

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

JUNE 16, 2026

A. CALL TO ORDER

The Executive Committee and User Committee convened in a regular joint session at 2:05PM on Tuesday, June 16, 2026, 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 Vontray Norris, City of Hawthorne
City Manager Talyn Mirzakhian, City of Manhattan Beach
City Manager Clint Osorio, City of Gardena
Captain David Brock, Gardena Police Department
Chief Eric Lane, Hawthorne Police Department
Chief Jesse Alexander, Manhattan Beach Fire Department
Chief Rachel Johnson, Manhattan Beach Police Department

Absent: Chief Todd Fox, Gardena Police Department

Also Present: Kristin Miller, Executive Director
Shannon Kauffman, Operations Manager
Vanessa Alfaro, Finance Manager
Megan Cunningham, Administrative Services Manager
Cristina Manley, Executive Assistant
Jennifer Petrusis, General Counsel RWG
Bill Romesburg, CAD Consultant

C. PUBLIC DISCUSSION

None.

D. EXECUTIVE COMMITTEE CONSENT CALENDAR

1. Minutes from May 19, 2026
APPROVE
2. Check Register – May 2026
RECEIVE AND FILE
3. Approve FY2026/27 Blanket Purchase Orders for Supplies and in Services in a Total Amount Not-to-Exceed \$1,532,692
APPROVE AND AUTHORIZE EXECUTIVE DIRECTOR TO EXECUTE PURCHASE ORDERS
4. Schedule of Fees and Charges for Fiscal Year 2026/27
RECOMMEND THAT THE BOARD OF DIRECTORS ADOPT A RESOLUTION ESTABLISHING A SCHEDULE OF FEES AND CHARGES FOR FISCAL YEAR 2026/27
5. Approve Replacement of Microwave Link from Punta Place to Beach Cities Hospital in the Amount of \$62,300.00
APPROVE AND AUTHORIZE EXECUTIVE DIRECTOR TO EXECUTE PURCHASE ORDER
6. Approve a Change Purchase Order in the Amount of \$45,000 to Setina Manufacturing Corporation for Supplies and Services
APPROVE AND AUTHORIZE EXECUTIVE DIRECTOR TO EXECUTE CHANGE PURCHASE ORDER

7. Approve a Change Purchase Order in the Amount of \$50,000 to Havis Incorporated for Supplies and Services
APPROVE AND AUTHORIZE EXECUTIVE DIRECTOR TO EXECUTE CHANGE PURCHASE ORDER
8. Approve a Change Purchase Order in the Amount of \$30,000 to Motorola Solutions for Supplies and Services
APPROVE AND AUTHORIZE EXECUTIVE DIRECTOR TO EXECUTE CHANGE PURCHASE ORDER

MOTION: City Manager Norris moved to approve the Executive Committee Consent Calendar Items 1-8. The motion was seconded by City Manager Mirzakhanian and passed by a vote of 3-0.

E. **ITEMS REMOVED FROM THE CONSENT CALENDAR**
None.

F. **EXECUTIVE COMMITTEE GENERAL BUSINESS**

1. Authorize the Executive Director to Bind and Approve FY2026/27 Insurance Policies Proposed by Alliant Insurance Services, Inc. for Insurance Necessary to Protect the Authority and its Member Agencies; and Approve Purchase Orders Associated With Amount Not-To-Exceed \$417,818.00
AUTHORIZE EXECUTE DIRECTOR TO BIND AND APPROVE INSURANCE POLICIES AND APPROVE AND AUTHORIZE EXECUTE DIRECTOR TO EXECUTE PURCHASE ORDERS

Executive Director Miller provided an Insurance Policy update. The actual cost for cyber liability insurance is \$44,789, which is \$7700 higher than the estimated \$37,000, though the total insurance allotment remains 4% under the budgeted amount.

Alliant Insurance will re-evaluate the cyber liability policy, currently in the “Prism” pool, to potentially lower the premium, noting that a 2024 cyber-attack claim was old, closed and had no monetary value.

