

*West Cities Police Communications Center
Joint Powers Authority*

**MINUTES OF THE WEST CITIES POLICE COMMUNICATIONS CENTER
SPECIAL MEETING OF THE BOARD OF DIRECTORS
June 15, 2022**

CALL TO ORDER

A Special Meeting of the West-Comm Board of Directors was called to order at 4:32 p.m. on Wednesday, June 15, 2022, in the Emergency Operations Center training room of the Seal Beach Police Department, 911 Seal Beach Boulevard, Seal Beach, California, by Board Secretary Kasandra Edwards.

ROLL CALL

PRESENT:

Board of Directors:

Vice-Chairperson, Jordan Nefulda, City of Los Alamitos
Board Member, Paulo Morales, City of Cypress
Alternate Board Member, Sandra Massa-Lavitt, City of Seal Beach

Administrative Oversight Staff:

Peter Grant, City Manager, City of Cypress
Chet Simmons, City Manager, City of Los Alamitos
Jill Ingram, City Manager, City of Seal Beach

Technical Operations Committee:

Mark Lauderback, Chief of Police, City of Cypress
Phil Gonshak, Chief of Police, City of Seal Beach

Treasurer:

Matt Burton, Finance Director, City of Cypress

Secretary:

Kasandra Edwards, Police Communications Director, West-Comm

General Counsel:

Michael Daudt, General Counsel, City of Los Alamitos

Staff:

Maria O'Connell, Captain, City of Los Alamitos

ABSENT:

Chairperson, Thomas Moore, City of Seal Beach
Michael Claborn, Chief of Police, City of Los Alamitos

ORAL COMMUNICATIONS

None

OLD BUSINESS:

None

CLOSED SESSION

The Board of Directors, AOS, JPA Treasurer, and General Counsel went into closed session at 4:33 pm. The following items were discussed:

CONFERENCE WITH LABOR NEGOTIATOR

Pursuant to Government Code Section 54957.6

Agency Negotiators: Administrative Oversight Staff and JPA Treasurer

Employee Organizations: Non-Represented Employees

General Counsel reported the Board reconvened with no reportable action to be taken at 4:36 pm.

CONSENT CALENDAR:

All matters listed on the agenda under "Consent Calendar" are to be considered by the JPA Board to be routine and will be enacted by one motion approving the recommendations listed on the Agenda.

Board Member Morales motioned to approve Consent Calendar items 1 through 5. Vice-Chair Nefulda seconded. Alternate Board Member Massa-Lavitt abstained from voting on item #1, Novembers meeting minutes.

Board Member Morales motioned to approve Consent Calendar item 1 and Vice Chair Nefulda seconded, and the motion passed.

Board Member Morales motioned to approve Consent Calendar item 2 – 5 and Vice Chair Nefulda seconded, and the motion passed.

Aye: Morales, Nefulda, Massa-Lavitt
Nay: None
Abstain: None
Absent: None

1. Approve Minutes – Meeting of November 16, 2021

Recommendation: Approve as submitted

2. Receive and File the FY 2022-23 West-Comm Police Employees' Association Pay Schedule

Recommendation: Receive and file the FY 2022-23 West-Comm Police Employees' Association Pay Schedule

3. Adopt a Resolution Approving Pay and Benefits Plans for the Non-Represented Employees in the Classifications of Dispatch Manager and Police Communications Director

Recommendation: Adopt resolutions approving Pay and Benefits Plans for the non-represented employees in the classifications of Dispatch Manager and Police Communications Director.

4. Adopt a Resolution with Updated Hourly Rate Steps for the Temporary Part-Time Office Assistant I/II Classification

Recommendation: Adopt a resolution approving updated hourly rate steps for the non-represented classification of Office Assistant I/II.

5. Receive and File the Financial Reports for the Periods Ended December 31, 2021, and March 31, 2022.

Recommendation: Receive and file financial reports for the period ended December 31, 2021, and March 31, 2022.

NEW BUSINESS:

6. West-Comm Fiscal Year 2022 – 23 Proposed Budget

Director Edwards provided a presentation on the proposed budget for the fiscal year 2022 – 2023. There was a 9%-member contribution increase from the prior fiscal year primarily as a result to personnel costs, which represent 80% of the annual expenditures.

Proposed staffing levels are similar to last year. The Dispatch Manager position has been unfunded for the last two years and was partially funded as of last year. It will be fully funded as of fiscal year 22-23. The Office Assistant position has been changed from a full-time benefited position to a part-time non-benefited position. Personnel costs are proposed with an 8.7% increase due to reinstating the Dispatch Manager position, salary increases in accordance with the MOU for the West-Comm Police Employee Association, and CalPERS increases.

Supplies and Services has a 1.2% increase. This is due to \$2,000 set aside for West-Comm's 25th anniversary celebration, contractual service increases, additional funding for

background investigation costs due to current and anticipated future staffing vacancies, and an increase in insurance premiums.

For Capital Outlay and Improvements, \$21,000 is set aside for recurring and periodic replacement of computers, furniture, and workstations. \$150,000 is set aside for future upgrades and replacement of major systems.

