



*West Cities Police Communications Center
Joint Powers Authority*

**MINUTES OF THE WEST CITIES POLICE COMMUNICATIONS CENTER
SPECIAL MEETING OF THE BOARD OF DIRECTORS
June 11, 2019**

CALL TO ORDER

A Special Meeting of the West-Comm Board of Directors was called to order at 4:08 p.m. on Tuesday, June 11, 2019 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, Dean Grose, City of Los Alamitos
Boardmember, 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, 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:

Vikki Beatley, Director of Finance/City Treasurer, City of Seal Beach
Crystal Coorough, Dispatch Manager, West-Comm
Chris Revere, Commander, City of Cypress
Phil Gonshak, Commander, City of Seal Beach

Stephanie Smith, Office Assistant II, West-Comm

ABSENT:

None

WELCOME AND INTRODUCTIONS

Los Alamitos Council Member Dean Grose introduced himself to the meeting attendees as the newest JPA Board Member.

Chairperson Peat confirmed the existing board had completed their 2-year term and went on to explain a new JPA board needed to be elected. Chairperson Peat stated an interest in continuing to serve as Chairperson. Board Member Massa-Lavitt nominated Chairperson Peat which was seconded by Board Member Grose.

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

Chairperson Peat nominated Board Member Grose as Vice Chairperson which was seconded by Board Member Massa-Lavitt.

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

ORAL COMMUNICATIONS

None

CLOSED SESSION:

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

CONFERENCE WITH LABOR NEGOTIATOR PER GOVERNMENT CODE SECTION 54957.6

AGENCY REPRESENTATIVES: Administrative Oversight Board Members;
Bret Plumlee, Jill Ingram, and Peter Grant

EMPLOYEE GROUPS: Non-Represented Employee(s): Office Assistant I/II,
Dispatch Manager, and Police Communications Director

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.

Board Member Massa-Lavitt motioned to approve Consent Calendar items 1 through 5. Vice Chairperson Grose seconded, and the motion passed.

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

1. APPROVE MINUTES

Special Meeting of November 27, 2018

Recommendation: Approve as submitted

2. FINANCIAL REPORTS FOR THE PERIODS ENDED DECEMBER 31, 2018 AND MARCH 31, 2019

Recommendation: Receive and File

3. UPDATE ON THE PURCHASE OF NEW FURNITURE BY THE CITY OF SEAL BEACH

Recommendation: Receive and File

4. A RESOLUTION APPROVING PAY AND BENEFITS PLANS FOR NON-REPRESENTED EMPLOYEES

Recommendation: Approve and Adopt

5. 800 MHz NEXT GENERATION RADIO LINE UPGRADE AGREEMENT

Recommendation: Approve Agreement

NEW BUSINESS

6. ADOPT WEST-COMM FISCAL YEAR 2019-20 BUDGET

Ms. Bowden presented to the board the proposed budget for fiscal 2019/20. Ms. Bowden reported West-Comm is fully staffed and the proposed personnel cost includes the MOU negotiated increase of 2 percent and a 100 dollar increase to medical. Ms. Bowden confirmed an adjustment to overtime had been made. Ms. Bowden explained previously overtime was based on 400 hours. Ms. Bowden reported open positions would offset the overtime cost and now that West-Comm is fully staffed 1500 hours has been designated to cover scheduled vacations and sick call out.

Ms. Bowden stated Supplies and Services has an overall decrease of 2.8 percent. Ms. Bowden explained there are increases to Computer Hardware and software due to adding the CAD/RMS Microsoft licensing and the significant cost increase to the Microsoft licensing for the workstations, Staff Development for education reimbursement, which is a negotiated MOU item, and Telephones due to the mandatory radio line upgrade by the county.

Ms. Bowden confirmed the lease of the department copier was expiring and reported West-Comm would be purchasing the equipment which will be an overall cost savings to the budget. Ms. Bowden reported estimated revenues and resources are still provided by state reimbursements, investment earnings and the OCP (Orange County Parks) contract.

Mr. Burton reported the assessment for each of the cities increased by 3.6 percent. Board Member Massa-Lavitt inquired if the initial numbers provided to the cities reflected the accurate increase. Ms. Bowden confirmed communicating with each cities Command staff during their police budget drafting and projecting their annual cost for West-Comm.

With no further questions, Vice-Chairperson Grose made a motion to approve and adopt the West-Comm Fiscal 2019-2020 budget which was seconded by Chairperson Peat.

Aye: Grose, Peat, Massa-Lavitt
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
None

7. RECEIVE AND FILE THE WEST CITIES EMERGENCY OPERATIONS CENTER LIAISON UPDATE

Ms. Bowden reported the position of the Communications Director is responsible for Emergency Services Preparedness. Ms. Bowden presented job duties, guidelines, and tentative meetings. Ms. Bowden confirmed she is the point of contact for Emergency Operations to all member agencies.

With no further question, Board Member Peat made a motion to receive and file the West Cities Emergency Operations Center Liaison update which was seconded by Vice-Chairperson Massa-Lavitt.

ADJOURNMENT:

There being no further business, Chairperson Peat adjourned the meeting at 4:23 p.m. The next Regular Board Meeting will be at 4:30 p.m. on November 19, 2019 at the Seal Beach Police Department.



Chairperson



Date