City Manager Osorio requested an analysis comparing PRISM to market coverage, including a 10-year experience analysis, will be conducted by year-end for a potential transition to market coverage by January 2027.

MOTION: City Manager Norris moved to approve the “not to exceed” amount for insurance from \$417,818 to \$425,618. The motion was seconded by Manager Mirzakhanian and passed by a vote of 3-0.

2. Executive Director’s Update on Staffing and Recruitment
RECEIVE AND FILE

Administrative Services Manager Cunningham provided a staffing update.

Staffing and Recruitment

The organization currently has 31 full-time employees, increasing to 33 with two new hires starting tomorrow.

Recruitment efforts this month included 341 applications received, 125 tests

taken (out 171 scheduled), and 26 applicants passed, with 8 individuals in background checks and 5 operators in complaint training.

Social media outreach generated over 500 new followers – 2,400 (total) and 438,000 views in the last three months.

Testing has been temporarily paused during the World Cup but will resume, with a “big spike” of approximately seven new hires anticipated in early September, timed to optimize training with the August CAD system implantation.

3. Executive Director's Update on Technical Services
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Administrative Services Manager Cunningham provided an update on Technical Services.

Fleet Inventory, Vehicle Builds and Assessment

- 78 vehicles are currently in facilities or cities, with 16 awaiting full builds; 7 full builds were completed last month, bringing the total to 78.
- Hermosa Beach Police Department decided to continue utilizing internal services for full builds, with one completed and parts purchased for two additional patrol vehicles.
- Mercury, a vendor, will conduct a full assessment of technical services operations, covering both full builds and repair processes, to identify staffing needs, streamline processes, and determine maximum capacity.
- The assessment will involve meetings with stakeholders (city managers, chiefs) to gather feedback on needs, pros, and cons, with coordination for these meetings handled by the Executive Director.

4. Executive Director's Update on Computer Aided Dispatch System
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Operations Manager Kauffman provided a Computer Aided Dispatch System and Bill Romesburg provided an overview - CLETS Application Process

CAD System Implementation

- The CAD system go-live date is set for August, having been pushed due to FIFA activities and staff availability, with the project currently in the Functional Acceptance Testing phase and final acceptance projected for September.
- Refresher training for Mobile CAD and MDC for staff is scheduled to begin next week via Zoom, with CAD end-user training for dispatch personnel planned for late July or early August.
- All cities successfully provided necessary items for the applications, which were rapidly assembled by records personnel and are scheduled to be sent out this Friday.
- CAD authentication data was obtained from all cities last week, user setup for the city system is underway, and all required fire layers (including hydrants and underground piping for three fire departments) have been completed and built in.

- Two missing AVL layers (direction of travel and speed limit) were sourced from ESRI's partner "HERE," and the Authority's CAD Consultant is currently integrating these layers into the base map, with a cost estimate pending.

Technical Interfaces and Upcoming Events

- Interfaces impacting only the agency such as Peregrine and Axon, are being managed with vendors to ensure continued functionality post-CAD go-live and to identify other applicable products for interfacing.
- Upcoming meetings including monthly meetings with Fire and Executive.
- June 22-26, 2026 Agency End User MDC/vMonitor & Remote CAD refresher training.
- July 1, 2026 Police Executive CAD Project Update Meeting
- July 23, 2026 Fire Executive CAD Project Update Meeting
- July 2026 Dispatch End User Training

G. **USER COMMITTEE CONSENT CALENDAR**

1. Minutes for May 19, 2026

APPROVE

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

H. **ITEMS REMOVED FROM CONSENT CALENDAR**

None.

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

Chief Johnson acknowledged/appreciated having a dispatcher on the command post for the FIFA event in Manhattan Beach was "extremely helpful" in "running down things," particularly regarding oddities occurring at the hotel.

Operations Manager Kauffman thanked Chief Alexander and Chief Johnson for allowing Authority Staff to participate FIFA preparations with their department.

J. **ADJOURNMENT**

The meeting was adjourned at 2:29PM.