



## *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 17, 2009

#### **CALL TO ORDER**

A Regular Meeting of the West-Comm Board of Directors was called to order at 4:30 pm on Tuesday, November 19, 2009, 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  
Vice Chairperson – Michael Levitt, City of Seal Beach

Administrative Oversight Staff:

John Bahorski, City Manager, City of Cypress  
Jeff Stewart, City Manager, City of Los Alamitos  
David Carmany, City Manager, City of Seal Beach

Technical Operations Committee:

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:

Sandra Levin, Colantuono & Levin

Staff:

Cassandra Palmer, Support Services Manager, City of Los Alamitos  
Kristen Berry, Dispatch Supervisor, West-Comm  
Stephanie Smith, Staff Assistant, West-Comm

ABSENT:

Board Member – Marilyn Poe, City of Los Alamitos

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

### **APPROVAL OF MINUTES**

A motion was made by Mr. Levitt and second by Mr. Seymore to approve the Minutes of the August 18, 2009, Regular Meeting of the JPA Board of Directors.

Motion Passed. Minutes Approved.

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

### **ORAL COMMUNICATIONS**

No member of the public was present for Oral Communications.

### **OLD BUSINESS:**

#### **Agenda Item #1 – Analysis of Overtime and Part-Time Hours Used**

Ms. Barr reported that as requested at the last board meeting, she has conducted an analysis of the part-time and overtime hours that are used to staff the Comm Center. The analysis went back to July to try to gather as much information as possible. Since the board meeting, better tracking methods have been established but an effort was made to go back and analyze the previous time periods as well. Ms. Barr stated, "As you can see, we are trying to keep overtime to a minimum, trying to use part-time hours as much as possible. We are currently understaffed in that we have one vacancy: a person who was previously off on maternity leave, came back, and then she was released from probation. And we have another individual who is off on early maternity leave so technically we have two openings right now and we are filling those openings with either overtime, part-time staffing or what we call creative scheduling, which means dropping our minimums down to three during the hours of least activity and those hours are determined by running the reports that our systems track to let us know when calls are at their lowest and that is typically between roughly 2 am until 6 or 7 am in the morning". Ms. Barr then welcomed any questions from the Board.

Mr. Seymore requested that the normal work schedule be explained more clearly.

Ms. Barr responded that on the normal work schedule, the employees are scheduled on what is known as a 3-12 work shift. They work three twelve hour days and then they have a payback day to make up for the remaining four hours. The workweek is broken up by Monday, Tuesday, Wednesday and Thursday, Friday, Saturday with Sunday as the payback day. Sunday is the day of least activity so staffing can go down to a minimum on Sundays. Employees work twelve hour shifts, so 6 am to 6 pm is the day shift and then 6 pm to 6 am is the night shift. Instead of putting four people on nightshift,

we try to take the fourth person and stagger them so that we provide a 5<sup>th</sup> person on dayshift and a 4<sup>th</sup> person during the busiest hours on nightshift. That's what a normal schedule should look like. We don't have the staffing for this right now so the mid shift, either 12 noon to 12 am or 2 pm to 2 am, is not filled right now so we are operating with four on days.

There was further discussion regarding the payback shift with Chief Kirkpatrick providing additional explanation on the 36 hour work week which allows the employees the opportunity to payback that time in lieu of forfeiting the four hours pay every week.

Mr. Seymore inquired as to whether the payback time can be used to reduce overtime? Chief Kirkpatrick replied yes in certain circumstances.

Mr. Seymore then questioned the use of mandatory overtime stating that he was "not real comfortable with that term of mandatory overtime". Ms. Barr explained that mandatory overtime means the operation is required to have X number of bodies in the Comm Center at any given time because you have to have one person for each of the three main radio frequencies and someone to handle telephones. This requires a minimum of three people and during dayshift and busy hours, three is not a sufficient minimum, it has to be four. Therefore, if someone calls in sick, for instance, then there is mandatory overtime, which means we have to fill that open shift, we can't run short so the shift is offered for somebody to volunteer, but if no one volunteers, then we do mandate overtime. Someone has to fill that shift. Chief Kirkpatrick further stated that employees can be ordered in. Mr. Storey additionally clarified that that this should not be confused with built-in overtime.

