



*West Cities Police Communications Center
Joint Powers Authority*

**MINUTES OF THE WEST CITIES POLICE COMMUNICATIONS CENTER
SPECIAL MEETING OF THE BOARD OF DIRECTORS
September 30, 2008**

CALL TO ORDER

A Special Meeting of the West-Comm Board of Directors was called to order at 4:35 pm on Tuesday, September 30, 2008, in the training room of the Seal Beach Police Department, 911 Seal Beach Boulevard, Seal Beach, California, by Chairperson Todd Seymore.

ROLL CALL

PRESENT:

Board of Directors:

Chairperson – Todd Seymore, City of Cypress
Alternate Board Member - Ken Parker, City of Los Alamitos
Alternate Board Member – David Sloan, City of Seal Beach

Administrative Oversight Staff:

John Bahorski, City Manager, City of Cypress
David Rudat, Interim City Manager, City of Los Alamitos
David Carmany, City Manager, City of Seal Beach

Technical Operations Committee:

Mark Yokoyama, Chief of Police, City of Cypress
Todd Mattern, 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

ABSENT:

Board of Directors:

Board Member – Gerri Mejia, City of Los Alamitos

Board Member - Michael Levitt, City of Seal Beach

APPROVAL OF MINUTES

Motion by Mr. Parker and second by Mr. Seymore to approve the Minutes of the June 10, 2008 Regular Meeting of the JPA Board of Directors.

Motion Passed. Minutes Approved.

Aye: Parker, Seymore, Sloan
Nay: None
Abstain: None
Absent: Levitt, Mejia

ORAL COMMUNICATIONS

No member of the public was present for Oral Communications.

CLOSED SESSION

The Board of Directors went into closed session at 4:37 pm and returned from closed session at 4:45 pm. The following items were discussed:

Conference with Labor Negotiator per Government Code Section 54957.6
Agency Representative: Dispatch Administrator, JPA Treasurer
Employee Organization: West-Comm Police Employee Association

Conference with Labor Negotiator per Government Code Section 54957.6
Agency Representative: Dispatch Administrator, JPA Treasurer
Non-Represented Employee: Dispatch Supervisor

Conference with Labor Negotiator per Government Code Section 54957.6
Agency Representative: Technical Operations Committee, Administrative Oversight Staff
Non-Represented Employee: Dispatch Administrator

BOARD ITEMS AND REPORTS

New Business:

Agenda Item #1 – Treasurer's Reports

Richard Storey presented the Quarterly Financial Statements for the period ending June 20, 2008. These statements represented the final report in the 2007-2008

fiscal year and are a brief summary of the year. Mr. Storey pointed out that the Statements indicated more expenditures than revenues for this fiscal year. He explained that this was expected and as planned, some of the reserves were used for Capital Expenditures. He indicated that with this in place, on the Amended Budget, the expenditures were at 99.93% of the revenues for the year.

Mr. Storey also pointed out the detailed lists and the Fund Balances for June 30, 2008 and explained that there are a few additional items that came in after the report was prepared and based on the audit, the report would be adjusted for less than \$1000. Mr. Seymore questioned whether the funds were more or less than indicated and Mr. Storey advised that there is actually more in the Funds Balance than is indicated. He indicated that the Capital Replacement fund designation had been reduced quite a bit because of the \$100,000 spent on equipment. He noted that designated cash flow remained at \$265,000 which covers a month and a half of expenditures. He also noted that \$60,000 was set aside knowing that West-Comm was going into negotiations and to prevent that from hitting the budget. He pointed out that this left the Reserve Balance at \$410,000 which may be reduced a little further. This puts the balance above the goal of 20% of the Operating Budget which would be \$406,000.

With no further questions a motion was by Mr. Parker to receive and file the Quarterly Financial Statements and second by Mr. Sloan.

Motion Passed.

Aye: Parker, Seymore, Sloan
Nay: None
Abstain: None
Absent: Levitt, Mejia

Agenda Item #2 – Resolution 08-04 – Resolution Establishing Procedures for Governing Employer-Employee Organization Relations and Repealing Resolution 97-06

Ms. Barr indicated that once negotiations were started, it was realized that the employee/employer resolution was outdated, that there were certain laws that had changed and had not been reflected, as well as practices that were replaced that the previous resolution did not identify. Staff and an attorney from Best Best & Krieger went over the resolution and identified changes to be made to make it current to the JPA agreement as well as changes that made it current to our actual operating practices.

With no questions, a motion was made by Mr. Parker to approve and adopt Resolution 08-04 and seconded by Mr. Seymore.

Motion Passed. Resolution Approved and Adopted.

Aye: Parker, Seymore, Sloan
Nay: None
Abstain: None
Absent: Levitt, Mejia

Agenda Item #3 - Resolution 08-05 - Resolution Adopting a Memorandum of Understanding with the West-Comm Police Employees Association Concerning Wages, Salaries, Fringe Benefits and Conditions of Employment for Represented Employees in the Classification of Dispatcher and Lead Dispatcher

With no questions, a motion was made by Mr. Parker to approve and adopt Resolution 08-05 and seconded by Mr. Seymore.

Motion Passed. Resolution Approved and Adopted.

Aye: Parker, Seymore, Sloan
Nay: None
Abstain: None
Absent: Levitt, Mejia

Agenda Item #4 - Resolution 08-06 - Resolution Amending Resolution 05-06 by Updating Hourly Wages for Non-Represented Employees in the Classification of Part-Time and Temporary Dispatcher

Ms. Barr explained that part-time and temporary dispatchers are not represented by the same association that represents the dispatchers and that they don't receive many of the same benefits, only what is required by law. She noted that historically, the same salary scale has been maintained for the part-time and temporary dispatchers as for the full-time dispatchers and that part-time or temporary dispatchers could be brought in anywhere in the A through now F salary scale.

