



Administrative Report

H.13., File # 25-0424

Meeting Date: 4/1/2025

To: **MAYOR AND CITY COUNCIL**
From: **PATRICK BUTER, FIRE CHIEF**

TITLE

ADOPT BY TITLE ONLY ORDINANCE NO. 3292-25 AN ORDINANCE OF THE CITY OF REDONDO BEACH, CALIFORNIA, AMENDING TITLE 2, CHAPTER 4 SECTION 2-4.01 OF THE REDONDO BEACH MUNICIPAL CODE PERTAINING TO FIRE DEPARTMENT RULES AND REGULATIONS, FOR SECOND READING AND ADOPTION

EXECUTIVE SUMMARY

The Fire Department has completed a multi-year transition updating its legacy Rules and Regulations to contemporary Lexipol Policies and Procedures. This has been a collaborative effort with the Redondo Beach Firefighters Association and has modernized and unified agency polices in a way that ensures accountability for best management practices. The legacy Rules and Regulations are referenced in the Redondo Beach Municipal Code (RBMC). In order to formally complete the rules and regulations update, the RBMC must be amended to allow for approval of the new Policy content. The Ordinance was introduced at the March 18, 2025 City Council meeting and is now ready for second reading and adoption.

BACKGROUND

The Fire Department's Rules and Regulations are part of the RBMC and have not been formally updated since April 1965. To address modernizing the agency Rules and Regulations and to comply with contemporary legal and regulatory mandates, the City and Redondo Beach Firefighters Association (RBFA) identified Lexipol as a vendor uniquely qualified to assist with incorporating relevant legacy content and updating all additional material to meet modern regional, state, and federal standards.

In December 2020, the City Council authorized the Fire Department to execute a subscription service contract with Lexipol to update the agency's Rules and Regulations. Lexipol is used by public safety agencies across the nation to reduce risk by developing, and frequently updating, policies to align with all applicable state and federal laws.

The research and selection process included dozens of meetings with RBFA representatives, Fire Administration, and legal teams from both parties. Relevant content from the legacy Rules and Regulations was combined with current Lexipol Policy to develop the new Redondo Beach Fire Department Policy Manual. Over the past year, all current members of the Fire Department have reviewed this content, which is available as a digital policy manual.

Lexipol documents members' content reviews and provides monthly quizzes on the crucial elements, and applies new policies to realistic work scenarios. Lexipol's ability to update policies to comply with new laws as they apply to the Redondo Beach Fire Department saves a great deal of staff time and makes it easier for members to review updated materials and track their ongoing compliance.

The current RBFA Memorandum of Understanding (MOU), running from July 1, 2024, to June 30, 2028, identifies Lexipol Policy as the guide for the updated Fire Department Rules, Regulations, Operations, and Procedures Manual. Amending the RBMC with the updated material will complete the first modernization of Fire Department Policy in over 50 years. The Ordinance is being presented for second reading and adoption.

COORDINATION

The Fire Department has coordinated the report with the City Manager's Office, and the City Attorney's Office prepared the Ordinance.

FISCAL IMPACT

The cost for Lexipol has been included in the Fire Department Operations budget since 2020. No additional costs to the City are anticipated as a result of authorizing new Lexipol Policy as part of the RBMC.

APPROVED BY:

Mike Witzansky, City Manager

ATTACHMENTS

- Ord - No. 3292-25 Amending Title 2, Chapter 4, Section 2-4.01 of the Redondo Beach Municipal Code