Mr. Seymore stated, "I know we have built-in overtime". To which Ms. Barr responded that there is no built-in overtime. Mr. Seymore then questioned "What is budgeted overtime? That's built-in. That is built into the budget, right?" Ms. Barr and Mr. Storey then went on to clarify the understanding of hours that are built into the budget to cover vacation or comp time. Mr. Storey further clarified that these hours are only to cover open shifts, the schedule itself does not have built-in overtime, which some schedules could have.

Mr. Levitt then questioned whether there is a mandate by the state or any other agency that says the phone must be answered in a certain length of time? And if so and the agency does not comply with the mandate is there a penalty? Ms. Barr replied that the agency is not penalized but the State 9-1-1 Office does have recommended mandates for call answering which West-Comm has always met.

Mr. Levitt confirmed that citizens don't get busy signals and they don't get "I'll have to put you on hold", or "Can you wait? With gunshots in the background..." "Can you hold?"

Ms. Barr responded that there are times when if staffing is decreased to the minimum, then yes, a person could be placed on hold and the officers are sometimes asked to stand by when the activity level becomes too much for the minimum level of staffing in

the comm center. Chief Kirkpatrick then stated, "...that's why we do everything we can to make sure we have people available, even on overtime, so that doesn't happen".

Mr. Seymore had additional questions regarding the staffing level, to which Ms. Barr explained, "There are three radio frequencies. You have to have a person handling the Cypress radio, a person handling the Los Alamitos and Seal Beach radio and then for the Orange County Rangers, that person also answers phones. So, they handle a radio frequency and answer telephones because that radio frequency is a little bit slower. The fourth person, which is what the optimal staffing is or minimal staffing right now since we can't have five on during busy hours, the fourth person is the only person who is dedicated to answering the phones. Everybody else is doing double duty".

Chief Kirkpatrick further stated, "It is possible that all the phones could be jammed if you have a major incident, for example, let me cite an example that I experienced, such as the Aero Mexico air crash in the north part of the county, our dispatch center was completely clogged with incoming phone calls. Everybody wanted to report the air crash. We knew about it with the first call but everybody else stacked up behind it and jammed all the incoming lines both 9-1-1 and business lines. So, the dispatchers were going "wily nilly" trying to unlock them and it really, it figuratively locked the system until they could dispo all those blinking lights on the phones, the system was blocked so if Mike Levitt wanted to call in on something else, on a car crash or something, he wouldn't have gotten through and yes, you would've gotten a busy signal. Those can't be anticipated. You just can't plan for that. That's glued to fate. But it does happen and it will happen. For instance, when the plane went down in College Park West, about six years ago, same thing happened, everybody is calling in and reporting, "We have a plane down." "Yes, thank you, we know that." Put them on hold so you can get their information or say "Thank you." and hang up on them because we already know, we don't need anymore information. And yet someone is right behind them in the rotary, to fill that open line with again, the same thing. So, that's an example of locally what can happen".

Mr. Levitt then stated, "I have some friends who are on the Senior Police Volunteers and one of their main complaints is that it's pretty boring – "We're not doing anything of any real value. We just stand there answering people who come to the counter." Would it not be possible to train some of these people as back up, if suddenly someone has to go home sick with the flu, and you have an empty phone, could you, would it not be possible to call somebody in who has been trained to take over?"

Ms. Barr answered that they would have to have completed the P.O.S.T. Dispatcher Academy in order for the agency to continue to receive P.O.S.T. reimbursement from the State, so they would have to go through that training and unfortunately, it's a perishable skill. If you're not in there using it, then, when you bring them in and you sit them down in front of a telephone console and they start receiving questions about things that they haven't handled recently or if they were to be answering 9-1-1 calls... Mr. Seymore interjected, "I wouldn't want them to be answering 9-1-1 calls, but you know, maybe incoming business, the business line calls." Ms. Barr replied that

“Unfortunately, you can’t tell. Not everyone calls 9-1-1 when they have an emergency”. Mr. Seymore stated he understood the problem with this suggestion.

