



*West Cities Police Communications Center
Joint Powers Authority*

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**MINUTES OF THE WEST CITIES POLICE COMMUNICATIONS CENTER
REGULAR MEETING OF THE BOARD OF DIRECTORS
November 18, 2008**

CALL TO ORDER

A Regular Meeting of the West-Comm Board of Directors was called to order at 4:30 pm on Tuesday, November 18, 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
Board Member – Michael Levitt, City of Seal Beach
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:

Todd Mattern, Chief of Police, City of Los Alamitos

Treasurer:

Richard Storey, Director Personnel & Finance, City of Cypress

Secretary:

Lisa Barr, Dispatch Administrator, West-Comm

General Counsel:

Jamie Raymond, Best Best & Krieger

Staff:

Mike Idom, Captain, City of Cypress
Tim Olson, Lieutenant, City of Seal Beach

ABSENT:

Board of Directors:

Board Member – Gerri Mejia, City of Los Alamitos

Technical Operations Committee:

Mark Yokoyama, Chief of Police, City of Cypress
Jeff Kirkpatrick, Chief of Police, City of Seal Beach

APPROVAL OF MINUTES

Motion by Mr. Seymore and second by Mr. Sloan to approve the Minutes of the September 30, 2008 Special Meeting of the JPA Board of Directors.

Motion Passed. Minutes Approved.

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

ORAL COMMUNICATIONS

No member of the public was present for Oral Communications.

OLD BUSINESS:

None

BOARD ITEMS AND REPORTS

New Business:

Agenda Item #1 – Treasurer's Reports

Richard Storey presented the Quarterly Financial Statements for the period ending September 30, 2008 as well as the updated June 2008/Year-End Financial Statements. Since the previous report, there has been \$884.00 in additional increase in fund balance based on changes in revenues and expenses since the report was filed. Mr. Storey indicated within the statements, that the current expenses are within budget. He noted that the current budget is at 24%, and when the encumbrances for the year are factored in, the budget is right on target for the year. Mr. Storey pointed out that in the Year-End Statements, a reserve of approximately 20% was maintained which met the stated goal for the year factoring in the appropriations for the coming year. Mr. Seymore questioned the total amount

in the reserve and Mr. Storey confirmed that the amount of \$406,202 would cover the 20% and the balance in the reserve fund was \$407,585 which was slightly above 20%. Mr. Storey answered Mr. Carmany's question regarding the fund balance and confirmed that as a part of the adopted budget, some of the accumulated fund balance would be used for balance of the budget for this year. One of the items involved in this would be the insurance as it was known that the first few years would have high premiums and then the amount would be based on actual incidents. The insurance cost is expected to drop down to where it was in the past, so therefore it was to be temporarily paid out of the fund balance. He also noted that the accumulated fund balance, which was gained through interest earned as well as expenditures being under budget, would also be used to pay some of the salary increases that were expected for the next two years until the economy turns around. Mr. Storey explained that this was to keep the budget at a 2½% increase. Mr. Seymore questioned how long the high premiums would be required on the insurance and Mr. Storey explained that it would be at that rate for four years. Ms. Barr indicated that the premium is currently into its second year and that the reduction in premium would be seen after two additional years.

It was noted that there was a typographical error on the Year-End Financial Statements in that the beginning date was noted as July 2008 and should be July 2007.

With no further questions, Mr. Levitt made a motion to receive and file the Quarterly Financial Statements and it was seconded by Mr. Seymore.

Motion Passed.

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

Agenda Item #2 – Resolution 08-08 – Resolution Regarding Member Contributions to California Public Employees' Retirement System (CALPERS)

Ms. Barr explained that Cypress discovered that the correct paperwork was not filed with CALPERS in regards to member contributions made on behalf of the members. In order to bring West-Comm paperwork current with the requirements by CALPERS, this resolution needed to be put in place. She indicated that all the paperwork and documentation was provided by CALPERS and reviewed by Ms. Raymond and that this resolution was needed to bring West Cities into compliance with what was required by CALPERS regarding the action already being taken.

Mr. Seymore questioned if this is a new action or an action that was already being taken and Ms. Barr confirmed that this is not a new action.

