



## *West Cities Police Communications Center Joint Powers Authority*

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### MINUTES OF THE WEST CITIES POLICE COMMUNICATIONS CENTER SPECIAL MEETING OF THE BOARD OF DIRECTORS JUNE 19, 2018

#### **CALL TO ORDER**

A Special Meeting of the West-Comm Board of Directors was called to order at 10:00 a.m. on Tuesday, June 19, 2018 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, Warren Kusumoto, City of Los Alamitos

Administrative Oversight Staff:

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

Technical Operations Committee:

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:

Vikki Beatley, Finance Director/City Treasurer, City of Seal Beach  
Crystal Coorough, Dispatch Manager, West-Comm  
Maria-Luisa Valdez, Interim Administrative Services Director, City of Los Alamitos

Absent:

Peter Grant, City Manager, City of Cypress  
Rod Cox, Chief of Police, City of Cypress

**ORAL COMMUNICATIONS**

None

**CLOSED SESSION:**

None

**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 Kusumoto seconded, and the motion passed.

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

**1. APPROVAL OF MINUTES**

Meetings of May 15, 2018

Recommendation: Approve as submitted

**2. ADOPT A RESOLUTION UPDATING THE SALARY RANGE AND PROVIDING A ONE-TIME RETENTION STIMULUS PAYMENT FOR THE CLASSIFICATION OF OFFICE ASSISTANT I/II**

Recommendation: Approve the attached resolution which provides for a salary range increase of four percent for the Office Assistant I/II effective July 14, 2017 and a one-time retention of \$5,000 and approve a \$7,500 supplemental appropriation to the personnel budget for the additional cost associated with the proposed increases.

**3. ADOPT A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING WITH THE WEST-COMM POLICE EMPLOYEE ASSOCIATION CONCERNING SALARIES, FRINGE BENEFITS AND CONDITIONS OF EMPLOYMENT FROM JULY 1, 2018 THROUGH JUNE 30, 2021.**

Recommendation: Adopt a resolution between the West Cities Police Communications JPA and the West-Comm Police Employee Association approving a Memorandum of Understanding Concerning Salaries, Fringe Benefits and Conditions of Employment for the contract Period of July 1, 2018 through June 30, 2021.

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

Recommendation: Adopt a Resolution adopting pay, and benefits plans for the non-represented employees in the classifications of Office Assistant I/II, Dispatch Manager, and Police Communications Director.

**DISCUSSION ITEMS:**

#1 – Comments from the Board of Directors


#2 – Comments from the Administrative Oversight Staff

Mr. Plumlee thanked Mr. Burton and Ms. Bowden for their work during negotiations.

#3 – Comments from Technical Operations Committee:

**ADJOURNMENT:**

There being no further business, Chairperson Peat adjourned the meeting at 10:05 a.m. The next Regular Board Meeting will be at 4:30 p.m. on November 20, 2018 at the Seal Beach Police Department.

  
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Chairperson Jon Peat

  
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Date