



## *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 MAY 16, 2017

#### CALL TO ORDER

A Regular Meeting of the West-Comm Board of Directors was called to order at 4:31 p.m. on Tuesday, May 16, 2017 in the training room of the Seal Beach Police Department, 911 Seal Beach Boulevard, Seal Beach, California, by Secretary, Kasandra Bowden.

#### ROLL CALL

##### PRESENT:

Board of Directors:

Josh Wilson, City of Los Alamitos  
Jon Peat, City of Cypress  
Sandra Massa-Lavitt, City of Seal Beach

Administrative Oversight Staff:

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

Technical Operations Committee:

Rod Cox, Chief of Police, City of Cypress  
Eric Nunez, Chief of Police, City of Los Alamitos  
Joe Miller, Interim Chief of Police, City of Seal Beach

Treasurer:

Matt Burton, Finance Director, City of Cypress

Secretary:

Kasandra Bowden, Police Communications Director, West-Comm

General Counsel:

Cary Reisman, General Counsel, City of Los Alamitos

Staff:

Crystal Coorough, Dispatch Manager, West-Comm  
Stephanie Smith, Office Assistant II, West-Comm  
Michael Berry, Lead Dispatcher, West-Comm  
Vikki Beatley, Finance Director/City Treasurer, City of Seal Beach  
Jason Al-Imam, Administrative Services Director, City of Los Alamitos

**ORAL COMMUNICATIONS**

Former member of the board Dean Grose, inquired why the FY 17/18 proposed budget was not posted with the meeting agenda on the West-Comm website. General Counsel Reisman provided a copy to Mr. Grose and confirmed an agenda packet should be available upon request.

**CLOSED SESSION:**

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 Wilson motioned to approve Consent Calendar Items 1 and 2. Chairperson Peat seconded, and the motion passed.

Aye: Wilson, Massa-Lavitt, Peat  
Nay: None  
Abstain: None  
Absent: None

**1. APPROVAL OF MINUTES FOR REGULAR BOARD MEETING, FEBRUARY 21, 2017**

Recommendation: Approve as submitted.

**2. QUARTERLY FINANCIAL STATEMENTS ENDING, MARCH 31, 2017**

Recommendation: Receive and File

**OLD BUSINESS:**

None

**NEW BUSINESS:**

**3. WEST CITIES FISCAL YEAR 2017-2018 PROPOSED BUDGET**

Ms. Bowden presented the board with the proposed fiscal year 2017-2018 budget. Ms. Bowden reported there is a 4.7 percent increase due to personnel and the CAD/RMS upgrade. Ms. Bowden explained personnel cost increase is due to the agreed MOU 2 percent raise and confirmed there are no staffing changes from the prior year.

Ms. Bowden reported there is a \$103,000 dollar increase to contractual services, telephone cost, and travel and meetings due to the CAD/RMS system upgrade. Ms. Bowden confirmed once the upgrade is implemented there will be an overall cost saving to each of the cities. Ms. Bowden also informed the board a recommendation by Management Partnership during the organizational review was to update the policies and procedures which created an increased to books and publications. Ms. Bowden confirmed there was a significant increase to the annual contributions to CJPIA for liability insurance. Ms. Bowden stated administration will begin to research alternate insurance carriers to lower the annual cost. In closing Ms. Bowden reported the increase to the cities contributions had increased by \$121,000 dollars.

Ms. Bowden requested any questions or concerns regarding the proposed budget. Board Member Wilson stated the proposed budget looked acceptable and inquired if it would be cost efficient for West-Comm to utilized the policies and procedures used by the 3 member agencies. Ms. Bowden stated the policies and procedures should be specific to dispatch standards. Chief Cox also stated it would not be feasible since each agency controls their own policies and procedures. Chairperson Peat inquired if it is expected for the budget to escalate over the next couple of years. Mr. Burton confirmed there will be a gradual increase to the budget due to the PERS increase.

With no further questions, Board Member Wilson made a motion to Approve and Adopt the Fiscal Budget 2017/2018 and Vice Chairperson Massa-Lavitt seconded the motion.

Aye: Wilson, Massa-Lavitt, Peat  
Nay: None  
Abstain: None  
Absent: None

**DISCUSSION ITEMS:**

**#1 – CAD/RMS Project Update**

Ms. Bowden reported the CAD/RMS upgrade is on schedule, training had started on building the new system along with instructing staff members from the 3 agencies.

**#2- Comments from the Board**

None

**#3 – Comments from the Administrative Oversight Staff**

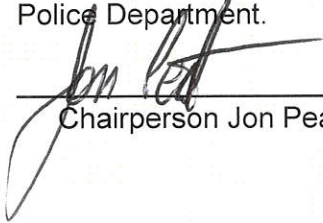
None

**#4 – Comments from Technical Operations Committee:**

None

**ADJOURNMENT:**

There being no further business, Chairperson Peat adjourned the meeting at 5:09 p.m. The next Regular Board Meeting will be at 4:30 p.m. on November 21, 2017 at the Seal Beach Police Department.

  
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Chairperson Jon Peat

11/21/17  
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Date