With no questions, a motion was made by Mr. Parker to approve and adopt Resolution 08-06 and seconded by Mr. Sloan.

Motion Passed. Resolution Approved and Adopted.

Aye: Parker, Seymore, Sloan
Nay: None
Abstain: None
Absent: Levitt, Mejia

Agenda Item #5 - Resolution 08-07 - Resolution Adopting a Memorandum of Understanding with the Non-Represented Employee in the Classification of Dispatch Supervisor Concerning Wages, Salaries, Fringe Benefits and Conditions of Employment

With no questions, a motion was made by Mr. Seymore to approve and adopt Resolution 08-07 and seconded by Mr. Sloan.

Motion Passed. Resolution Approved and Adopted.

Aye: Parker, Seymore, Sloan
Nay: None
Abstain: None
Absent: Levitt, Mejia

Agenda Item #6 - Dispatch Administrator Agreement

With no questions, a motion was made by Mr. Parker to approve the Dispatch Administrator Agreement and seconded by Mr. Seymore.

Motion Passed. Agreement Approved.

Aye: Parker, Seymore, Sloan
Nay: None
Abstain: None
Absent: Levitt, Mejia

Agenda Item #7 - FY '08/09 Budget Appropriations – Logging Recorder Upgrade

Ms. Barr indicated that this item had not been discussed in depth prior and that it had been thought that the money from the State 911 telephone upgrade would include funds available for a logging recorder upgrade at that time. Everything cost more than expected, therefore funds were not available after the telephone system upgrade and purchase of other small items to purchase a logging recorder upgrade. Mr. Seymore questioned how much was left over. Ms. Barr advised it was roughly \$60,000. She explained that there was the primary purchase of the telephone system which was approximately \$215,000, then the purchase of computer monitors, printers and other items needed for the support of the phone system chipped away at the money provided by the State. This did not leave enough to purchase a new logging recorder. The decision had to be made to purchase either a new logging recorder and come back and ask for additional money for the other items or to purchase the telephone system and hope that we could get by with the existing logging recorder system. The latter option was attempted but it was discovered that the system was just too far beyond repair and needed massive hardware and software upgrades. The other option was to replace the entire

system. It was found to be much more effective to do the hardware and software upgrades than to replace the entire system. Mr. Seymore noted that the upgrades would cost \$20,981 and asked about the \$11,000 that appeared to be budgeted for this. Ms. Barr explained that there was \$11,608 pulled from other places in the budget that could be put towards the upgrade which left a deficit of \$9,375. Mr. Seymore confirmed that this is what this current request was for. Ms. Barr confirmed that it was for the increased amount. Mr. Seymore questioned if the funds were available for this and Mr. Storey indicated that if you take from the \$60,000, the \$29,000 requested for the West-Comm Employees Association and \$17,000 for the other appropriations, then the funds are still within the 20% of the operating budget contingency.

Mr. Parker questioned the downtime of the machine and commented about paying for those downtime repairs. He wanted to know what it costs to have the system repaired after a failure. He questioned whether the repair personnel came out without charge. Ms. Barr indicated that the service and repair was part of our annual maintenance service for the equipment which had been in effect for the past six years since the equipment was purchased in 2002. Mr. Parker asked if the problems with the downtime were due to problems with the memory or hard-drive and did the company feel that this could be fixed with the needed upgrades or would it be an ongoing problem. Ms. Barr indicated that we had been operating on old hardware and receiving the free software upgrades until we reached such a point that the software upgrades could no longer be supported by the old hardware. Ms. Barr reported that ultimately the system had been stumbling along with what wasn't the most current software. She noted that it was attempted to install the most current software on the system, but the machine could not handle it. Mr. Parker confirmed that the problem was on our end with our hardware accepting the upgrades. Ms. Barr indicated that the new equipment has already been installed on a contingency basis and that if it doesn't work or we don't like it, then it will be removed and we start all over. She noted that the annual maintenance had just been paid on the machine and it was doing what it was supposed to, but due to dramatic technology changes, the new machine is much more streamline and efficient.

With no further questions, a motion was made by Mr. Parker to approve additional appropriations and seconded by Mr. Seymore.

Motion Passed. Appropriations Approved

Aye: Parker, Seymore, Sloan
Nay: None
Abstain: None
Absent: Levitt, Mejia

Old Business:

None

DISCUSSION ITEMS:

#1 – Comments from Board of Directors:

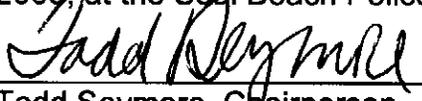
Mr. Seymore thanked staff for their hard work on the MOU agreements. He thanked Mr. Storey for the work on the programs that made it possible to get where we needed to be. He also thanked Ms. Barr for her hard work and many years of service.

#2 – Comments from the Administrative Oversight Staff: None.

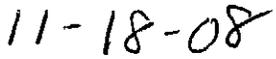
#3 – Comments from the Technical Operations Committee: None.

ADJOURNMENT:

There being no further business, Mr. Seymore adjourned the meeting at 5:00 pm. The next Board Meeting will be a Regular Meeting at 4:30 p.m. on November 18, 2008, at the Seal Beach Police Department.



Todd Seymore, Chairperson



Date