



*West Cities Police Communications Center
Joint Powers Authority*

**MINUTES OF THE WEST CITIES POLICE COMMUNICATIONS CENTER
REGULAR MEETING OF THE BOARD OF DIRECTORS
May 19, 2015**

CALL TO ORDER

A Regular Meeting of the West-Comm Board of Directors was called to order at 4:32 p.m. on Tuesday, May 19, 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:

Chairperson, Dean Grose, City of Los Alamitos
Vice Chair Person, Jon Peat, City of Cypress
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:

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
Cassie Palmer, Support Services Manager, City of Los Alamitos
Melissa Wintersole, Dispatch Manager, West-Comm
Stephanie Smith, Office Assistant II, West-Comm
Vikki Beatley, Finance Director/City Treasurer, City of Seal Beach
Jason Alimam, Administrative Services Director, City of Los Alamitos

Absent:

Rod Cox, Interim Chief of Police, City of Cypress

ORAL COMMUNICATIONS

None

CLOSED SESSION:

The Board of Directors, AOS, and Legal went into Closed Session. General Counsel was named temporary negotiator until further direction was issued by the by board. The following items were discussed:

Conference with Labor Negotiator per Government Code Section 54957.6
Agency Representative: Cary Reisman, General Counsel
Employee Organization: West-Comm Police Employee Association (WCPEA)

General Counsel reported that the Board met with the AOS and there was no action to report.

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.

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

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

**Item No. 1: APPROVAL OF MINUTES FOR REGULAR MEETING OF
FEBRUARY 17, 2015**

Recommendation: Approve as submitted.

Item No. 2: QUARTERLY FINANCIAL STATEMENTS ENDING MARCH 31, 2015

Recommendation: Received and File

**Item No. 3: PROCLAMATION RECOGNIZING "NATIONAL PUBLIC SAFETY
DISPATCHER WEEK"**

Recommendation: Received and File

OLD BUSINESS:

None

NEW BUSINESS:

Item 4: PROPOSED BUDGET-FISCAL YEAR 2015-2016.

Mr. Burton presented the Board with the proposed fiscal year 2015-2016 budget. Mr. Burton reported the greatest portion of the increase was due to personnel cost. Mr. Burton explained the proposal to reinstate the Administrators position to a full time benefited position creates an increase of \$116,000. Mr. Burton gave a brief narrative on the full-time positions built into the personnel cost. He also went on to confirm that overtime and part-time staff is budgeted for backfilling throughout the fiscal year.

Mr. Burton provided additional information regarding the slight increase to supplies and services. Mr. Burton reported the purchase of the call tracking software associated with the AT&T phone upgrade and went on to report that this line item is reimbursed by the state and reassured the board there was no additional cost to the member cities. Mr. Burton continued to explain that the second increase is associated with the additional T-1 line required for the radio upgrade project. Mr. Burton concluded with confirming that the increase to Capital Outlay reflects the funding for the Next Generation radio upgrade.

Mr. Peat inquired if the comparison where true between current budget and proposed budget. Mr. Burton confirmed it is and went on to explain that the fluctuation occurs due to onetime expenditures requested throughout the year. Ms. Beatley requested additional information regarding property insurance and workers compensation.

Mr. Grose requested that workshops and additional meetings become part of the preparation of future budgets. Mr. Grose stated that by doing so it will allow the board more time to obtain the required information on the JPA expenditures.

With all additional questions answered Vice Chairperson Peat moved for a motion to approve and adopt Fiscal Budget 2015/2016 and Board Member Sloan seconded the motion.

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

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 MANAGED SERVICES PROGRAM.

Mr. Ditmars provided the board with an update regarding the AT&T phone installation. Mr. Ditmars reported that when the AT&T proposal was presented to the board the call monitoring service was not included. Mr. Ditmars went on to explain that moving forward with a new service provider it was important to have an additional layer of protection against unknown issue that could occur.

Mr. Ditmars provided a brief explanation of how the call taking monitoring service works and confirmed this additional service is reimbursed by the 9-1-1 State fund.

With no more questions, a motion to approve and adopt the AT&T purchase agreement by Vice-Chairperson Peat and Chairperson Grose seconded the motion.

