



*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  
August 17, 2010**

**CALL TO ORDER**

A Regular Meeting of the West-Comm Board of Directors was called to order at 4:31 p.m. on Tuesday, August 17, 2010, 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 Marilyn Poe, City of Los Alamitos  
Board Member – David Sloan, 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:**

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

**Treasurer:**

Richard Storey, Director Personnel & Finance, City of Cypress

**Secretary:**

Paul Philips, Interim Dispatch Administrator, West-Comm

**General Counsel:**

Yvette Abich-Garcia, General Counsel, Colantuono &  
Levin

**Staff:**

Tim Olson, Captain, City of Seal Beach  
Kristen Berry, Dispatch Supervisor, West-Comm  
Stephanie Smith, Office Assistant, West-Comm  
Michael Berry, Dispatcher, West-Comm

**Absent:**

Jeff Kirkpatrick, Chief of Police, City of Seal Beach

**WELCOME AND INTRODUCTIONS**

Mr. Seymore introduced JPA General Counsel, Yvette Abich-Garcia. Ms. Abich - Garcia was welcomed by the board.

**APPROVAL OF MINUTES**

Motion to approve the minutes of the May 18, 2010, Regular Meeting of the JPA Board of Directors was made by Vice-Chairperson Marilyn Poe and second by Mr. Seymore.

Motion Passed. Minutes Approved.

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

Motion to approve the minutes of the June 14, 2010, Special Meeting of the JPA Board of Directors was made by Ms. Poe and second by Mr. Seymore.

Motion Passed. Minutes Approved.

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

**CLOSED SESSION**

None

**ORAL COMMUNICATIONS**

No member of the public was present for Oral Communications.

**OLD BUSINESS:**

It was requested at the May 18, 2010 regular Board Meeting that alternative insurance research is conducted. Due to the resignation of the Dispatch Administrator this agenda report will be presented at a future Board Meeting. Interim Dispatch Administrator Philips was able to notify the Board that CJPIA will be developing a sub-committee of City Managers to discuss lowering the liability premiums for agencies that have a smaller employee ratio and do not fall under the normal standards. Mr. Philips stated that West-Comm has been invited to participate. Mr. Seymore requested that Mr. Philips represent West-Comm along with Los Alamitos City Manger Jeff Stewart.

**BOARD ITEMS AND REPORTS**

**NEW BUSINESS:**

**Agenda Item #1-Dispatch Administrator Recruitment Brochure and Supplemental Questionnaire**

Mr. Philips informed the Board that the Dispatch Administrator Recruitment is opened. Mr. Philips explained that the information has been posted to a variety of websites and recruitment brochures have been sent to Police agencies through out the region. The board inquired on a closing date and the desired amount of applications needed before the interview process begins. Mr. Philips explained that a closing date was not issued that the recruitment will remain opened until filled. He also confirmed that the preferred number of applications submitted to begin the interviewing process was ten. Mr. Seymore suggested too utilize the same interview standard that is administered on Sergeants and Lieutenants.

Motion Passed. Report filed.

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

**Agenda Item #2-California Joint Powers Insurance Authority – Memorandum of Liability Coverage for July 1, 2010 to June 30, 2011.**

The submitted Memorandum outlines the Coverage for West-Comm through June 30, 2011.

Motion Passed. Report filed.

Aye: Seymore, Poe, Sloan  
Nay: None  
Abstained: None  
Absent: None

### **Agenda Item #3 – Cost Analysis of West-Comm**

Mr. Philips reported that the cost analysis charts were developed to verify the cost per call to the agency. Mr. Philips stated that the cost is offset through basic investments, POST reimbursement and the Orange County Parks services. Mr. Philips explained a phone call cost \$23.62 and West-Comm receives just over 11 calls per hour so with looking at the operating budget and a 5% contingency to pad the cost, the hourly rate to run the organization is \$265.00 an hour. He also went on to explain that the reason the cost analysis was developed was in anticipation that other agencies would want West-Comm to provide a service.

