



*West Cities Police Communications Center
Joint Powers Authority*

**MINUTES OF THE WEST CITIES POLICE COMMUNICATIONS CENTER
SPECIAL MEETING OF THE BOARD OF DIRECTORS
October 13, 2015**

CALL TO ORDER

A Special Meeting of the West-Comm Board of Directors was called to order at 4:30 p.m. on Tuesday, October 13, 2015, in the training room of the Seal Beach Police Department, 911 Seal Beach Boulevard, Seal Beach, California, by Chairperson Dean Grose.

ROLL CALL

PRESENT:

Board of Directors:

Chairperson – Dean Grose, City of Los Alamitos
Board Member, David Sloan, City of Seal Beach

Administrative Oversight Staff:

Peter Grant, City Manager, City of Cypress
Jill Ingram, City Manager, City of Seal Beach
Bret Plumlee, City Manager, City of Los Alamitos

Technical Operations Committee:

Joe Stilinovich, Chief of Police, City of Seal Beach
Rod Cox, Chief of Police, City of Cypress
Todd Mattern, Chief of Police, City of Los Alamitos

Secretary:

Steve Ditmars, Interim Dispatch Administrator, West-Comm

Treasurer:

Matt Burton, Finance Director, City of Cypress

General Counsel:

Cary Reisman, General Counsel, City of Los Alamitos

Staff:

Steve Berliner, Agency Negotiator, Liebert Cassidy Whitmore
Stephanie Smith, Office Assistant II, West-Comm
Melissa Wintersole, Dispatch Manager, West-Comm
Vikki Beatley, Finance Director/City Treasurer, City of Seal Beach
Jason Alimam, Administrative Services Director, City of Los Alamitos

Absent:

Vice-Chairperson, Jon Peat, City of Cypress

ORAL COMMUNICATIONS:

None

CLOSED SESSION:

The Board of Directors, AOS, JPA Treasurer, City of Seal Beach Finance Director, City of Los Alamitos Administrative Services Director, Legal and Mr. Berliner went into Closed Session. The following items were discussed:

Conference with Labor Negotiator per Government Code Section 54957.6

Agency Representative: Steve Berliner, Liebert Cassidy Whitmore

Employee Organization: West-Comm Police Employee Association

General Counsel reported that the Board met with its Labor Negotiator to discuss the status of Negotiation's with West Comm Police Employee Association. Direction was provided by the Board and no other action was given.

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.

Chair person Grose asked that Item 5 be pulled and discussed with Item 6 in New Business. Board Member Sloan introduced a motion to approve Consent Calendar Items 1-4. Chairperson Grose seconded, and the motion passed.

Aye: Grose, Sloan

Nay: None

Abstain: None

Absent: Peat

**1. APPROVAL OF MINUTES FOR THE REGULAR MEETING OF MAY 19, 2015
AND THE SPECIAL MEETING OF JULY 1, 2015**

Recommendation: Approve as submitted.

2. QUARTERLY FINANCIAL STATEMENTS ENDING, JUNE 30, 2015

Recommendation: It is recommended the Board of Directors:

- 1) Approve a FY 2014-15 supplemental appropriation of \$5000 for legal services; and
- 2) Approve a FY 2014-15 appropriation transfer for \$4000 from Supplies and Services to Personnel; and
- 3) Receive and file the financial reports for the Quarter Ended June 30, 2015

3. APPROVAL OF FISCAL YEAR 2014-15 CARRYOVER ENCUMBRANCES TO FISCAL YEAR 2015-16

Recommendation: That the Board of Directors authorizes the following:

- 1) The appropriations of \$361,119 in Fiscal Year 2015-16 for the carryover of items encumbered at June 30, 2015 as detailed in attachment A.
- 2) An increase in estimated grant revenues of \$248,176 to provide funding of eligible carryover of items encumbered at June 30, 2015 as detailed in attachment A.

