



*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, 2014**

**CALL TO ORDER**

A Regular Meeting of the West-Comm Board of Directors was called to order at 4:30 p.m. on Tuesday, November 18, 2014 in the training room of the Seal Beach Police Department, 911 Seal Beach Boulevard, Seal Beach, California, by Chairperson, Mariellen Yarc.

**ROLL CALL**

**PRESENT:**

Board of Directors:

Chair Person, Mariellen Yarc, City of Cypress  
Vice-Chair person, Richard Murphy, City of Los Alamitos

Administrative Oversight Staff:

Peter Grant, City Manager, City of Cypress  
Jill Ingram, City Manager, City of Seal Beach  
Bret Plumlee, City Manager, Los Alamitos

Technical Operations Committee:

Jackie Gomez-Whiteley, Chief of Police, City of Cypress  
Todd Mattern, Chief of Police, City of Los Alamitos  
Joe Stilinovich, Chief of Police, City of Seal Beach

Secretary:

Steve Ditmars, Interim Dispatch Administrator, West-Comm

General Counsel:

Cary Reisman, General Counsel, Attorney at Law

Staff:

Matt Burton, Finance Manager, City of Cypress  
Melissa Wintersole, Dispatch Manager, West-Comm  
Stephanie Smith, Office Assistant II, West-Comm  
Vicki Beatley, Finance Director/City Treasurer, City of Seal Beach

Absent:

Richard Storey, Director Personnel & Finance, City of Cypress  
Board Member, David Sloan, City of Seal Beach

**ORAL COMMUNICATIONS**

None

**CONSENT CALENDAR:**

*All matters listed on the Agenda under "Consent Calendar" are to be considered by the JPA Board to be routine and will be enacted by one motion approving the recommendations listed on the Agenda.*

Vice-Chair Person Richard Murphy introduced a motion to approve Consent Calendar Items 1-3. Chair Person Mariellen Yarc seconded, and the motion passed.

Aye: Yarc, Murphy  
Nay: None  
Abstain: None  
Absent: Sloan

**Item No. 1: APPROVAL OF MINUTES FOR SPECIAL MEETING OF AUGUST 26, 2014**

Recommendation: Approve as submitted.

**Item No. 2: QUARTERLY FINANCIAL STATEMENTS ENDING SEPTEMBER 30, 2014**

Recommendation: Received and File

**Item No. 3: APPOINTMENT OF THE JOINT POWERS AUTHORITY TREASURER**

Recommendation: Receive and Authorize

**Regarding Item No. 2: QUARTERLY FINANCIAL STATEMENTS ENDING SEPTEMBER 30, 2014,** Mr. Murphy asked if preliminary audit at the top of the income statement meant there will be additional information provided. Mr. Burton confirmed that it was the final report. Mr. Murphy requested information regarding the \$123,280.00 in Professional Services. Mr. Burton reported the \$123,280.00 dollars are encumbrance for the purchase order issued to Synoptek approved by the board.

A motion to receive and file was made by Mr. Murphy and Ms. Yarc Seconded the motion.

**Regarding Item No. 3: APPOINTMENT OF THE JOINT POWERS AUTHORITY TREASURER,** Ms. Yarc Welcomed Mr. Matt Burton as West Cities Communications JPA appointed Treasurer.

**OLD BUSINESS:**

**Item A: VERBAL REPORT BY DISPATCH ADMINISTRATOR STEVE DITMARS ON THE STATUS OF THE CAD/RMS PROJECT**

Mr. Ditmars provided the board with an update on the CAD/RMS project. Mr. Ditmars confirmed the RFP was solidified, distributed and confirmed all responses had been received. Mr. Ditmars reported eight (8) vendors submitted their proposals and once the information is provided to each agency subject matters expert a round table will be scheduled to determine the top four (4) candidates that meet most of the requirements of each agency.

Ms. Yarc inquired if the system that La Palma utilizes is one of the responding vendors. Mr. Ditmars confirmed they were one of the 8 responding vendors. Ms. Yarc asked if operating on the same CAD/RMS system was a condition to providing dispatch services to the City of La Palma. Mr. Ditmars reported that the requirement in terms of a CAD/RMS system is that it has the ability to integrate with other systems. Ms. Ingram reported there is ongoing conversation with the City Manager of La Palma and confirmed there is still a great deal of interest to obtain dispatch services through West-Comm.

**Item B: UPDATE ON REPLACEMENT OF THE VESTA 911 SYSTEM (ORAL REPORT)**

Mr. Ditmars reported West-Comm was contacted by Cal OES (office of emergency services) regarding the 9-1-1 system Customer Premise Equipment (CPE) funding. Mr. Ditmars confirmed the funds are distributed every five (5) years and must be utilized to upgrade the 911 phone system. He also went on to explain that West-Comm has until June to be in contractual terms with a vendor or the subsidy can be revoked. Mr. Ditmars reported that presentations with vendors under the state MPA (master purchase agreement) Carousal and AT&T have been scheduled.

**Item C: ORAL REPORT ON THE CITY OF PLACENTIA DISPATCH SERVES PROPOSAL**

Mr. Ditmars presented to the board the final analysis study to provide dispatch services to the City of Placentia. Mr. Ditmars provided a brief breakdown on cost, population, the geographic size of the city and calls for service. Mr. Ditmars confirmed contracting for the City of Placentia would require additional personnel. He also went on to explain that the existing communications center would have to be reconfigured and two (2) workstations would need to be added along with computer and telephone hardware and software. Mr. Ditmars reported the total set up cost would be up to \$160,000.00. Mr. Ditmars concluded that in the findings from the analysis, there is no financial benefit to either the City of Placentia or West-Comm.

Ms. Yarc and Mr. Murphy moved to close discussions with the City of Placentia to contract dispatch services through West Cities Police Communications.

**CLOSED SESSION:**

None

**NEW BUSINESS:**

None

**DISCUSSION ITEMS:**

#1 – Comments from the Board of Directors:

Mr. Murphy informed the board that this would be his last West-Comm meeting. Mr. Murphy expressed great admiration for the collaboration of all the West-Comm members.

Mr. Plumlee introduced and welcomed Los Alamitos Administrative Service Director, Jason Alamo.

#2 – Comments from the Administrative Oversight:

None

#3 – Comments from Technical Operations Committee:

None

**ADJOURNMENT:**

There being no further business, Ms. Yarc adjourned the meeting at 4:56 p.m. The next Regular Board Meeting will be at 4:30 p.m. on May 19, 2015 at the Seal Beach Police Department.

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Chairperson

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Date