Chief Kirkpatrick went on to further state that, “There’s a supervision issue that “dove-tails” that as well. A volunteer, is very difficult to hold them accountable for certain performance measures that we would expect of a paid employee. We can hold them accountable and we have ways to improve their performance if necessary. It’s very difficult to accomplish that with a volunteer no matter how good spirited they are volunteering their time so, it creates a myriad of issues. The suggestion is great, but the mechanics of making that happen are awfully difficult. They would have to go through, at least, basically a radio dispatch academy that is extremely difficult and the failure rate is high. I took it upon myself to learn the system when it was first deployed and just as an example, it is called the command path entry system. As Lisa said, it’s a perishable skill. If you don’t use it every ½ hour, it’s lost. It’s highly, highly complicated. I’ve said to this Board before, this is the most technical position in the entire police industry. It is difficult. The people that do it are special folks”.

Mr. Seymore then went back to the mandatory overtime issue inquiring whether it is possible to use the salary employees for those call-in times when you have somebody sick. He stated that perhaps we need to look at calling in the salary personnel first.

Ms. Barr responded that the only salary personnel are Supervisor Kristen Berry or herself. She then explained the call in procedures for unscheduled vacancies. We call all part-timers first, and then we call all dispatchers next with the least amount of pay. Leads are the last that are called as they are the most expensive. So, we TRY to keep a good part-time staff on hand since there is no overtime incurred when calling in a part-timer unless they exceed 40 hours in a week, which does happen sometimes if we have a part-timer who is putting in a lot of hours. But it is pretty few and far between.

Mr. Seymore then referred to the data in the report on page two in the middle of the last paragraph where it states the data provided is an estimate of the four months from July through October and inquired as to why actual numbers were not provided.

Ms. Barr responded that when compiling the information she discovered that the Leads were tracking the hours differently. She provided the example for those dispatchers who were out on an extended leave, such as maternity leave, some Leads were tracking that as an open shift, and some were tracking it as sick leave, which is why the numbers provided are an estimate. All of the dollar figures are correct however because that information was obtained from Finance records.

Mr. Seymore then requested an explanation regarding the open, sick, holiday, vacation categories. Specifically what is an open shift?

Ms. Barr answered that an open shift is a shift that does not have a body to fill it. It is a vacant shift.

Mr. Seymore confirmed that to be the 172 hours stated in the report. To which Ms. Barr clarified that 172 hours is one employee for the month. Ms. Barr went on to clarify that sick/leave is for those employees who either call in sick or are out on an extended leave which currently include three employees who are off on maternity leave. There was addition conversation to clarify the other categories on the report – Holidays, Vacation, Comp time off. Ms. Barr explained that training is mostly mandatory training at this point because no one is being sent to any type of elective training. She further explained that each dispatcher is required to have 24 hours of continued professional training in a 2 year period in order to stay within compliance with P.O.S.T. mandates. She reiterated that if the agency is not in compliance with P.O.S.T. it will lose the P.O.S.T. funding. She then explained the S.W.A.T. category stating it covers callouts or S.W.A.T. training. Lastly she explained the “Other” category to be anything that does not fit into any of the previously described categories. Mr. Seymore questioned what that would encompass. Ms. Barr explained “Other” could be used for DUI checkpoints, special events or activities such as shift change. She went on to explain that “Shift change” is the end of the deployment period of 16 weeks which may require overtime for scheduling adjustments.

Mr. Seymore stated that the analysis was good, however there was one requested topic that was not addressed – how are we going to reduce overtime?

Ms. Barr stated that other than what is stated in the report regarding using part-time employees as much as possible, and dropping down to minimums and not sending employees to any unnecessary training, there is no other way to stop the overtime. A last resort would be to cancel the ability to take vacations and tell employees that they can't take time off.