4. APPROVAL OF ADDITIONAL APPROPRIATIONS FOR THE PURCHASE OF DISPATCH CHAIRS

Recommendation: It is recommended that the Board of Directors approve additional appropriations in the amount of \$7,766 to purchase six (6) dispatch chairs

OLD BUSINESS:

None

NEW BUSINESS:

6. APPROVAL OF A RESOLUTION ELIMINATING THE CLASSIFICATION OF DISPATCH ADMINISTRATOR AND CREATING THE CLASSIFICATION OF POLICE COMMUNICATIONS DIRECTOR AND ESTABLISHING WAGE, SALARY AND FRINGE BENEFITS FOR THE NEW CLASSIFICATION

Mr. Burton reported to the Board a request to eliminate the classification for Dispatch Administrator and replace the classification with Police Communications Director. Mr. Burton stated the resolution establishes the revised salary, benefits and the job specifications. Mr. Burton provided additional information regarding removing the uniform allowance and replacing it with a monthly car allowance.

Mr. Sloan inquired as to what prompted the title change. Mr. Grant explained the AOS Committee established these changes after working with the recruiter and examining the prior recruitments and the lack of successful candidates. Mr. Grose requested an update on where the AOS Committee was in the process of working with the recruiter. Ms. Ingram reported once a recruiter was selected (Bill Avery and Associates, Inc.) the two groups began working on redefining the position. Ms. Ingram also went on to confirm that once the appropriations and resolution for the reclassification have been approved and adopted the recruiter will begin the process of recruiting and selection of a Police Communications Director.

Mr. Grose requested further information on revisions made to the classification. Mr. Grant and Mr. Burton provided answers to the Board with the additional information. Mr. Grose inquired what account would be utilized for the requested appropriations. Mr. Plumlee confirmed the funds would be pulled from the Fund Balance Reserves. Mr. Grant reported the cost of the recruitment will be offset by the salary saving with the current Interim Dispatch Administrator.

With all questions answered a motion was made to approve and adopt the elimination of the classification of Dispatch Administrator and replaced with the classification of Police Communications Director by Board Member Sloan and Chairperson Grose seconded the motion.

Aye: Grose, Sloan
Nay: None
Abstain: None
Absent: Peat

Regarding 5. APPROVE ADDITIONAL APPROPRIATIONS FOR RECRUITMENT SERVICES

Recommendation: It is recommended that the Board of Directors approve additional appropriations of \$22,900 for recruitment services associated with the vacant Dispatch Administrator position.

Mr. Grose stated Item 5 was relative to Item (6) and wanted to discuss before action was taken.

A motion to approve item 5 for additional appropriations was made by Mr. Sloan and Mr. Grose Seconded the motion.

DISCUSSION ITEMS:

#1 – Update on the 800 MHZ Radio Upgrade

Mr. Ditmars reported to the board staff has been working with Motorola and the final quote had been received. Mr. Ditmars stated the date for implementation had been set back to April 2016.

#2 – Update on the 9-1-1 Phone System Upgrade

Mr. Ditmars confirmed staff has meet with AT&T regarding the state funded phone upgrade for an equipment walk through and went on to explain disconnection of the previous equipment will not be done until all testing has concluded the new system is fully operating.

#3 – Update on the CAD/RMS Project

Mr. Ditmars reported the CAD/RMS vendors were contacted to inquire if there were price changes to the hardware and software due to the time extended to the process. Mr. Ditmars confirmed the project will continued to move forward.

#4 – Comments from the Board of Directors

Mr. Sloan stated continues advancement within a public safety communications center is essential.

#5 – Comments from the Administrative Oversight Committee

Mr. Plumlee thanked the Board and Mr. Ditmars for their support during the changes to the Dispatch Administrator position.

#6 – Comments from the Technical Operations Committee

None

ADJOURNMENT:

There being no further business, Mr. Grose adjourned the meeting at 5:10 pm. The next Regular Board Meeting will be at 4:30 pm on November 17, 2015 at the Seal Beach Police Department.

Dean Grose, Board Member

Date