. Configuration Workshop #2	COMPLETE	\$154,371.00	10%
4. Configuration Workshop #3	COMPLETE	\$154,371.00	10%
5. Build the Production Environments	January 2, 2026	\$154,371.00	10%
6. Functional Acceptance Testing	January 30, 2026	\$154,371.00	10%
7. Train the Trainer Training	March 15, 2026	\$154,371.00	10%
8. Ready for Use (Ready for Training)	March 20, 2026	\$231,557.00	15%
9. Final Acceptance	August 21, 2026	\$231,557.00	15%

Implementation Cost Subtotal: \$1, 543, 711.00

****Production Cutover is scheduled for July 13th, 2026 (anticipated date)**

1. MILESTONE #1 PROJECT KICKOFF – COMPLETE

Assignment of personnel, develop project schedule (draft), action item log, and conduct technical setup tasks (network and training workstations, including AWS connectivity). Versaterm and RCC project managers host a stakeholder meeting to review the project’s scope, timeline, team members, roles, risks, and access to vConnect.

TASKS:

- PROJECT START
- PROJECT KICKOFF

2. MILESTONE #2 PROVISIONING (BUILD THE TEST ENVIRONMENT) – COMPLETE

System implementation conducted on the AWS (Amazon's Web Service) “non-prod” environment. In this configuration the non-prod (non-production use) environment will contain both a test system and a training system. Both systems will be available for implementation use. The test system will be used for interface development and testing while the training system will be used for the core implementation tasks. As interfaces are completed, they will also be installed on the training system in coordination with the Customer’s team.

TASKS:

- ESTABLISHED VPN CONNECTIVITY TO V CLOUD
- PROVISIONING NON-PRODUCTION ENVIRONMENT
- Workshop #1 August 12-15th, 2025: 40 hours:
 Reviewed CAD configuration options; Versaterm conducted in-depth demonstrations of the CAD identifying functionality supported, re-engineering points and configuration choices. Versaterm provided training necessary to: enter the data in the core CAD database tables (incident type codes, status codes, unit definitions, etc.); reviewed available configuration parameters to meet the Customer’s operational needs of the CAD; reviewed CAD commands and identified custom command names; and developed

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DECEMBER 16, 2025**

status windows for display of desired incident and unit information (pending call queues, active unit display, etc.).

Preparation for Milestone #3:

Versaterm provided specific action items for the Customer's project team to complete before the second configuration workshop:

Enter the following into the non-production CAD environment (in-progress):

- Call Types/Nature Codes
- Unit IDs
- Unit Types FD
- Unit Types PD
- Personnel PD
- Personnel FD
- Disposition Codes/Call Clearance Codes
- Study Codes
- Hospital Locations/Names
- Fire Station for all cities
- E911 Positions
- Busy Codes
- Status Codes
- Security Groups

3. MILESTONE #3 CONFIGURATION WORKSHOP #2 OCTOBER 6-10, 2025 - COMPLETE

Versaterm conducts three weeklong onsite configuration workshops with RCC to review CAD configuration options. Versaterm conducts in-depth demonstrations of the CAD and mobile applications, identifying functionality supported, re-engineering points and configuration choices. Versaterm also provides the training necessary to: enter the data in the core CAD database tables (incident type codes, status codes, unit definitions, etc.); review available configuration parameters to meet RCC's operational needs of the CAD and mobile applications; review CAD commands and identify custom command names; and develop status windows for display of desired incident and unit information (pending call queues, active unit display, etc.).

The second CAD configuration workshop is a continuation of the first CAD configuration workshop. Prior to the workshop, Versaterm will review the progress achieved by the Customer's project team since the first CAD configuration workshop. At the workshop, Versaterm will provide a more in-depth understanding of the Versaterm applications (CAD and mobile), using product demonstrations, hands-on exercises and group discussions. Versaterm will provide detailed demonstrations of additional configuration options and will facilitate further discussion of business process re-engineering opportunities. The Customer's project team will be expected to present current business practices that were not covered in the first configuration workshop.

TASKS:

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- CONFIGURE TRAINING CLASSROOM
- CONFIGURE CAD IMPLEMENTATION SYSTEM
- VERSATERM GIS INTERFACE INSTALLATION AND TRAINING
- REVIEW CONFIGURATIONS FROM WORKSHOP 1 AND WORKSHOP 2

4. MILESTONE #4 CONFIGURATION WORKSHOP #3 December 1-4, 2025 - COMPLETE

The third and final configuration workshop. The third CAD configuration workshop is a continuation of the second CAD configuration workshop. The objectives of the third CAD configuration workshop are to review the Customer project team's progress, cover all functionality and features that have not been covered already, discuss the business process reengineering decisions, and impacts to the processes, confirm the configuration options and address any open issues. Versaterm will provide additional product demonstrations and hands-on exercises, as well as discuss the objectives of the next project phases (testing and training) with the project team and project managers.

After the week is completed, Versaterm will provide specific action items that need to be completed before the next phase of the project.

TASK:

- CONFIGURATION WORKSHOP 3

5. MILESTONE #5 BUILD THE PRODUCTION ENVIRONMENTS – IN PROGRESS

Interface development review and construction. In this configuration the production (production use) environment will contain the production system. This production system will be installed by Versaterm and will consist of all System implementation data and interfaces (once completed).

TASK:

- INTERFACES
- PROVISIONING PRODUCTION ENVIRONMENT

6. MILESTONE #6 FUNCTIONAL ACCEPTANCE TESTING

Functional Acceptance Testing is to verify that the fully configured System, including the interfaces specified in the Interface Control Document, and the workflows and business processes such as data entry, reports, notifications, tasks, etc. meet the functional requirements described in the Contract and system documentation. The Functional Acceptance Testing occurs after the configuration phase and before the end-user training phase of the implementation.

