



*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  
August 26, 2014**

**CALL TO ORDER**

A Special Meeting of the West-Comm Board of Directors was called to order at 3:05 p.m. on Tuesday, August 26, 2014, in the training room of the Seal Beach Police Department, 911 Seal Beach Boulevard, Seal Beach, California, by Chairperson, Mariellen Yarc.

**ROLL CALL**

**PRESENT:**

Board of Directors:

Chair Person, Mariellen Yarc, City of Cypress  
Vice-Chairperson, Richard Murphy, City of Los Alamitos  
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

Secretary:

Steve Ditmars, Interim Dispatch Administrator, West-Comm

General Counsel:

Cary Reisman, General Counsel, Attorney at Law

Staff:

Matt Burton, Finance Manager, City of Cypress  
Melissa Wintersole, Dispatch Manager, West-Comm  
Stephanie Smith, Office Assistant II, West-Comm  
Captain Tim Olson, Seal Beach Police Department  
Vicki Beatley, Finance Director/City Treasurer, City of Seal Beach  
Commander Tom Bruce, Cypress Police Department

Absent:

Richard Storey, Director Personnel & Finance, City of Cypress  
Joe Stilinovich, Chief of Police, City of Seal Beach  
Jackie Gomez-Whiteley, Chief of Police, City of Cypress

### **WELCOME AND INTRODUCTIONS**

Chairperson Yarc introduced Cypress City Manager, Peter Grant to the JPA Board Members.

### **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.*

It was moved by Vice-Chair Richard Murphy and seconded by Board Member David Sloan, to approve Consent Calendar Items No. 1 and Item No. 2.

The motion passed.

Aye: Yarc, Murphy, Sloan  
Nay: None  
Abstain: None  
Absent: None

### **Item No. 1: APPROVAL OF MINUTES FOR REGULAR MEETING OF MAY 20, 2014**

Recommendation: Approve as submitted.

### **Item No. 2: APPROVAL OF FISCAL YEAR 2013-2014 CARRYOVER OF CONTINUING APPROPRIATIONS AND ENCUMBRANCES FOR THE WEST-COMM JOINT POWERS AUTHORITY TO FISCAL YEAR 2014-15**

Recommendation: Received and Authorized

### **Item No. 3: QUARTERLY FINANCIAL STATEMENTS ENDING JUNE 30, 2014**

Recommendation: Received and Filed

## **ORAL COMMUNICATIONS**

None

## **OLD BUSINESS:**

### **Item No. 4: VERBAL REPORT BY DISPATCH ADMINISTRATOR STEVE DITMARS ON THE STATUS OF THE CAD/RMS PROJECT**

Mr. Ditmars presented the Board with an update on the CAD/RMS Project. Mr. Ditmars reported that each city selected a coordinator to represent the needs of each agency. Mr. Ditmars stated the designated persons would also contact the various levels of police department staff for additional input of what is needed within the system. Mr. Ditmars also went on to explain that the consultant had prepared a rough draft of the RFP and after receiving additional information and a scheduled meeting the RFP should be finalized and sent out for publication.

Mr. Ditmars reported that the vendors will have 30 days to response. He also went on to explain that an analysis will be conducted and a list will be created of all interested vendors that meet most of the requirements. Mr. Ditmars confirmed that the prospective vendors will be invited to present a demonstration. Chairperson Yarc inquired as to whom will be present at the demonstrations and Mr. Ditmars reported the presentations will be open for anyone to attend but did confirm there will be designated areas for those who only want to sit in on their specialized field.

### **Item No. 5: VERBAL REPORT BY DISPATCH MANGER MELISSA WINTERSOLE ON THE PLACENTIA DISPATCH STUDY**

Ms. Wintersole provided the board with an update on the recent acquired data regarding providing dispatch services for Placentia Police Department. Ms. Wintersole reported in comparing the City of Placentia with the member cities of the JPA, Cypress was most comparable. Ms. Wintersole went on to inform the board that the volume of calls for services for the City of Placentia would create a need for additional staffing of up to three (3) dispatchers during day watch and up to two (2) dispatchers during night watch. Ms. Wintersole also confirmed that a larger communications center would be necessary to accommodate the additional personnel.

Chairperson Yarc inquired what the recommendation would be to provide dispatch services to the City of Placentia and Mr. Ditmars requested that the board allow West-Comm to continue accumulating the data to complete the analysis so a formal recommendation can be presented to the board.

**CLOSED SESSION:**

None

**NEW BUSINESS:**

**Agenda Item #6 – REPLACEMENT OF THE 911 SYSTEM (ORAL REPORT)**

Mr. Ditmars reported he was contacted by the 911 Office of Emergency and was informed of the changes to the CPE funding and the schedule of utilizing the reserves. Mr. Ditmars explained the amount of funds each PSAP is granted is based on total calls for service. Mr. Ditmars stated historically the funds could be utilized over a 5 year term, now there is a time of usage placed on the monies. Mr. Ditmars reported the funding is issued to upgrade to phone systems and to provide other necessities to improve the efficiency of the communication center.

Mr. Ditmars stated West-Comm must have a contract with a pre-approved state vendor in place before June 30, 2015 or the state will revoke the funds. Mr. Ditmars also went on to report the upgrade will be minor and there will be no direct cost to the existing budget. Mr. Ditmars confirmed Lead Michael Berry will be heading the project and has completed a RFP (Request for Purchase) draft for the phone system.

**DISCUSSION ITEMS:**

**#1 – Comments from the Board of Directors:**

Chairperson Yarc requested the history of the Mobile Command Post. Commander Bruce provided the board background information on the MCP. He identified the agencies that maintain and deploy the mobile command post. Commander Bruce explained how funding was obtained to upgrade the technology, the interior and the exterior of the MCP.

**#2 – Comments from the Administrative Oversight:**

None

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

None

**ADJOURNMENT:**

There being no further business, Ms. Yarc adjourned the meeting at 3:45 p.m. The next Regular Board Meeting will be at 4:30 p.m. on November 18, 2014 at the Seal Beach Police Department.

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Mariellen Yarc, Chairperson

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Date