



*West Cities Police Communications Center
Joint Powers Authority*

**MINUTES OF THE WEST CITIES POLICE COMMUNICATIONS CENTER
REGULAR MEETING OF THE BOARD OF DIRECTORS
FEBRUARY 19, 2008**

CALL TO ORDER

A Regular Meeting of the West-Comm Board of Directors was called to order at 4:35 pm on Tuesday, February 19, 2008, in the training room of the Seal Beach Police Department, 911 Seal Beach Boulevard, Seal Beach, California, by Vice-Chairperson Ray Ybaben.

ROLL CALL

PRESENT:

Board of Directors:

Vice-Chairperson – Ray Ybaben, City of Seal Beach

Board Member – Todd Seymore, City of Cypress

Board Member – Gerri Mejia, City of Los Alamitos

Administrative Oversight Staff:

John Bahorski, City Manager, City of Cypress

Dave Rudat, Interim City Manager, City of Los Alamitos

David Carmany, City Manager, City of Seal Beach

Technical Operations Committee:

Rick Hicks, Chief of Police, City of Cypress

Todd Mattern, Interim Chief of Police, City of Los Alamitos

Jeff Kirkpatrick, Chief of Police, City of Seal Beach

Treasurer:

Richard Storey, Director Personnel & Finance, City of Cypress

Secretary:

Lisa Barr, Dispatch Administrator, West-Comm

General Counsel:

Jamie Raymond, Best Best & Krieger

WELCOME AND INTRODUCTIONS

Geri Mejia was welcomed as the representative from Los Alamitos. She introduced herself and indicated that she was starting her second year on the City Council and that she had been a resident of Los Alamitos her entire life. She indicated that she was looking forward to working with West-Comm.

David Rudat was introduced as the Interim City Manager/Administrative Oversight Staff Member. He did not have any comments.

APPROVAL OF MINUTES

Motion by Mr. Seymore and second by Mr. Ybaben to approve the Minutes of the November 20, 2007, Regular Meeting of the JPA Board of Directors.

Mejia Abstained
Seymore: Aye
Ybaben: Aye

Motion Passed. Minutes Approved.

ORAL COMMUNICATIONS

No member of the public was present for Oral Communications.

Mr. Ybaben raised a question regarding the wording of the introduction of the Oral Communications. He wanted to know why it mentioned subject matter "not otherwise on the Agenda". Ms. Raymond advised that it was listed this way as to say that if there was something outside of the Agenda, this would be the time to bring it up. Otherwise, when the matter is brought up on the Agenda, that would be their time to speak.

BOARD ITEMS AND REPORTS

New Business:

Agenda Item #1 – Appointment to fill the Vacancy of the JPA Board of Directors Chair Position Per Resolution #00-02

Mr. Ybaben indicated that there was a vacancy in the JPA Board of Directors for the Chairperson Position and stated that nominations for this position would be accepted.

Motion by Mr. Seymore to nominate Mr. Ybaben, second by Ms. Mejia. Mr. Ybaben accepted the nomination and questioned whether this appointment was only for this meeting and the remainder of this term. Lisa Barr advised that this was correct.

Mejia: Aye
Seymore: Aye
Ybaben: Aye

Motion Passed.

Agenda Item #2 – Resolution #08-01 - A Resolution of the West Cities Police Communications Center, Joint Powers Authority Establishing Regular Meeting Dates of the Board of Directors and to Repeal Resolution 00-01

Ms. Barr advised that it was requested at the last Meeting of the Board of Directors that the meeting time be changed from 4:00 pm to 4:30 pm. She noted that because the time had been previously established in Resolution #00-01, a new resolution must be adopted to facilitate the time change and repeal the previous resolution.

Mr. Ybaben stated that the meeting month would remain the same and Ms. Barr confirmed this and also noted that the day, the third Tuesday of the month, would remain the same.