Mr. Seymore inquired if the hourly figure included fringe. Mr. Philips relayed that the hourly total included everything. Mr. Stewart questioned if an agency were to contact West-Comm for service would their fee be based on cost per call? Mr. Philips confirmed that this formula would be used to determine a contractual figure. Mr. Stewart requested confirmation on the agreement the agency has with the Rangers. Mr. Philips verified OCP is paying a flat rate of \$65,000.00 with a possible increase given that OCP is adding 30 square miles. Mr. Philips also added if an agency were to contract with West-Comm the demand for additional staffing would not be necessary unless a 10% increase were to transpire then the formula would have to be recalculated.

### **Agenda Item #4 – Treasure's Report**

Mr. Richard Storey presented the preliminary year end report for the fiscal budget year of 2009/2010. Mr. Storey advised the Board that on the balance sheet there are key numbers to take note of, for instances \$138,000 in the accrued actuary liability for retiree. He confirmed that West-Comm is fully funded and if all employees were to retire everyone would be paid. The other account to be aware of is the fund balance of \$502,000. Mr. Storey explained that \$275,000 is for cash flow and \$227,000 is the unreserved, which makes this a little over 10%.

Mr. Storey confirmed that revenues and expenditures had a net decrease in the fund balance. He reminded the board that the reserved of \$23,000.00 from the previous budgets was raised to \$35,000.00 for insurance expenditures.

Mr. Storey indicated that that the FY 09/10 budget was overall under at 98%. He also stated with position vacancies and the use of part-timers and overtime the FY 09/10 payroll budget was over by \$3600.

Received and Filed.

Aye: Seymore, Poe, Sloan  
Nay: None  
Abstained: None  
Absent: None

**Agenda item #5 - Consolidation of the Two Primary Radio Channels to One Primary Radio Channel**

Supervisor Berry reiterated the consolidation of the radio channels to the Board and confirmed that all three cities will be utilizing the same radio channel uninterrupted on the dates of September 20th thru 27th. Ms. Berry explained the reason behind this trial was to get a better understanding for the amount of personnel and coverage to ensure this operation is efficient and all resources are operating properly. Mr. Storey inquired if appropriation of funds was needed to formulate this project. Ms. Berry relayed that there is an amount of \$1950.00 for the consolidation to materialize. Ms. Berry also explained that the funds will not be essential prior to the trial period and the test is assessed and finalized. Mr. Seymore's recommendation was to add the \$1950.00 appropriation as an agenda item on the November 16, 2010 regular Board Meeting.

Ms. Poe questioned if the consolidation was going to be an additional expense to each city. Mr. Sloan expressed that he had the same concerns. Mr. Bahorski stated facilitating the consolidation will reduce staffing and labor cost.

Motion Passed. Report filed.

Aye: Seymore, Poe, Sloan  
Nay: None  
Abstained: None  
Absent: None

**Agenda item #6 – Purchase of 24/7 Chairs for the Communications Center**

Mr. Philips stated after speaking with each dispatcher individually the consensus was new chairs had become a necessity to the dispatch center. He also confirmed that the chairs being utilized at this time were originally purchased with the start up of West-Comm. Ms. Poe and Mr. Seymore also added not only for comfort but ergonomics reasons is this purchase important to the agency.

Recommendation: Mr. Storey will appropriate the funds to account 4113 (small tools and equipment).

Motion Passed. Report filed.

Aye: Seymore, Poe, Sloan  
Nay: None  
Abstained: None  
Absent: None

**DISCUSSION ITEMS:**

#1 – Comments from the Board of Directors:

Ms. Poe and Mr. Seymore complemented the badge pinning ceremony for Lead Dispatch Melissa Wintersole. Mr. Seymore once again welcomed General Counsel Yvette Abich-Garcia to the JPA.

#2 – Comments from Administrative Oversight Staff:

None

#3 – Comments from the Technical Operations Committee:

None

**ADJOURNMENT:**

There being no further business, Mr. Seymore adjourned the meeting at 5:03 p.m. The next Regular Board Meeting will be at 4:30 p.m. on November 16, 2010, at the Seal Beach Police Department.

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Todd Seymore, Chairperson

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Date