



**CITY OF SOUTH PASADENA  
PUBLIC SAFETY COMMISSION SPECIAL MEETING AGENDA**

**CITY COUNCIL CHAMBERS  
1424 MISSION STREET, SOUTH PASADENA, CA 91030  
IN-PERSON**

**Monday, June 5, 2023 at 6:30 p.m.**

**South Pasadena Public Safety Commission Statement of Civility**

*As your appointed governing board, we will treat each other, members of the public, and city employees with patience, civility and courtesy as a model of the same behavior we wish to reflect in South Pasadena for the conduct of all city business and community participation. The decisions made today will be for the benefit of the South Pasadena community and not for personal gain.*

**NOTICE ON PUBLIC PARTICIPATION & ACCESSIBILITY**

The South Pasadena Public Safety Commission Meeting will be conducted in-person from the Council Chambers, Amedee O. "Dick" Richards, Jr., located at 1424 Mission Street, South Pasadena.

The Public Safety Commission Meeting for **June 5, 2023** will be broadcasted via zoom teleconference and will take place in-person.

To maximize public safety, members of the public may attend and/or participate by the following means:

The Meeting will be available:

- In-person: 1424 Mission Street, South Pasadena, CA 91030
- Via Zoom – **Meeting ID: 841 9322 6718**
- Zoom Link – <https://us06web.zoom.us/j/84193226718>

To maximize public safety while still maintaining transparency and public access, members of the public can observe the meeting via Zoom in one of the methods below:

1. Go to the Zoom website, <https://zoom.us/join> and enter the Zoom Meeting information; or
2. Click on the following unique Zoom Meeting link: <https://us06web.zoom.us/j/84193226718>
3. You may listen to the meeting by calling: +1-669-900-6833 and entering the Zoom Meeting ID

For additional Zoom assistance with telephone audio, you may find your local number at:

<https://zoom.us/u/aiXV0TAW2>

**CALL TO ORDER**

**ROLL CALL**

Commissioners Tricia Desmarais, Armando Munoz, Walter Cervantes, Bethesda Gee, Amin Alsarraf, Vice Chair Lisa Watson, Chair Ed Donnelly

**COUNCIL LIAISON:**

Councilmember Michael Cacciotti

## **PUBLIC COMMENT AND SUGGESTIONS**

The City welcomes public input. If you would like to comment on an agenda item, members of the public may participate **by means of one of the following options:**

### Option 1:

Participants will be able to “raise their hand” using the Zoom icon during the meeting, and they will have their microphone un-muted during comment portions of the agenda to speak for up to 3 minutes per item.

### Option 2:

Email public comment(s) to [pscpubliccomment@southpasadenaca.gov](mailto:pscpubliccomment@southpasadenaca.gov).

Public Comments received in writing will not be read aloud at the meeting, but will be part of the meeting record. There is no word limit on emailed Public Comment(s). Please make sure to indicate:

- 1) Agenda item you are submitting public comment on.
- 2) Submit by no later than 6:00pm April 9, 2023.

*NOTE: Pursuant to State law, the Commission may not discuss or take action on issues not on the meeting agenda, except that members of the Commission or staff may briefly respond to statements made or questions posed by persons exercising public testimony rights (Government Code Section 54954.2). Staff may be asked to follow up on such items.*

## **1. Public Comment**

## **ACTION/DISCUSSION**

### **2. Minutes of the Public Safety Commission Regular Meeting of April 10, 2023**

Consideration of the minutes of the Public Safety Commission Regular Meeting of April 10, 2023.

### **3. Police Department Assessment**

Presentation and discussion from consultant Raftelis regarding the Police Department assessment.

## **INFORMATION REPORTS**

No items.

## **COMMUNICATIONS**

### **4. City Council Liaison Communications**

### **5. Staff Liaison Communications**

### **8. Commissioner Communications**

## **ADJOURNMENT**

**PUBLIC ACCESS TO AGENDA DOCUMENTS**

The complete agenda packet may be viewed on the City’s website, [www.southpasadenaca.gov](http://www.southpasadenaca.gov).

Meeting recordings will be available for public viewing after the meeting. Recordings will be uploaded to the City’s YouTube Channel no later than the next business day after the meeting. The City’s YouTube Channel may be accessed at: [https://www.youtube.com/channel/UCnR169ohzi1AlewD\\_6sfwDA/featured](https://www.youtube.com/channel/UCnR169ohzi1AlewD_6sfwDA/featured)

**ACCOMMODATIONS**

The City of South Pasadena wishes to make all of its public meetings accessible to the public. If special assistance is needed to participate in this meeting, please contact the City Clerk’s Division via e-mail at [CityClerk@southpasadenaca.gov](mailto:CityClerk@southpasadenaca.gov) or by calling (626) 403-7230. Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities. Notification at least 48 hours prior to the meeting will assist staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting (28 CFR 35.102-35.104 ADA Title II).

*I declare under penalty of perjury that I posted this notice of agenda on the bulletin board in the courtyard of City Hall at 1414 Mission Street, South Pasadena, CA, and the City’s website at [www.southpasadenaca.gov](http://www.southpasadenaca.gov) on June 1, 2023 as required by law.*

June 1, 2023

Date



Brian Solinsky, Chief of Police



**CITY OF SOUTH PASADENA**  
VIA HYBRID / IN-PERSON  
CITY COUNCIL CHAMBERS  
1424 MISSION STREET, SOUTH PASADENA, CA 91030

**PUBLIC SAFETY COMMISSION REGULAR MEETING MINUTES**

Monday, April 10, 2023 at 8:30 a.m.