Mr. Seymore raised a question regarding the Chairperson reorganization occurring during the month of May. He asked whether there was a specific reason that the month of May was chosen. He indicated that most city council reorganizations occur during the month of December and that it would be desirable for the West-Comm reorganization to occur during the first meeting of the year. Ms. Barr indicated that she did not have any firsthand knowledge regarding why the month of May had been selected. She stated that by Resolution #00-02, which was adopted in 2000, the reorganization was designated to occur in May. Mr. Ybaben questioned whether this was the first meeting after the JPA was created and Ms. Barr indicated that the JPA was created in 1996-1997 and this resolution was not adopted until 2000. There was discussion regarding when other cities have their reorganization.

Mr. Seymore brought up a recommendation to amend Resolution #00-02 to designate that appointment of the West-Comm Chair and Vice-Chair occur at the first meeting of the year due to the fact that all of the JPA Member cities are on the November reorganization cycle. Ms. Raymond noted that the resolution change would have to be presented at the next meeting because it was not covered under this current resolution and that this appointment would only be valid through the end of this term. It was agreed that the recommended resolution change would be added to the agenda for the next meeting.

Motion by Mr. Seymore and second by Ms. Mejia to approve and adopt Resolution #08-01 A Resolution of the West Cities Police Communications Center, Joint Powers Authority Establishing Regular Meeting Dates of the Board of Directors and to Repeal Resolution 00-01 regarding the change of time of the Meeting of the Board of Directors.

Mejia: Aye
Seymore: Aye
Ybaben: Aye

Motion Passed.

Agenda Item #3 – Proclamation recognizing “National Public Safety Dispatcher Week”

Ms. Barr provided background on National Public Safety Dispatcher Week indicating that the Regular Meetings of the Board of Directors are scheduled for February and May, and that National Public Safety Dispatcher Week is the second week of April. She reported that it has been past practice of the JPA Member Agencies to present the West-Comm dispatchers with a proclamation recognizing National Public Safety Dispatcher Week at the City Council Meetings. She indicated that the proclamation from the West-Comm JPA Board of Directors falls in line with the Member Agency presentations.

There was discussion regarding reminders being sent for these proclamations and Ms. Barr indicated that they were included in the meeting packets and that she would send reminders as well.

Motion by Mr. Ybaben and second by Ms. Mejia to receive and file the Proclamation recognizing “National Public Safety Dispatcher Week”.

Mejia: Aye
Seymore: Aye
Ybaben: Aye

Motion Passed.

Agenda Item #4 – Treasurer’s Report, Quarterly Financial Statements for Period ending December 31, 2007

Mr. Richard Storey provided information regarding the Quarterly Financial Statements. He indicated that the Financial Statements covered the period ending December 31, 2007 and included the Balance Sheet, Statement of Revenue, Expenditures and Changes in Fund Balance and the Statement of Expenditures (Budget to Actual). He commented that the budget was over what was expected for this time of the year. He noted that the main reason for this was the Public Liability Insurance. Mr. Storey stated that the next agenda item would request additional appropriations to cover the Public Liability Insurance expense which was \$33,000 over what was originally budgeted. This was an anticipated expense when the new Public Liability Insurance was obtained in July '07. He also noted that in Capital Outlay Improvement, a large majority of equipment has been purchased which brings the budget to the current 54% level. He indicated that it was expected that West-Comm would be within budget by the end of the year.

Mr. Seymore presented a question regarding the appropriation for the Public Liability Insurance and wished to confirm that there were plenty of funds available to cover this appropriation. Mr. Storey assured that there were sufficient funds available in the unreserved fund balance. Mr. Seymore questioned how this appropriation would affect West-Comm. Mr. Storey indicated that this year the affect would be minor in that there would be slightly less cash although, in past years, West-Comm has been under budget so there is a reserve. The impact would be felt in future years as the cost for Public Liability Insurance would be \$34,000 to \$35,000 as opposed to previous cost of \$5,000 - \$6,000.

Mr. Ybaben presented a question regarding overtime expenditures being high and regular salaries being under budget. He questioned if this would play out by the end of the year. Mr. Storey indicated he expected this area to be within budget. He explained that when staffing shortages are covered by overtime, adjustments are made to the budget in which the regular salary budget is decreased and the overtime budget is increased. He noted that this also takes into account the payout of comp time, etc. He indicated that he felt that West-Comm would come in right on budget.