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 A PURCHASE AGREEMENT WITH XYBIX SYSTEMS, INC.

Mr. Ditmars requested approval from the board for the purchase agreement with Xybix. Mr. Ditmars reported West-Comm currently utilizes six (6) work stations and provided a brief description on the multifunction's provided to each position. Mr. Ditmars confirmed that due to the 24-hour continuous use, each station is in need of repairs.

Mr. Ditmars reported Xybix provided a quote in the amount of \$45,547 to renovate each station. Mr. Ditmars informed the board the expenditures are reimbursable by the 9-1-1 state funding. Mr. Peat inquired if this will reflect in the budget and Mr. Burton confirmed it will be included in the budget at the next scheduled board meeting. Mr. Gross requested additional information regarding the state's billing process.

With no further questions a motion to approve the purchase agreement with Xybix was made by Board Member Sloan and Vice-Chairperson Peat seconded the motion.

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

Item 7: APPROVE THE HIRING OF A CONSULTANT TO CONDUCT NEGOTIATIONS WITH THE WEST CITIES POLICE COMMUNICATIONS EMPLOYEE ASSOCIATION (WCPEA) (ORAL REPORTS)

Mr. Grant reported Cypress Staff had conducted the previous negotiations with the WCPEA (West Cities Police Employees Association). Mr. Grant stated that between Staffing issues and the impact of PEPRA (Public Employee Pension Reform Act) the three (3) city managers recommend that the board approve hiring legal representation from Liebert Cassidy and Whitmore. Mr. Grant explained that allowing an attorney to represent them will help facilitate a swifter and positive resolution for both sides. Mr. Grose inquired when the end date of the current WCPEA contract is and Mr. Grant stated June 30, 2015.

With no further questions a motion to approve the hiring of a consultant to conduct negotiations with the West Cities Police Communications Employee Association was made by Chairperson Grose and Vice-Chairperson Peat seconded the motion

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

Item 8: A REQUEST TO THE WEST CITIES POLICE COMMUNICATIONS CENTER JOINT POWERS AUTHORITY BOARD OF DIRECTIONS TO APPROVE THE HIRING OF A CONSULTANT TO CONDUCT A SEARCH AND HIRING PROCESS FOR A DISPATCH ADMINISTRATOR FOR WEST CITIES POLICE COMMUNICATIONS (ORAL REPORT)

Mr. Grant informed the board that the Dispatch Administrator's position was full time status prior to Mr. Ditmars. Mr. Grant reported after opening two (2) hiring recruitments for a full time administrator, both did not meet the expectations of the JPA. Mr. Grant stated that's when the current Interim Dispatch Administrator was brought on and being a PERS retiree, the position was changed to part time status. Mr. Grant also explained a PERS retiree can only hold the position if consulting on a special project.

Mr. Grant requested the board approve the hiring of a consultant to conduct the recruitment for the position of a full time Administrator. Mr. Grant stated the City Managers believe this will assist in properly classifying the position and assure it is presented to the most qualified individuals. Mr. Grant reported quotes from potential consultants have been submitted and appears to be slightly higher than anticipated; however, Mr. Grant stated how important finding the most qualified individual was for this unique position to lead an organization that is a vital element to the public safety of all three (3) cities.

Mr. Grose inquired if funding for this potential process was included in the 15/16 fiscal budget. Mr. Grant reported it was not within the newly adopted budget and confirmed it will be brought back to the board for approval of appropriations once a consultant is selected.

With no further questions a motion to approve the hiring of a consultant to conduct a search and hiring of the Dispatch Manager was made by Board member Sloan and Vice-Chairperson Peat seconded the motion.

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

DISCUSSION ITEMS:

#1 – Comments from the Board of Directors:
None

#2 – Comments from the Administrative Oversight:
None

#3 – Comments from Technical Operations Committee:

None

ADJOURNMENT:

There being no further business, Mr. Grose adjourned the meeting at 5:27 p.m. The next Regular Board Meeting will be at 4:30 p.m. on August 18, 2015, at the Seal Beach Police Department.

Chairperson, Dean Grose

Date