

**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 Mirzakhian 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.