Mr. Bahorski asked Ms. Barr if she had looked at alternative schedules and changing schedules around. He suggested that perhaps meshing the 8 to 5 schedule with a 3-12 schedule to staff the peak periods. Mr. Bahorski stated that would be an interesting review. Ms. Barr replied that she had looked at other schedules and stated that in the past employees went to a 4-12 schedule because of all the vacancies, but that created even more overtime.

Mr. Bahorski then asked whether an analysis of the sick leave usage had been conducted to make sure that there is not an exorbitant amount of sick leave usage creating overtime. Ms. Barr stated that yes, a very tight reign is kept on sick leave and anyone who appears to be abusing sick leave is addressed. She further stated that although it had been an issue in the past, it is not currently an issue. Mr. Bahorski stated that his concern is that he has six department heads who when asked if they can reduce overtime all reply “No, we can't do it, there's no possible way.” Mr. Bahorski stated that somehow there's always a way to do things through creativity and innovation. Ms. Barr interjected that she had looked at every possible way to reduce overtime. She provided the example that one shift is currently being filled by two part-time dispatchers. She stated that these are employees who are technically scheduled 20 hours and anything over 20 hours is not overtime until they reach 40 hours so those

two individuals are worked as much as possible. She stated that their shifts are creative in that they don't necessarily work a 12 hour shift, they work two 10 hour days or one works a 12 and an 8. Chief Kirkpatrick confirmed that this is essentially a job-share which is seen in the private industry today.

Mr. Bahorski went on to state that the issue is overtime...It's hours, labor, and that he is asking my city departments to cut back. Ms. Barr responded that she can cut back by decreasing the staffing but then cautioned that there would be this would be risking a decrease in service level. Someone is going to then be put on hold more frequently if you only have three people working as opposed to four. That is the only way that we can cut back on the overtime. Or deny vacation requests, deny time off requests, which we have done in the past. Currently the only time off request that is mandatory is for vacation. Day off requests are posted as non-mandatory which means that if it is not filled then the employee does not get the day off.

Mr. Bahorski asked Ms. Barr whether she had explored what other dispatch agencies are doing with their scheduling. He suggested that perhaps there is something other agencies are doing that can be found as a possible option to help us on that issue. Ms. Barr stated that she has done this and that she could report back with an analysis of what the other agencies are doing for scheduling and how they are handling overtime.

With no further questions Mr. Seymore made a motion to receive and file the analysis of the part-time and overtime hours and second by Mr. Levitt.

Motion Passed. Report received and filed.

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

### **Agenda Item #2 – Preliminary 2010/2011 Budget Review**

Ms. Barr reported on the proposed 2010-2011 Budget stating that the proposal was an estimate of what the costs would be. She explained that as usual the bulk of the budget is for the personnel costs which represent 92.6% of the total budget. There are previously negotiated increases scheduled for this budget period and those increases are factored in to the personnel costs. The fringe is an estimate since the actual costs for the medical and insurance are not yet known. Ms. Barr stated that she went line item by line item and cut wherever possible from the last budget which was already extremely lean and cut and then cut in other places as well. Based on this years budget there was a decrease in the insurance so that figure was used for the proposed fiscal year '10/11budget and hopefully it may come in even less. Additionally, CJPIA was asked if they would consider a different time frame other than the five years since West-Comm has put in three years with no losses. A response has not yet been received.

Mr. Seymore questioned the temporary hours of 1,750 in the 4021 line item. Ms. Barr responded that the Board had approved the same number of hours in the FY '09/10 budget as a means to boost staffing to five people on duty during the peak hours however due to staffing that boost has never been realized.

Mr. Stewart inquired of Ms. Barr regarding the studies that have been conducted regarding positions being vacant. He asked whether on a five year average on the number of positions down is it always down two positions. And is it always down an average amount of leave hours per year due to maternity leave, sick leave and whatever other leaves there are? And if this is so, could, she could run a historic average on that? And if that is so, wouldn't she be better off over-hiring at regular salaries? Ms. Barr stated that the answer to all of Mr. Stewart's questions was yes, and that she would welcome the opportunity to over-hire.