It is recommended three chairs in the dispatch center be replaced. The last replacement was four years ago and only three of the chairs were replaced. The cost of the replacement is \$5,000 and will be paid using amounts previously set-aside for minor capital outlay needs.

The phone and radio logging system also needs to be replaced. The current system was purchased over nine years ago and has reached its end of life and will no longer be supported. The total cost is approximately \$74,000. While the current budget provides for this replacement, the cost of the project will be paid for with State 9-1-1 funds through the CA Office of Emergency Services.

Every five years West-Comm replaces its computers. It was originally scheduled for 2021 and was postponed due to financial uncertainty due to the pandemic. \$25,000 has been set aside to replace nine computers, six for Dispatch and three for the administrative positions, including monitors and accessories. The cost of the replacement will be paid using amounts previously set-aside for minor capital outlay.

In estimated Revenues and Sources, the current agreement with the Orange County Park Rangers expires on December 31st of this year. West-Comm has been providing dispatch services to them for the past 15 years. The County will be conducting a competitive request for proposals in the coming months. West-Comm will be participating in this process. Therefore, revenues of \$153,270 have been included in the proposed budget in anticipation of maintaining the contract. If an agreement is not reached, approximately \$80,000 would need to be supplemented and paid by member agencies for the period of January 2023 to June 2023.

Board Member Morales inquired how much money West-Comm has set aside for Minor Capital Outlay Improvements, aside from the \$21,000 for this fiscal year budget. Mr. Burton responded that there is an accumulative balance. Without having the financial statements currently in hand, there is an estimated \$100,000 balance.

Board Member Morales touched back on the phone and radio logging system, acknowledging that a grant could possibly pay for its replacement, although if the grant is not available, would the minor capital outlay improvement monies cover that cost. Mr. Burton responded that the \$21,000 is for smaller items and our understanding is the 9-1-1 money from the State will cover the cost of the replacement.

With no further questions, Board Member Morales made a motion to approve the proposed fiscal year 2022-23 budget and was seconded by Alternate Board Member Massa-Lavitt.

Aye: Morales, Nefulda, Massa-Lavitt
Nay: None
Abstain: None
Absent: None

7. Receive and Update on the Orange County Park Ranger Agreement

Director Edwards reported to the Board on an update related to West-Comms Dispatch Service Agreement with the Orange County Park Rangers. Director Edwards advised that West-Comm has been providing dispatch services for the Orange County Park Rangers for the last 15 years, since 2007. The current agreement is set to expire this year on December 31st.

Last contract renewal was completed in 2017 which included a new charge to recover the cost of recent dispatch enhancements for the 800MHz radio upgrade and the new CAD/RMS system. West-Comm currently charges the fully loaded annual salary and benefits cost of one full time dispatcher with an annual increase of 5%. Additionally, we charge 5% of the annual CAD/RMS maintenance costs. For an approximate total of \$153,000 a year.

Due to the length of time that it has been since the last request for bids for this service, the County will be conducting an RFP process in the coming months. West-Comm will be participating in the bidding process with the expectation a new agreement will be reached.

City Manager Ingram and Director Edwards met with the County Board of Supervisors Do's office last month to discuss the upcoming RFP. West-Comms pleasure in serving the Park Rangers for the last 15 years was expressed, along with advising West-Comm's efforts to actively try to ensure the retention of the contract.

Director Edwards will be working with OC Park representatives and the County Procurement Office, to make sure West-Comm meets the standards and deadlines for the County bidding process.

Board Member Morales inquired on who would be West-Comms competition other than the County's Dispatch Center. Director Edwards responded, advising that the Orange County Sheriffs Department would most likely be the main competitor for the contract.

Board Member Morales also inquired on how competitive or certain West-Comm would be on being chosen for the contract. Director Edwards expressed that she has not heard of any other dispatch center interested in the contract. And, that the Parks are looking for the exact services they already receive from West-Comm, which would be hard for any other department to compete with.

City Manager Ingram referenced a previous time when the contract renewal proposal was presented before the County Board of Supervisors and the Board was unaware what West-Comm was and pulled the agenda item without any support for it. In response, City Manager Ingram reached out to her Board of Supervisor, met with them, and offered a tour of West-Comm. The item was later put back on the Board of Supervisors agenda and was approved. Because of this, City Manager Ingram was recently proactive in ensuring West-Comm becoming part of this conversation regarding the current contract at the Supervisor level.

Board Member Morales inquired on what the time frame is on the RFP process. Director Edwards advised the County did not have a date for the start of the RFP at this time.

No action was taken on this item.

DISCUSSION ITEMS:

#1 – Comments from the Board of Directors

None

#2 – Comments from the Administrative Oversight Staff


None

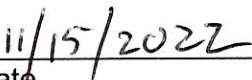
#3 – Comments from Technical Operations Committee:

None

ADJOURNMENT:

There being no further business, General Counsel adjourned the meeting at 4:53 pm. The next Regular Board Meeting will be in person at 4:30 pm on November 15, 2022, at the Seal Beach Police Department.


Board Member


Date