



*West Cities Police Communications Center
Joint Powers Authority*

**MINUTES OF THE WEST CITIES POLICE COMMUNICATIONS CENTER
REGULAR MEETING OF THE BOARD OF DIRECTORS
February 17, 2015**

CALL TO ORDER

A Regular Meeting of the West-Comm Board of Directors was called to order at 4:30 p.m. on Tuesday, February 17, 2015 in the training room of the Seal Beach Police Department, 911 Seal Beach Boulevard, Seal Beach, California, by Secretary, Steve Ditmars.

ROLL CALL

PRESENT:

Board of Directors:

Board Member, Jon Peat, City of Cypress
Board Member, Dean Grose, City of Los Alamitos
Board Member, David Sloan, City of Seal Beach

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:

Rod Cox, Interim Chief of Police, City of Cypress
Todd Mattern, Chief of Police, City of Los Alamitos
Joe Stilinovich, Chief of Police, City of Seal Beach

Treasurer:

Matt Burton, Finance Director, City of Cypress

Secretary:

Steve Ditmars, Interim Dispatch Administrator, West-Comm

General Counsel:

Cary Reisman, General Counsel, Attorney at Law

Staff:

Tom Bruce, Commander, 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
Jason Alimam, Administrative Services Director, City of Los Alamitos

WELCOME AND INTRODUCTIONS

Seal Beach City Manager, Jill Ingram introduced Mayor Pro Tem/Board Member David Sloan along with Finance Director, Vicky Beatley and Chief of Police, Joe Stilinovich. Los Alamitos City Manager, Bret Plumlee introduced Council Member/Board Member Dean Gross, Administrative Services Director Jason Alimam and Chief of Police, Todd Mattern. Cypress City Manager, Peter Grant introduced Council Member/Board Member Jon Peat, Interim Chief of Police, Rod Cox and Commander Tom Bruce.

**Selection of West-Comm JPA Board of Directors Chair/Vice-Chair Person
Resolution No. 08-02**

Mr. Ditmars requested a motion to nominate the JPA Board Chair Person. Board Member Grose was nominated and unanimously elected for Chair Person.

Motion Passed

Aye: Sloan, Peat
Nay: None
Abstain: None

Mr. Ditmars then requested to nominate the JPA Vice-Chair Person. Board Member Peat was unanimously elected for Vice Chair Person.

Aye: Sloan, Grose
Nay: None
Abstain: None

ORAL COMMUNICATIONS

None

CONSENT CLAENDAR:

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.

Chair Person Grose introduced a motion to approve Consent Calendar Items 1-3. Board Member Sloan seconded, and the motion passed.

Aye: Grose, Sloan, Peat
Nay: None
Abstain: None
Absent: Sloan

**Item No. 1: APPROVAL OF MINUTES FOR REGULAR MEETING OF
NOVEMBER 18, 2014**

Recommendation: Approve as submitted.

**Item No. 2: QUARTERLY FINANCIAL STATEMENTS ENDING DECEMBER 31,
2014**

Recommendation: Received and File

**Item No. 3: ACCEPTANCE OF THE AUDIT LETTER TO THE BOARD OF
DIRECTORS FOR THE FISCIAL YEAR ENDED JUNE 30, 2014**

Recommendation: Receive and File Auditors Letter

**Item No. 4: ACCEPTANCE OF THE BASIC FINANCIAL STATEMENTS AND
INDEPENDENT AUDITORS' REPORT FOR THE FISCAL YEAR ENDED JUNE
30, 2014**

Recommendation: Receive and File Financial Statements and Auditors Report

**Regarding Item No. 4: ACCEPTANCE OF THE BASIC FINANCIAL
STATEMENTS AND INDEPENDENT AUDITORS' REPORT FOR THE FISCAL
YEAR ENDED JUNE 30, 2014**, Mr. Peat inquired if the omitted financial information
to the quarterly reports affect the annual audit. Mr. Burton confirmed there was no
impact on the conclusion of the annual audit. Mr. Peat also stated, according to the
audit OPEC (other post-employee benefits) had no contributions and questioned
how the retiree health benefits are being funded. Mr. Burton explained the fund
balance has reserves designated to employee benefits along with OPEC liability,
Compensative Absences and PERS Liability.