Further conversation took place regarding the benefit of over-hire, compared to the current use of temporary hours and overtime. Mr. Storey explained that the salary savings from vacant positions are used to cover overtime. Mr. Stewart questioned whether the agency is really seeing the savings. Ms. Barr responded that only when there is an actual vacant position or if an employee is off on leave with out pay.

Mr. Seymore clarified that because of the backfill, the only savings being seen is the fringe. Mr. Storey confirmed there is some savings. He stated that we fully budget to fully fund 12 dispatchers and 4 leads. Additional conversation between Mr. Stewart and Mr. Storey took place regarding the allocation of funds for regular salary, fringe, temporary salary and overtime compared to the benefit of over-hire. Mr. Storey reported that over time the savings from vacancies would be realized.

Ms. Barr reported that this last budget, FY '08/09 was the only budget that she could recall that went over budget in the personnel costs and attributed that to the MOUs that were approved after the budget was already established. She stated the MOUs were approved with higher salary rates than what was factored into the budget. Mr. Storey further added that the individual line items have been, at times higher, and the temps have been higher but regular salaries and regular fringes have netted it out. So historically the budget is working for the personnel side of it.

Ms. Barr went on to state that for the current year's budget the only thing that could start to create an overage in the personnel costs is the fact that the agency has been fully staffed with exception of employees going out on leaves.

Ms. Barr stated that it's a great thing to be able to be fully staffed. It says a lot about the agency as most dispatch centers are not fully staffed. They are constantly struggling to hire dispatchers and West-Comm is very fortunate in that area, we have a great staff. They don't want to leave. They are good employees and good dispatchers. The vacancies come from the leave time. Ms. Barr presented a color coded chart to depict employees off on leave (pink), vacant shifts (yellow) and full time employees who are working (gray).



Chief Kirkpatrick stated that one of the things that would occur if you started denying vacation time and certain leaves is that you would see that yellow increase exponentially because morale would plummet. You have a very high morale organization normally. It has a reputation for being high morale. It has a solid, sterling reputation in the industry. So where people want to come and work here and if you start denying them those kinds of privileges..., if you start denying some of those issues, morale will plummet and people will start to exit and you will have openings that you didn't plan for.

Mr. Seymore questioned regarding Chief Kirkpatrick's statement that "This is a place where people want to come to work", then why are we having vacancies all the time?

Chief Kirkpatrick replied that it is the same problem police departments are facing. It is difficult to find good people; that the screening process is rigorous, and then less than 1% matriculates out through probation. He stated this is an industry norm, not only in California, but across the nation. Mr. Seymore inquired about lateral applicants. Chief Kirkpatrick responded that lateral present the same issue. The questions raised with laterals are why are they lateraling, are they lateraling to escape problems? Are we going to inherit someone else's nightmare? We have to screen them, very carefully, especially laterals, because now they are coming with their own baggage. One of the things that you are screening for is to try to screen those people out ahead of time so they don't become problems later on and create these holes that we are discussing.

Mr. Seymore moved on to state that the bottom line is a 6% increase which is another \$56,000 to Cypress, \$38,000 to Seal Beach and \$30,000 to Los Alamitos. He further stated that he didn't know what was going on here, but in this time, a 6% increase, is going to have to be worked on. He stated he didn't know where it was going to come from, or how it is going to come about, but when city departments, police departments and department heads are being asked to cut their overtime, to cut their budgets down to a 1% growth rate, West-Comm has got to work with this somehow. He stated that we need to go back to the books and figure out something, some staffing issues, some creative something. He stated to Ms. Barr that he does not know what can be done, but that is what she gets paid for and that she is paid well. He stated that a 6% increase for the 3 cities is a killer.

