



West Cities Police Communications Center Joint Powers Authority

MINUTES OF THE WEST CITIES POLICE COMMUNICATIONS CENTER SPECIAL MEETING OF THE BOARD OF DIRECTORS November 1, 2017

CALL TO ORDER

A Special Meeting of the West-Comm Board of Directors was called to order at 4:03 p.m. on Wednesday, November 1, 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:

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

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, 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:

Michael Daudt, General Counsel, City of Los Alamitos

Staff:

Stephanie Smith, Office Assistant II, West-Comm
Crystal Coorough, Dispatch Manager, West-Comm
Michael Berry, Lead Dispatcher, West-Comm

Vikki Beatley, Finance Director/City Treasurer, City of Seal Beach
Maria-Luisa Valdez, Interim Administrative Services Director, City of Los Alamitos

ORAL COMMUNICATIONS

None

WELCOME AND INTRODUCTIONS

Mr. Plumlee introduced The City of Los Alamitos Interim Administrative Services Director Maria-Luisa Valdez and City Attorney/West-Comm General Counsel Michael Daudt.

CLOSED SESSION:

The Board of Directors, AOS, Legal Counsel and the JPA Treasurer went into Closed Session. The following items were discussed:

CONFERENCE WITH LABOR NEGOTIATOR

AGENCY REPRESENTATIVES: Administrative Oversight Committee, Jill Ingram, Peter Grant, and Bret Plumlee

EMPLOYEE GROUPS: Non-Represented Employees
West-Comm Police Employee Association (WCPEA)

AUTHORITY: Government Code Section 54957.6 (a)

General Counsel reported the board has reconvened with no reportable action to be taken.

OLD BUSINESS:

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-Chairperson Massa-Lavitt motioned to approve Consent Calendar items 1 through 4. Board Member seconded, and the motion passed.

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

1. APPROVAL OF MINUTES FOR REGULAR BOARD MEETING, MAY 16, 2017

Recommendation: Approve as submitted

1. QUARTERLY FINANCIAL REPORTS FOR THE PERIOD ENDED SEPTEMBER 30, 2017

Recommendation: Receive and File the financial reports for the period ended September 30, 2017

2. QUARTERLY FINANCIAL REPORTS FOR THE PERIOD ENDED JUNE 30, 2017

Recommendation: Receive and file the financial reports for the period ended June 30, 2018

3. APPROVAL OF FISCAL YEAR 2016-17 CARRYOVER ENCUMBRANCES AND CONTINUING APPROPRIATION TO FISCAL YEAR 2017-18.

Recommendation: The Board of Directors authorize:

- A. Appropriations of \$479,445 in Fiscal Year 2017-18 for the carryover of items encumbered at June 30, 2017 as detailed in Attachment A
- B. Appropriations of \$349,454 in Fiscal Year 2017-18 for the carryover of continuing appropriations at June 30, 2017 as detailed in Attachment A.

NEW BUSINESS:

4. A RESOLUTION APPROVING PAY AND BENEFITS PLANS FOR THE NON-REPRESENTED EMPLOYEES IN THE CLASSIFICATIONS OF OFFICE ASSISTANT I/II, DISPATCH MANAGER, AND POLICE COMMUNICATIONS DIRECTOR

Mr. Burton stated to the board the proposed item is to adjust the salary range to 2 percent as of July 14, 2017 and confirmed the increase will run through the end of the fiscal year.

With no further questions, Board Member Wilson made a motion to adopt a resolution approving Pay and Benefits Plans for the Non-Represented Employees in the classifications of Office Assistant I/II, Dispatch Manager, and Police Communications Director and was seconded by Vice-Chairperson Massa-Lavitt.

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

5. APPROVE THIRD AMENDMENT FOR RANGER DISPATCH SERVICES AGREEMENT

Ms. Bowden reported to the board the contract with the Orange County Parks (OCP) is set to expire on December 31, 2017 and recommended to continue to provide dispatch services with an additional 5-year contract. Ms. Bowden stated the new contract would also include recovery cost for the CAD/RMS and 800 MHz radio upgrade that West-Comm initially absorbed. Ms. Bowden informed the board the proposed is an annual rate at \$115,000 with a five percent (5%) yearly increase. Chairperson Peat inquired if Ms.

Bowden felt Orange County Parks supported the increase. Ms. Bowden confirmed OCP administration is in agreement with the increase.

With no other questions Board Member Wilson made a motion to approve the Third Amendment to the Ranger Dispatch Services Agreement with the County of Orange; and authorize the Administrative Oversight Staff to conclude negotiations with the County of Orange on Third Amendment terms and conditions associated with the agreement, and upon concluding negotiations, executed the final Third Amendment subject to West-Comm Attorney approval as to form and was seconded by Vice-Chairperson Massa-Lavitt.

6. REQUEST TO APPROVE A CONTRACT AMENDMENT WITH SCIENTIA CONSULTING GROUP FOR CAD/RMS CONSULTING SERVICES

Ms. Bowden stated in April 2016 the Board of Directors approved the contract between West-Comm and Scientia Consulting Group for project management services. Ms. Bowden reported the original agreement was not to exceed \$60,800. Ms. Bowden went on to explain due to unexpected delays the funds had been exhausted. Ms. Bowden stated with additional issues, consulting needs are still in demand and an additional \$45,125 would be needed for the project. Ms. Bowden confirmed the requested additional appropriations for consulting fees were included in the approved CAD/RMS budget.

Vice-Chairperson Massa-Lavitt made a motion to approve the contract amendment with Scientia Consulting Group, Inc. for an additional \$45,125 and extend the contract terms until December 31, 2018 and was seconded by Board Member Wilson.

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

DISCUSSION ITEMS:

#1 – Update on CAD/RMS upgrade

Ms. Bowden provided the board with an overview and demonstration of the CAD/RMS

#2 – Comments from the Board of Directors

Board Member Wilson stated he would be resigning due to moving out of state and thanked the board for supporting the community.

#2 – Comments from the Administrative Oversight Staff

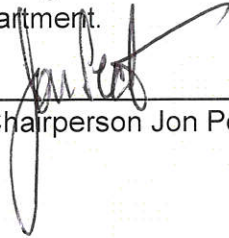
None

#3 – Comments from Technical Operations Committee:

None

ADJOURNMENT:

There being no further business, Chairperson Peat adjourned the meeting at 4:41 p.m. The next Regular Board Meeting will be at 4:30 p.m. on May 15, 2018 at the Seal Beach Police Department.



Chairperson Jon Peat

5/15/2018
Date