



*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 16, 2010**

**CALL TO ORDER**

A Meeting of the West-Comm Board of Directors was called to order at 4:37 p.m. on Tuesday, November 16, 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

Alternate - Troy Edgar, 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

Jeff Kirkpatrick, Chief of Police, City of Seal Beach

Todd Matern, Chief of Police, City of Los Alamitos

Treasurer:

Richard Storey, Director Personnel & Finance, City of Cypress

Secretary:

Paul Philips, Interim Dispatch Administrator, West-Comm

Staff:

Kristen Berry, Dispatch Supervisor, West-Comm

Michael Berry, Dispatcher, West-Comm

Jessica Castillo, Dispatcher, West-Comm

Stephanie Smith, Office Assistant, West-Comm

Absent:

Vice-Chairperson - Marilyn Poe, City of Los Alamitos  
Sandra Levin, General Counsel, Colantuono & Levin

### **APPROVAL OF MINUTES**

Motion to approve the minutes of the August 17, 2010, Regular Meeting of the JPA Board of Directors was made by Mr. Seymore and seconded by Mr. Sloan.

Motion Passed. Minutes Approved.

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

### **ORAL COMMUNICATIONS**

Michael Berry, a West-Comm employee, spoke briefly to the Board regarding the open Administrator position. Mr. Berry proposed to the Board the idea of reorganizing the Administration of the agency. Mr. Berry emphasized to the Board that he was speaking solely on his behalf and not as a designated staff member. Mr. Seymore thanked Mr. Berry and stated his suggestion would be directed to staff to be researched.

### **BOARD ITEMS AND REPORTS**

#### **Old Business:**

#### **Agenda Item #1 – The Reprogramming of West-Comm Radio Template:**

Mr. Philips explained that as of September 15, 2010 the trial period of the combined radio was made indefinite by the three (3) Police Chiefs. Mr. Philips went on to explain that working on one (1) radio channel requires the re-engineering of the radio systems which consists of portables, vehicles and the helicopters that service the region. Mr. Philips informed the Board the total cost for the re-programming would be \$5,366.00 and requested the Board approve the additional funds.

Mr. Storey recommended that the Board approve the appropriations to account 811-97900.4188\_004. Mr. Storey confirmed the funds (\$5,400.00) would originate from the unreserved fund balance.

Motion was made by Mr. Seymore to approve the additional funds and Mr. Sloan seconded the motion.

Motion Passed.

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

## **BOARD ITEMS AND REPORTS**

### **New Business:**

#### **DUI Checkpoint Budget/Reimbursement:**

Mr. Philips requested the Board of Directors approve a new line item to the Overtime Budget for the DUI checkpoints. Mr. Philips explained that when a Dispatcher is assigned to work a checkpoint the funds are taken out of West-Comm's Overtime budget. He also went on to explain that each of the three (3) cities receive grants to conduct DUI checkpoints and when a Dispatcher works a checkpoint West-Comm is reimbursed with resources from the grant.

Mr. Storey suggested to monitor the amount of overtime utilized for the DUI checkpoints throughout the year and review to determine if additional appropriations are necessary. Mr. Seymore inquired what fund or account the overtime reimbursements are credited to. Mr. Storey explained the overtime worked for a DUI checkpoint is initially taken from the regular contributions that the cities contribute. Mr. Seymore asked if the reimbursements from the DUI checkpoints are then filtered back into the actual overtime line item. Mr. Storey answered that any reimbursements that are received are deposited as revenue to West-Comm.

A lengthy conversation ensued regarding the DUI checkpoint reimbursement and the required information needed for each city to apply for the grants to conduct DUI checkpoints and how hours are calculated in the assessment. Mr. Storey suggested the line item not be added to this year's budget. He also recommended that the line item be placed in next year's budget process only if it is necessary.

Motion Passed. Report received and filed.

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

#### **Agenda Item #2 – Treasure's Report:**

Mr. Storey reported the Financial Report ending September 30, 2010, the first quarter of the budget year, is where we expect to be at this time. Personnel costs are 19% and the overall budget is at 23.5%. The agency should be at 25% at this time. He also stated the Fund Balance is approximately \$250,000.00 and confirmed it is where it should be. Mr. Storey went on to note that \$20,000 was moved to Account 4189-100 (Professional Services) for the Interim Dispatch Administrator since it is a contract position. Mr. Seymore inquired if a motion was needed to transfer the funds. Mr. Storey explained with the recruitment in progress and the uncertainty of the time needed for an Interim Dispatch Administrator, redistributing the funds has been completed administratively.

Mr. Storey reported that overtime is at 80% in the first quarter and that is due to budgeting additional hours in the Temporary account. He went on to explain utilizing temporary hours is a cost-saving as opposed to using overtime hours. Mr. Storey stated due to vacancies there may be a shift in the regular hours through out the year. Mr. Storey confirmed the goal is to stay within the total dollars and total amount of hours initially budgeted.

Motion Passed. Report filed.

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

**DISCUSSION ITEMS:**

Mr. Philips reported to the Board that one (1) Dispatcher position remains open/frozen.

#1 – Comments from Board of Directors: None

#2– Comments from the Administrative Oversight Staff:

Mr. Stewart inquired if CJPIA had been contacted regarding the reclassification of West-Comm insurance. Mr. Philips confirmed he had spoken with CJPIA and the meeting is on hold until a committee is created. Mr. Philips assured the Board this task will continue to be a priority.

#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 February 15, 2011, at the Seal Beach Police Department.

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Todd Seymore, Chairperson

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Date