Ms. Barr stated that the 6% is primarily from the personnel costs. Mr. Levitt stated it looks like it's all coming from the benefits. Mr. Stewart clarified that 5% is the negotiated increase.

Mr. Seymore stated that he understands the increases but if you look at the quarterly Treasurer's report that we are going to talk about in a minute, the overtime already, for the percentage expended is at 37.13% and if you multiply that out by four, if you use 37% in three months, you're trending 148%. Last year's was 138%. Mr. Levitt stated that was going in the wrong direction. Mr. Seymore continued on to state that the budget is a little below on regular salaries at 20% expended. But when you throw 5% back into the regular salaries or 2 and a half or two-thirds or whatever it is, you're still in

the 30% range. He stated the budget is coming up to trending up to the same issue as the FY '08/09 budget with the overtime.

Ms. Barr responded that the actual line item for overtime has always been over 100% and that is based on the fact that if a dispatcher position is empty, it has to be filled. Or the alternative is to drop down to minimum staffing which affects service levels. She stated that it is a matter of how the Board wants the operation to continue. She went on to state that if an employee calls in sick she has to fill behind them. She stated that she tries to fill with part-time dispatchers, but if a part-time dispatcher is not available, then the staffing has to drop or the shift is filled with overtime. She advised the Board that if they are okay with decreasing the staffing, and seeing what happens with the response times, which is the amount of time the phone is answered or the amount of time a call is dispatched, then that is where the reduction is going to have to come from.

Mr. Seymore responded by stating that is a budget proposal. He requested that staff go back and look at alternative ways of either staffing or coming up with ways to decrease that 6% increase.

Mr. Levitt stated that he was looking at where the increases are coming from. Mr. Seymore interjected that there is going to be an increase because of the MOUs and fringe applied. However when all 3 cities are cutting back, cutting back and cutting back, a 6% growth, comes right out of our pockets. And, it seems to increase about that much each year. He stated that he did not remember what the last two or three year's increases were and asked Mr. Storey what the increase was in the previous year. He asked if it was about the same - \$50,000. Or around \$50,000 something?

Mr. Storey stated that he did not have the actual amount at hand, but that it was somewhere around that. Mr. Seymore interjected that Cypress, which takes the biggest hit at 45.3% of the budget is pushing close to a million dollars for the JPA. He stated that he is trying to get the West-Comm budget to be put in line to what the cities are doing with their budgets and he asked that staff go back to the drawing board and see what can be done.

Mr. Levitt asked if medical, for instance, is a 6% increase over last year, is there not some way that the employees can pick up a bigger share of their medical insurance costs. Ms. Barr stated that those costs are a part of the MOU. And Mr. Storey clarified that there is already a negotiated contract. Mr. Levitt asked if it is a 1 year contract, to which Ms. Barr responded that it is a 4 year contract. Mr. Stewart asked what year of the contract is in effect. Mr. Seymore stated year one, and Ms. Barr corrected that to be the second year. Mr. Stewart inquired as to what the increases are in years 3 and 4? Mr. Storey responded that they are possibly 4 and 4.

Ms. Levin asked whether the MOUs prohibit the agency from creating positions that have no minimum hour guarantees, in other words, part-time positions that could be either zero hours but could also be 20 hours.

Ms. Barr responded that the agency can hire part-timers and that's basically where the over-hires come from. She went on to further state that she tries to hire as many part-timers as possible since they are non-fringe. She reported that a part-time dispatcher was just given a conditional job offer today. She stated that the more part-timers we have the better it works on the overtime. Mr. Stewart asked whether that becomes an issue with your association. Ms. Barr stated that actually it has not been an issue because it is past practice and has always been done this way, all of hours go to part-time first.

A lengthy conversation ensued regarding the salary rate for part-timers, the benefits for part-timers, and whether the agency pays PERS for part-timers. Ms. Barr reported that the salary rate varies based upon experience, but that it is in the same pay scale as a full time dispatcher. She stated that the part-time dispatchers do not have an MOU, there is a Resolution just to establish their pay scale. She explained that most of the part-time dispatchers were previous PERS full time employees so they are not limited by the thousand hour threshold, and they pay their own PERS. If a part-time dispatcher is not eligible to be a PERS employee for West-Comm, they pay into their own separate retirement fund.

