



South Bay Regional Public  
Communications Authority

4440 West Broadway • Hawthorne



September 26, 2016

Chief Scott Bixby  
Culver City Police Department  
4040 Duquesne Avenue  
Culver City, CA 90232

Chief David White  
Culver City Fire Department  
9600 Culver Blvd.  
Culver City, CA 90232

Dear Chief Bixby and Chief White:

For your consideration, the South Bay Regional Public Communications Authority (Authority) is providing this proposal for 9-1-1 police and fire communications services to the City of Culver City. This is an overview of services and expectations that the Authority will provide Culver City Police and Fire Departments for critical emergency communications. If this proposal meets with your satisfaction, a more detailed service agreement will be developed and negotiated. It is the Authority's hope that this proposal will meet with Culver City's approval after all of the services the Authority can provide have been reviewed.

### **BACKGROUND**

The Bay Regional Public Communications Authority has provided police and fire 9-1-1 dispatching since 1977. The Authority processes approximately 250,000 police and fire incidents annually in the Southern California region commonly referred to as the "South Bay." The Authority is a joint powers authority currently owned by the Cities of Gardena, Hawthorne and Manhattan Beach and also provides communications services under contract to the cities of El Segundo and Hermosa Beach.

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**The Authority is composed of the following decision-making entities:**

- **The Board of Directors, consisting of one city council member from each of the owner cities, maintains authority over the annual budget approval for the Authority;**
- **The Executive Committee, consisting of the city managers from each of the owner cities, deals with policy making;**
- **The Executive Director, who is appointed by the Executive Committee, manages day-to-day operations;**
- **The User Committee, consisting of police and fire chiefs from the member cities, provides direction relative to the needs of the organization; and**
- **The Police and Fire Task Forces are made up of police officers and fire fighters from the member cities and they provide feedback and recommendations to facilitate an optimum level of service and safety for citizens, police officers and firefighters.**

**Currently, the Authority operates with staff as shown below, whose sole mission is the delivery of 9-1-1 emergency communications services to the owner and contract agencies:**

- **Forty-four full-time communications operators;**
- **Seven communications supervisors;**
- **Six communications technicians; and**
- **Five administrative staff.**

The Authority's state-of-the-art facility, opened in June 2002, meets all Title 24 requirements per the California Code of Regulations Essentials Building Act, which was designed to minimize fire hazards and resist the forces of earthquakes, gravity and winds. The Communications center is capable of next generation 9-1-1, which allows for text and video notifications from the general public via Smart Phone technology and remote video surveillance from the member cities' camera systems, if so desired. The Authority also provides the following:

- Standard 9-1-1 public safety answering point (PSAP) designations for the member agencies;
- Mobile data computer (MDC) and radio support;
- Automatic vehicle location (AVL) services; and
- Enhanced 9-1-1 for cellular phone services, which gives the location of any reporting party utilizing a Smart Phone.

Recent upgrades to the Authority's 9-1-1 communications center include state-of-the-art technology for the 9-1-1 telephone and radio systems and all of the communications consoles. Additionally, the Authority's seven transmission/receiver sites in the region were recently upgraded to Internet protocol (IP)/microwave connectivity to provide optimum and secure network linking between all sites.

#### **ADDITIONAL SERVICES PROVIDED**

As discussed in the various meetings between Culver City and Authority staff, additional services that will be provided with this proposal are as follows:

- The installation of and support for video cameras in police vehicles;
- The installation of and support for mobile data computers (MDCs) in police and fire vehicles;
- The complete build out of police vehicles, including all components necessary for today's modern police vehicles, in the Authority's five bay service center;
- The technical support for the programming of all mobile and portable radios; and

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- The development and loading of all frequency programs for Culver City's Police and Fire Department mobile and portable radios.

The Authority's contractor, Commline (located in Culver City), will perform additional repairs at a fixed rate cost not included in this proposal.

### **OPERATIONAL COMMITMENT**

With this proposal, the City of Culver City will be provided the following:

- A full-time police dispatcher on a 24-hour basis;
- Two full-time fire dispatchers on a 24-hour basis shared with the Authority's three other fire agencies; and
- Additional 24-hour support from seven other dispatchers and a full-time communications supervisor, who oversees the 9-1-1 communications center.

### **CULVER CITY COMMUNICATIONS PERSONNEL**

Communication operator personnel currently employed by Culver City would be provided positions with the Authority after completing an application and the interview process. It is the Authority's desire to provide employment to all current Culver City communication operators with the stipulation that they, indeed, desire employment with the Authority and meet the Authority's standards. Authority staff would welcome the opportunity to meet with Culver City communication operator employees to orientate them to our operation and invite them to become SBRPCA communication operators.

### **ASSESSMENT**

A current year assessment in the amount of \$2,208,589 is proposed. This assessment amount is based on a methodology adopted by the owner agencies at a recent meeting of the Executive Committee. Attached for your review is the staff report dated September 25, 2015 entitled "Costs for Services Methodology for Future Client Cities" and attachments thereto. This proposed assessment is based on the budget for the current year and will be adjusted based on the

adopted methodology, which will change due to the fact that the anticipated date for the Authority to provide services to Culver City is some time in 2017.

**ADDITIONAL COSTS NOT INCLUDED IN THIS PROPOSAL**

- Additional costs not included in this proposal include the following:
- Any transitional costs, such as licensing for the computer aided dispatch and records management system (CAD/RMS);
- Frequency coordination, if any;
- Infrastructure, such as the communications site located in Culver City and utilized by the Interagency Communications Interoperability System (ICIS); and
- Station alerting support.

Additional costs may be developed after discussions.

Sincerely,



Ralph Mailloux  
Executive Director

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cc: Lt. Jason Sims, Culver City Police Department