**CALL TO ORDER**

Date/Time: April 10, 2023 / 8:30 a.m.

**ROLL CALL**

Commissioners Present: Commissioners Desmarais, Munoz, Cervantes, Gee, Vice Chair Watson, Chair Donnelly

Commissioners Absent: Commissioner Alsarraf

Officials Present: Police Chief Brian Solinsky, Fire Chief Paul Riddle, Management Analyst Alison Wehrle and Police Clerk Nelly Ochoa

Officials Absent: Councilmember Michael Cacciotti

**PUBLIC COMMENTS AND SUGGESTIONS**

1. **Public Comment:** None

**ACTION/DISCUSSION**

2. **Minutes of the Public Safety Commission Regular Meeting of March 13, 2023**

Motion: MOTION BY COMMISSIONER GEE AND SECOND BY COMMISSIONER CERVANTES, CARRIED 6-0, to approve the Minutes of the March 13, 2023 Public Safety Commission Regular Meeting as presented.

Ayes: Commissioners Desmarais, Munoz, Cervantes, Gee, Vice Chair Watson, Chair Donnelly

Noes: None

Abstain: None

3. **Arson Canine Vehicle**

Fire Chief Paul Riddle presented a proposed agreement to the Commissioners regarding obtaining an Arson Canine Vehicle (ACV) for the current canine handler through grant funding from the Los Angeles Fire Foundation. The Fire Department partnered with Los Angeles Fire Foundation and State Farm Insurance in early 2020 to obtain an arson detection canine. Through grant funding, the Los Angeles region received three arson

canines, including South Pasadena's black lab, Delta. The ACV would be outfitted to allow for safe transportation of the canine and contain a variety of compartments for the tools and equipment used in arson investigations. The Commissioners asked questions about grant funding and the arson canine program.

Motion: MOTION BY VICE CHAIR WATSON, AND SECOND BY COMMISSIONER CERVANTES, CARRIED 6-0, to recommend that the City Council award the grant fund to obtain an Arson Canine Vehicle.

Ayes: Commissioners Desmarais, Munoz, Cervantes, Gee, Vice Chair Watson, Chair Donnelly

Noes: None

Absent: None

## INFORMATION REPORTS

### 4. Community Emergency Response Team and Map Your Neighborhood

Fire Chief Paul Riddle gave an update on the CERT and Map Your Neighborhood programs, including history of the CERT program. CERT was developed by the Los Angeles Fire Department in 1985 and was then adopted by FEMA at the federal level as a standard around the nation. The South Pasadena Fire Department's CERT program promotes hazard mitigation to minimize disaster in the community and facilitate recovery. Chief Riddle reiterated that any community member can benefit from learning disaster preparedness skill sets through these programs.

*Commissioner Gee left the dais at 9:15 a.m.*

## COMMUNICATIONS

### 5. City Council Liaison Communications

None

### 6. Staff Liaison Communications

Fire Chief Paul Riddle stated that three conditional job offers had been made for Fire Fighter/Paramedic positions. Police Chief Brian Solinsky discussed Department efforts to use social media in order to stay in contact with community stakeholders and gave an update on staffing levels and active shooter training for the community. Chief Solinsky mentioned that the electric patrol vehicle fleet is being currently being outfitted, but is not intended to be deployed until the charging infrastructure is completed. Lastly, Chief Solinsky notified the Commission that the first round of Flock license plate reader cameras had been installed in the City.

### 7. Commissioner Communications

None

## ADJOURNMENT

Date/Time: April 10, 2023 / 9:40 a.m.

Respectfully Submitted:

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Nelly Ochoa  
Recording Secretary

Approved By:

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Ed Donnelly  
Chair



# Public Safety Commission Agenda Report

ITEM NO. 3

**DATE:** June 5, 2023  
**TO:** Public Safety Commission  
**FROM:** Brian Solinsky, Chief of Police  
**SUBJECT:** **Police Department Assessment**

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Consulting group Raftelis will be providing an in-person presentation on project steps, research, themes of work-to-date, and next-steps for the South Pasadena Police Department Assessment.

Attachment A: Raftelis Memo

**ATTACHMENT A**  
Raftelis Memo



# MEMO

**To:** Ed Donnelly, Chair – Public Safety Commission

**From:** Rebekka Hosken, Cassandra Deck-Brown

**Date:** May 31, 2023

**Re:** Public Safety Commission Meeting on June 5, 2023

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We look forward to joining the Public Safety Commission at its meeting on June 5 to share information about the City's Police Department Staffing and Operations Analysis project and to engage the Commission and public on their experiences with the Department.

Our presentation will include the following:

- Introductions
- Discussion Ground Rules
- An Overview of Project Steps and Timeline
- Themes Based Upon the Work to Date
- Questions to the PSC and Community / Public Engagement
- Next Steps for the Project

We will lead the discussion through use of a Powerpoint presentation and will be recording input on flipcharts in the room.

Thank you for allowing us this opportunity to gain valuable input on the Police Department to further enhance our understanding and shape our recommendations.