A motion to receive and file item 4 was made by Mr. Grose and Mr. Sloan
Seconded the motion.

OLD BUSINESS:

None

CLOSED SESSION:

No Items

NEW BUSINESS:

ITEM 5: A REQUEST TO THE WEST CITIES POLICE COMMUNICATIONS CENTER JOINT POWERS AUTHORITY BOARD OF DIRECTORS TO APPROVE A PURCHASE AGREEMENT WITH AT&T INC. FOR THE PURCHASE AND INSTALLATION OF A VESTA NG-911 CALL TAKING SYSTEM AND AMEND THE ANNUAL BUDGET.

Mr. Ditmars reported Vesta, the software used for West-Comms call system, was purchased in 2007 will no longer receive funding for service and maintenance by the state. Mr. Ditmars confirmed Verizon is the current vendor maintaining the system and will no longer participate in 9-1-1 emergency phone systems. Mr. Ditmars explained an RFP (Request for Purchase) was emitted and the responding vendors were Carousal and AT&T. Mr. Ditmars confirmed presentations and reference checks were conducted with both vendors and AT&T had the best overall package, pricing and lead in customer care.

Mr. Ditmars explained that approval by the board is required since at the end of the contract West-Comm will possess all equipment and an adjustment to the budget will have to reflect the purchase along with service and support even though the purchase is state funded and will have no financial impact.

With no further questions a motion to approve the purchase agreement with AT&T Inc. and amend the annual budget was made by Mr. Peat and second by Mr. Sloan.

Aye: Grose, Sloan, Peat
Nay: None
Abstain: None
Absent: Sloan

Item 6: A REQUEST TO THE WEST CITIES POLICE COMMUNICATIONS CENTER JOINT POWERS AUTHORITY BOARD OF DIRECTORS TO APPROVE AN AMENDMENT TO THE JOINT AGREEMENT FOR OPERATIONS, MAINTENANCE AND FINANCIAL MANAGEMENT OF THE ORANGE COUNTY 800MEGAHERTZ COUNTYWIDE COORDINATED COMMUNICATIONS SYSTEM

Mr. Ditmars familiarized the board with the County wide 800MHz radio upgrade. Mr. Ditmars explained the advancement will enable all cities to communicate effectively on a common frequency. Mr. Ditmars also went on to confirm the upgrade is mandatory to stay in compliance with the federal government.

Mr. Ditmars reported Motorola has developed the radio system for the county and the cost started out higher, however the county has been able to leverage the cost with higher volume purchase so the communities can get the equipment at a lower price.

Mr. Ditmars confirmed that along with the cost of the radios and consoles there is also a backbone cost to each city and confirmed that West-Comm was approved by the board to pay over a four (4) year term. Mr. Ditmars reported that the county Board of Directors implemented a margin of error of ten (10) percent over a five (5) year period for all cities with dispatch consoles. Mr. Ditmars confirmed the total cost to West-Comm would be \$57,000.00. Mr. Grose inquired on how many consoles West-Comm utilizes and Mr. Ditmars confirmed six (6) consoles and went on to explain their functionality.

With no more questions a motion to approve the amendment by Mr. Grose and a second by Mr. Sloan.

Aye: Grose, Sloan, Peat
Nay: None
Abstain: None
Absent: Sloan

DISCUSSION ITEMS:

#1 – Comments from the Board of Directors:

Mr. Sloan welcomed the new board members and thanked Steve for his administrative dedication to West-Comm and the Board.

#2 – Comments from the Administrative Oversight:

Mr. Plumlee confirmed that the AOS would be meeting before the next scheduled board meeting and would report to the Board at that time.

#3 – Comments from Technical Operations Committee:

None

ADJOURNMENT:

There being no further business, Mr. Grose adjourned the meeting at 5:00 p.m. The next Regular Board Meeting will be at 4:30 p.m. on May 19, 2015 at the Seal Beach Police Department.

Chairperson, Dean Grose

Date