TASKS:

- INTERFACE INTEGRATION TESTING
- FUNCTIONAL ACCEPTANCE TEST DEVELOPMENT
- FUNCTIONAL ACCEPTANCE TESTING

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7. MILESTONE #7 TRAIN THE TRAINER TRAINING

Versaterm will assist RCC's training team in setting-up a trainer-training schedule. Versaterm will submit a recommended training schedule that will include the time required to provide Versaterm training for the Customer's personnel. Versaterm will provide hands-on training to the RCC Trainers.

TASKS:

- SETUP TRAINING SCHEDULE AND FACILITIES
- TRAINER TRAINING
- SYSTEM ADMINISTRATION TRAINING
- END-USER TRAINING

8. MILESTONE #8 READY FOR USE (READY FOR END-USER TRAINING)

This task signifies that Versaterm has delivered all required software, interfaces, and trainer-training, and remedied all errors for RCC to start end-user training.

TASKS:

- READY FOR USE
- PRODUCTION USE

9. MILESTONE #9 FINAL ACCEPTANCE

Following all tasks (including the post go live reliability testing period), this task signifies that the System has been formally and finally accepted by RCC as specified in the Agreement's Acceptance Test Plan.

TASKS:

- (RELIABILITY ACCEPTANCE TESTING)
- (FINAL SYSTEM ACCEPTANCE)

December 2025 and January 2026 – PROJECT ACTIVITIES AND MEETINGS

Recurring Meetings

- **Bi-weekly CAD RCC Project Team Meetings**
 - Focus: CAD configurations (non-production)
 - Participants: CAD Project Team
- **Weekly Project Team Meeting with Versaterm**
 - **When:** Wednesdays at 11:00 AM
 - Focus: General project updates & coordination
- **Weekly Technical CAD Project Team Meeting with Versaterm**
 - **When:** Tuesdays at 8:30 AM
 - Focus: Technical aspects of CAD project
- **As-needed Zoom Sessions**
 - Purpose: Additional assistance with configuration tasks

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- Participants: Versaterm Project Team & internal teams

Ongoing Work

- **Validation of Current CAD Data**
 - Team reviewing and validating data
- **GIS/MAPPING Configuration Meetings with Versaterm**
 - Continues until configuration completion
- **Run Card Configurations/Tables Configurations**
 - Ongoing sessions scheduled throughout the next couple of months; planning on weekly configuration sessions as time allows
- **Versaterm Interfaces Development**
 - Versaterm continues building and testing interfaces with the Technical Project Team

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

NOVEMBER 18, 2025

A. CALL TO ORDER

The Executive Committee and User Committee convened in a regular joint session at 2:03PM on Tuesday, November 18, 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 Mirzakhianian, City of Manhattan Beach
Chief Todd Fox, Gardena Police Department
Acting Chief Eric Lane, Hawthorne Police Department
Chief Jesse Alexander, Manhattan Beach Fire Department
Chief Rachel Johnson, Manhattan Beach Police Department

Absent: John Krok, Executive Director

Also Present: Shannon Kauffman, Operations Manager
Vanessa Alfaro, Finance Manager
Megan Cunningham, Administrative Services Manager
Cristina Manley, Executive Assistant
Jennifer Petrusis, General Counsel RWG

Absent:

C. PUBLIC DISCUSSION

None.

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

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

E. ITEMS REMOVED FROM THE CONSENT CALENDAR

None.

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

General Counsel Jennifer Petrusis presented the agreement according to government code section 54953. A summary of the recommended final action by the Executive Committee on the salary, salary schedule, or compensation paid in the form fringe benefits of interim director position. Mike Saffell is up for consideration as interim executive director. Saffell retired annuitant with CalPERS, compensation will be \$19,000 per month, which is \$109.61 per hour. As a retired annuitant, Mr. Saffell will be limited to 960 hours during any fiscal year. Mr. Saffell will not receive any other forms of compensation or fringe benefits. Appointment effective December 8, 2025.

City Manager Norris inquired on work schedule. City Manager Osorio explained that Saffell's schedule is flexible based on the agency's needs. Saffell's will reassess the agency's needs to formulate an official schedule.

City Manager Mirzakhian inquired if there would be a gap of employment between November and December. General Counsel Petrusis explained that John Krok will be in his position as Executive Director until December 7th, that would be his retirement date. Mike Saffell would start December 8th.

MOTION: City Manager Osorio moved to appoint Mike Saffell as Interim Executive Director, approve the appointment agreement, and authorize Executive Committee to execute the agreement on behalf of the Authority. The motion was seconded by City Manager Norris and passed by a vote of 3 – 0.

G. **USER COMMITTEE CONSENT CALENDAR**

1. Minutes for October 21, 2025

APPROVE

MOTION: Acting Chief Lane abstained from User Committee Consent Calendar Item 1. Chief Johnson motioned to approve Item-1. The motion was seconded by Chief Alexander and passed by a vote of 3-0.

H. **ITEMS REMOVED FROM CONSENT CALENDAR**

None.

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

J. **CLOSED SESSION**

The Executive Committee entered closed session at 2:11PM and returned at 2:35PM with no reportable action taken.

1. PUBLIC EMPLOYMENT APPOINTMENT
Pursuant to Government Code Section 54957(b)(1)
Title: Executive Director

K. **ADJOURNMENT**

The meeting was adjourned at 2:35PM.