



*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  
November 27, 2018**

**CALL TO ORDER**

A Special Meeting of the West-Comm Board of Directors was called to order at 4:31 p.m. on Tuesday, November 27, 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

Administrative Oversight Staff:

Bret Plumlee, City Manager, City of Los Alamitos

Technical Operations Committee:

Joe Miller, Chief of Police, City of Seal Beach

Treasurer:

Matt Burton, Director of Finance/Administrative Services, City of Cypress

Secretary:

Kasandra Bowden, Police Communications Director, West-Comm

General Counsel:

Michael Daudt, General Counsel, City of Los Alamitos

Staff:

Chris Karrer, Operations Captain, City of Los Alamitos  
Vikki Beatley, Director of Finance/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  
Jill Ingram, City Manager, City of Seal Beach  
Rod Cox, Chief of Police, City of Cypress  
Board Member, Warren Kusumoto, City of Los Alamitos  
Eric Nunez, Chief of Police, City of Los Alamitos

**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. Chairperson Peat seconded, and the motion passed.

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

**1. APPROVE MINUTES**

Meeting of June 19, 2018

Recommendation: Approve as submitted

**2. APPROVE FY 2017-18 CARRYOVER ENCUMBRANCES AND CONTINUING APPROPRIATIONS**

Recommendation: The Board of Directors authorize the following:

1. The appropriation of \$189,866 in FY 2018-19 for the carryover of items encumbered at June 30, 2018 as detailed in Attachment A.
2. The appropriation of \$200,000 in FY 2018-19 for the carryover of continuing appropriations at June 30, 2018 as detailed in Attachment A.

**3. APPROVE A THREE-YEAR AGREEMENT WITH SOFTWAREONE FOR MICROSOFT OFFICE EMAIL AND SERVER LICENSING**

Recommendation: Approve a three-year agreement with SoftwareOne for a total cost of \$53,427.09 for Microsoft licensing of Office 365 and server software.

**4. RECEIVE AND FILE THE FINANCIAL REPORTS FOR THE PERIOD ENDING SEPTEMBER 30, 2018**

Recommendation: Receive and file the attached financial report.

**NEW BUSINESS**

**5. APPROVE A CONTRACT WITH SCIENTIA CONSULTING GROUP, INC. FOR INFORMATION TECHNOLOGY MANAGEMENT SERVICES**

Ms. Bowden reported an RFP for IT Support was published and five proposals were received. Ms. Bowden confirmed that a sixth proposal did not meet the time frame allotted. Ms. Bowden explained each proposal was reviewed and 4 applicants met the experience desired.

Ms. Bowden explained the scoring was based on years of experience, working with government, law enforcement and police dispatching. Ms. Bowden reported the most qualified proposal was Scientia Consulting Group Inc. Ms. Bowden confirmed Scientia is the current IT support for West-Comm and is familiar with the newly implemented CAD/RMS system.

Ms. Bowden stated Scientia Consulting Group came in at the lowest pricing and this would ultimately be a cost saving to the West-Comm budget. Ms. Bowden recommended signing a three (3) year contract with two (2) one-year extensions. Chairperson Peat inquired if the two (2) one-year extensions would require the board's approval each time. Mr. Burton stated the two extensions could be entered into without additional Board approval.

With no further questions, Vice-Chairperson Massa-Lavitt made a motion to approve the contract with Scientia Consulting Group and was seconded by Chairperson Peat.

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

**6. RECEIVE AND FILE THE BASIC FINANCIAL STATEMENTS AND INDEPENDENT AUDITORS' REPORT AND AUDIT LETTER FOR THE FISCAL YEAR ENDED JUNE 30, 2018**

Mr. Burton reported to the board that West-Comm is considered a Special District by the State of California which requires an annual audit. Mr. Burton stated West-Comm's audit was completed by Cypress's auditor since all records are kept by Cypress. Mr. Burton confirmed West-Comm received a clean opinion and no issues were found.

Mr. Burton reported the only area of concern is the amount of overtime used and went on to explain that it was due to expected and necessary CAD/RMS training. Mr. Burton explained there are two sets of financial statements which are part of the audit, one focuses on the long term and the other focuses on a shorter-term, cash basis. Mr. Burton indicated there was a small decrease to both net position and fund balance.

Chairperson Peat inquired, like many cities, will pension liabilities be a future concern for West-Comm. Mr. Burton responded there will be challenges due to the same factors that will impact bigger cities, however since West-Comm's employees are non-sworn, the associated liability with their CalPERS membership is lower than organizations with sworn police officers.

With no further questions, Vice-Chairperson Massa-Lavitt made a motion to receive and file the basic financial statements and independent auditors report and was seconded by Chairperson Peat.

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

**DISCUSSION ITEMS:**

#1 – Comments from the Board of Directors  
None

#2 – Comments from the Administrative Oversight Staff  
None

#3 – Comments from Technical Operations Committee:  
None

#4 – Comments from Communications Director

Ms. Bowden reported a letter from the county had been sent out regarding switching the radio lines to firmware. Ms. Bowden explained the MPLS (Multiprotocol Label Switching) lines must be completed by October 2019. Chairperson Peat inquired what the cost will be. Ms. Bowden stated the local providers have been contacted for quotes. Ms. Bowden was directed to forward the letter provided by the county to the member cities for possible budgetary purposes.

**ADJOURNMENT:**

There being no further business, Chairperson Peat adjourned the meeting at 4:46 p.m. The next Regular Board Meeting will be at 4:30 p.m. on May 21, 2019 at the Seal Beach Police Department.

  
\_\_\_\_\_  
Chairperson

6-11-19  
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Date