Mr. Storey advised that CALPERS was notified by the Internal Revenue Service that they would be reviewing their documentation and therefore, CALPERS reviewed their files to confirm that everything was in order and it was noted that this resolution was not in place for West-Comm JPA. When West-Comm was formed, it was assumed that this resolution fell under the resolutions already in place by the City of Cypress, however it was determined that a separate resolution needed to be adopted.

With no further questions, Mr. Levitt made a motion to approve and adopt Resolution 08-09 and it was seconded by Mr. Seymore.

Motion Passed.

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

Agenda Item #3 – Resolution 08-09 – Resolution Adopting a Memorandum of Understanding Concerning Wages, Salaries, Fringe Benefits and Conditions of Employment for Non-Represented Employees in the Classification of Office Assistant I and Office Assistant II

Ms. Barr indicated that this resolution is to bring West-Comm into compliance with regards to the Office Assistant Position. She explained that for many years, the position of Office Assistant was not recognized as a West-Comm employee and had received what Cypress employees in the same classification received. The position did not have an MOU or a salary schedule. Last year, MOU and salary schedules were adopted for this position and they were to expire in June 2008. Because the Dispatchers Association was still in negotiations at that time, rather than have the position wait and receive retroactive pay, since the salary was already established, the resolution was put in place regarding the salary only at that time.

Now that the Dispatchers have reached an agreement and have an MOU regarding their benefits, it was requested that negotiations be reopened in regards to this classification. It was decided that an entire new MOU be adopted and brought in line with all of the other West-Comm employees for the Office Assistant position with regards to benefits. The new MOU will run from July to June through 2012 with no re-opener clause.

It was pointed out that there was a typographical error in section 13.07 of this resolution. It should read "his/her" instead of "his/here". This will be corrected by Ms. Barr.

With no further questions, Mr. Levitt made a motion to approve and adopt Resolution 08-09 and it was seconded by Mr. Seymore.

Motion Passed.

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

Agenda Item #3 – Resolution 08-10 – Resolution Adopting an Amended Appendix of the West-Comm Conflict of Interest Code Pursuant to the Political Reform Act of 1974

Ms. Barr explained that every few years, the State of California requires that a review of the Conflict of Interest Code be conducted. In doing so, it was questioned by the staff of Best, Best & Krieger as to whether all of the position titles were still required to be in the Code and if there were any additional position titles that were required to be in the Code. The last time the Code was amended, the Chiefs' positions were removed because they had come out of the Administrative Oversight Staff group and had formed their own group, known as the Technical Operations Committee. The Technical Operations Committee, at that time, had no history of decision making; therefore they were not required to be a part of the Code. The TOC now has a history of decision making authority that affects West-Comm and as such, is required to be added to the Conflict of Interest Code. In addition, with the reclassification of the Dispatch Supervisor position to an exempt position, serving as the Acting Administrator and having the same authority with regards to decision making, that position also is required to be included in the Conflict of Interest Code.

This amendment adds those two positions, the Technical Operations Committee and the Dispatch Supervisor Position to the Appendix of the Conflict of Interest Code.

Mr. Seymore questioned the need for the 700 forms as well as the AB 1234 forms. Ms. Barr confirmed that the 700 forms are filed by persons in these positions and Ms. Raymond explained that the AB 1234 forms are not required for all Conflict of Interest filers. AB 1234 forms are for council members or any other appointed members who receive some form of stipend.

With no further questions, Mr. Seymore made a motion to approve and adopt Resolution 09-10 and it was seconded by Mr. Levitt.

Motion Passed.

Aye: Levitt, Seymore

Nay: None
Abstain: None
Absent: Mejia

DISCUSSION ITEMS:

#1 – Comments from Board of Directors:

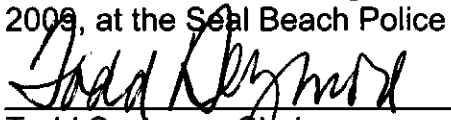
Mr. Seymore stated his appreciation of the Board Meeting documents being distributed electronically.

#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 4:47 pm. The next Board Meeting will be a Regular Meeting at 4:30 p.m. on February 17, 2009, at the Seal Beach Police Department.



Todd Seymore, Chairperson

2-17-09
Date