Mr. Ybaben noted that Unfunded Liabilities was an issue all over the state and questioned if it was an issue for West-Comm. Mr. Storey explained that this usually had to do with expenses for health benefits for retirees based upon the number of years of service. He noted that the cities were in the process of determining what their liability would be with regards to this. He noted that West-Comm has never made a payment on this since West-Comm has never had anyone retire. He noted that although there had not been any expenditures in this area as of yet, this area was being looked at for the actuary report. He noted that a certain amount of money of the fund balance had been set aside for this liability.

Motion by Ms. Mejia and second by Mr. Seymore to receive and file the Quarterly Financial Statements.

Mejia: Aye
Seymore: Aye
Ybaben: Aye

Motion Passed.

Agenda Item #5 – FY '07/08 Budget Appropriation for Public Liability Insurance

Ms. Barr reported that when the Board authorized West-Comm to obtain its own Public Liability Insurance through CJPIA, there was a known excess cost that would require appropriation in the FY '07/08 Budget. The appropriation request of \$34,000 is now being brought before the Board to cover the anticipated increase.

Mr. Seymore presented a question regarding this expense and asked if this expense would decrease over time. Ms. Barr indicated that as a newly insured client, there would be several years to pay into the Rolling Retro plan before the costs would level out. Ms. Mejia questioned how many years it was expected to take and Ms. Barr indicated four to five years. Mr. Seymore asked if it was known what the approximate expense would be after that time. Mr. Bahorski indicated that it would be hard to determine what that would be as you may have a claim in those first few years which could dramatically change things. Mr. Storey indicated that due to changes in the market, it would be very difficult to assume what the amount would be in five years.

Motion by Mr. Seymore and second by Ms. Mejia to approve the FY '07/08 Budget Additional Appropriations for Public Liability Insurance.

Mejia: Aye
Seymore: Aye
Ybaben: Aye
Motion Passed.

Old Business:

None

CLOSED SESSION

Mr. Ybaben adjourned the meeting to closed session at 4:52 pm for discussion of Labor Negotiations per Government Code Section 54957.6.

Just prior to going into closed session, there was discussion by Ms. Raymond regarding who was to be involved in the closed session. She indicated that although she was unsure what past practice had been, she thought that, in reviewing the JPA Agreement and past resolutions, this closed session should only include the Board of Directors. Mr. Bahorski indicated that he believed that City Managers and Police Chiefs had previously been included to address the functional issues. Ms. Raymond stated that would be acceptable.

Mr. Ybaben resumed the Board meeting at 4:59 p.m. Ms. Raymond indicated that the only reportable action from this closed session was the designation of Lisa Barr and Richard Storey as the agency representatives for labor negotiations.

DISCUSSION ITEMS:

#1 – Comments from the Board: Mr. Ybaben indicated that West-Comm continues to be one of the best performing and well managed organizations that he has seen. He appreciated the good job that everyone does. Ms. Barr thanked Mr. Ybaben for his compliment.

Mr. Bahorski indicated that Chief Hicks had announced his retirement and had never had a chance to comment. Chief Hicks noted that he was not leaving until June and that he would have a few more times to be involved in the Board Meetings before that time. He thanked Mr. Bahorski and indicated how much he enjoyed working in the West end of the County as his background had come from the Central County. He commented on the professionalism of the group and that he looked forward to working with the Board for the last few months. He accepted congratulations regarding his retirement.

#2 – Distribution of the revised 2008 West-Comm JPA Board Meeting Schedule. Ms. Barr indicated that these schedules were included in the Meeting Packets.

#3 – Mr. Seymore discussed the request to bring a resolution forward regarding changing the date of the reorganization of the Board to the first Regular Meeting of the year (February). Ms. Barr confirmed that this resolution would be presented at the next meeting.

ADJOURNMENT:

There being no further business, Mr. Ybaben adjourned the meeting at 5:12 p.m. The next Board Meeting will be a Regular Meeting at 4:30 p.m. on May 20, 2008, at the Seal Beach Police Department.

Chairperson

Date