Mr. Stewart then inquired regarding how many service retirees West-Comm has every year. Ms. Barr reported that West-Comm has not had a dispatcher retire. She went on to report that most dispatchers do not retire.

Ms. Levin asked if the impediment to hiring more part-time employees is just the availability of qualified candidates. Ms. Barr stated that is correct. She further went on to explain that the problem that is sometimes encountered is that when a part-time dispatcher is hired who works full time at another agency is not going to come work for straight time when they can earn overtime at their primary department. The agency does try to mitigate that by requiring part-time employees to work a minimum of 20 hours per month.

With no further questions Mr. Seymore made a motion to receive and file the Treasurer's Report and requested that the Administrative Oversight Staff research the issues raised and report back with recommended solutions. Second by Mr. Levitt.

Motion Passed. Report received and filed.

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

## **NEW BUSINESS**

### **Agenda Item #1 – Treasurer's Reports**

Mr. Storey reported that the item before the Board is the Quarterly Statements for period ending September 30, 2009, which is July through September. As noted in the staff report, the beginning balance as of June 30, 2009 was adjusted down by \$192.00 due to new expenditures and additional revenues. The net effect is approximately what it was last quarter when we reported the year-end statements. The Financials are about where we should be. The Personnel costs are at 22% which is approximately where we should be because with accruals that will offset it, we should be right at 25%. Overall the personnel costs, based on the budget, are where they should be. The overall costs are at 25% which is where it should be. Mr. Storey stated he was open to any questions from the Board.

Mr. Seymore again raised his concern regarding the overtime percentages at 37.13% and the temporary salaries at 41% when the agency is only three months into the budget and there are nine months to go. He asked Mr. Storey if that was going to be alright.

Mr. Storey stated that it all goes back to what he was trying to explain before, the agency is budgeted as if they were fully funded for regular salaries. That salary savings is used when we back it up with overtime and temporary salaries. Therefore, he does not budget overtime at a higher level. Then with salary savings he adjusts the money down as necessary. Even though overtime is at 37%, which is as it has always been, we will be over the initial budget amount by over 100% unless the agency is fully staffed the whole year. In other words, if there are no vacancies, then this budget would work as 100% on each line item. But, with vacancies we cover with overtime the funds are already there in regular salaries. So, you would expect that if the regular salaries were under 25% or about 23% of what they should be right now, then you'd see the overtime and the temporary salaries down around 23% also. But since they are at 20% that means there is more money available to cover the overtime and temporary because of the vacant position that was covered by employees on overtime or temporary salaries. Mr. Storey cautioned the Board to not be caught by the percentage of overtime or temporary salaries. It is the total personnel costs that are the true picture.

Mr. Seymore stated that he understood, the 22.4% and Mr. Storey confirmed that is about exactly where the budget is supposed to be because it should be slightly under 23% right now.

Mr. Seymore stated he would possibly speak to Mr. Storey about this at a later time. He further stated that if you are taking regular salary dollars and putting it into the overtime, since overtime is time and a half, you're only putting \$20 in per hour when you actually need \$30. Mr. Storey responded yes, but at the same time, it goes back to the regular salaries, if we had a full-time position there... Mr. Seymore interjected, we wouldn't have the overtime. Mr. Storey then stated we wouldn't have the medical and other fringe that relate to the overall costs.

With no further questions Mr. Seymore made a motion to receive and file the Treasurer's Report and second by Mr. Levitt.

Motion Passed. Report received and filed.

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

**DISCUSSION ITEMS**

#1 – Comments from Board of Directors: None

#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 5:30 pm. The next Board Meeting will be a Regular Meeting at 4:30 p.m. on February 16, 2010, at the Seal Beach Police Department.

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Todd Seymore, Chairperson

\_\_\_\_\_  
Date