



*West Cities Police Communications Center
Joint Powers Authority*

**MINUTES OF THE WEST CITIES POLICE COMMUNICATIONS CENTER
REGULAR MEETING OF THE BOARD OF DIRECTORS
FEBRUARY 21, 2017**

CALL TO ORDER

A Regular Meeting of the West-Comm Board of Directors was called to order at 4:31 p.m. on Tuesday, February 21, 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:

Josh Wilson, City of Los Alamitos
Jon Peat, City of Cypress
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, Acting 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:

Cary Reisman, General Counsel, City of Los Alamitos

Staff:

Stephanie Smith, Office Assistant II, West-Comm
Michael Berry, Lead Dispatcher, West-Comm
Vikki Beatley, Finance Director/City Treasurer, City of Seal Beach
Jason Al-Imam, Administrative Services Director, City of Los Alamitos

Absent:

Joe Stilinovich, Chief of Police, City of Seal Beach

WELCOME AND INTRODUCTIONS

Mr. Grant requested that the newly appointed JPA board members and current members introduce themselves.

Mr. Grant asked Board Member Peat to lead the voting process for a new Chairperson and Vice-Chairperson. Board Member Peat stated with his experience on the JPA Board and to create continuity he would like to be considered for Chairperson.

Board Member Massa-Lavitt nominated Board Member Peat and unanimously was elected for Chairperson

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

Chairperson Peat requested a motion to nominate a JPA Vice-Chairperson. Board Member Massa-Lavitt was nominated and unanimously elected.

Aye: Peat, Wilson
Nay: None
Abstain: None
Absent: None

Communications Director Kasandra Bowden introduced the newly appointed Dispatch Manager Crystal Coorough to the JPA Board. Ms. Bowden provided the Board with Dispatch Manager Coorough's education and experience. Dispatch Manager Coorough thanked the board for the opportunity.

ORAL COMMUNICATIONS

None

CLOSED SESSION:

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

CONFERENCE WITH LABOR NEGOTIATOR

AGENCY NEGOTIATOR: Kasandra Bowden, Police Communications Director

EMPLOYEE ASSOCIATION: West-Comm Police Employee Association (WCPEA)

AUTHORITY: Government Code Section 54957.6 (a)

General Counsel reported the purpose of the close session was to meet with the agency negotiator on behalf of the WCPEA (West Cities Police Employee Association) in pursuant to government code. No votes were needed.

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 Wilson asked that item 1 be pulled and discussed for clarification. Board Member Wilson introduced a motion to approve Consent Calendar Items 2. Vice-Chairperson Massa-Lavitt seconded, and the motion passed.

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

2. QUARTERLY FINANCIAL REPORTS FOR THE PERIOD ENDING DECEMBER 31, 2016

Recommendation: Received and File the financial reports for the period ending December 31, 2016

Regarding ITEMS 1. APPROVAL OF MINTUES

Board Member Wilson wanted to clarify he was not present for the meeting on November 15, 2016 in which the attached minutes refer to.

Board Member Wilson stated the minutes were read and made a motion to approve and Vice-Chairperson Massa-Lavitt seconded the motion.

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

OLD BUSINESS:

None

NEW BUSINESS:

3. ACCEPTANCE OF THE BASIC FINANCIAL STATEMENTS AND INDEPENDENT AUDITORS REPORT AND AUDIT LETTER FOR THE FISCAL YEAR ENDED JUNE 30, 2016

Mr. Burton gave a brief background on each member cities responsibility to the JPA. Mr. Burton reported all investments for the JPA are handled by Cypress along with the annual audit. Mr. Burton informed the board the audit before them concluded to be a clean audit and no issues of concern. Mr. Burton reported West-Comm's revenue assessments are by the member cities. Mr. Burton requested the board review the attached financial statements. Mr. Burton went on to explain there are two (2) sets of numbers, long-term overview and the fund financial that looks at the short-term and the audit concluded West-Comm is strong.

Mr. Burton reported at the next regular board meeting the proposed budget for 2017/2018 will be presented and there will be additional PERS cost that West-Comm will be responsible for. Vice-Chairperson Massa-Lavitt inquired if West-Comm had a budget committee and Mr. Burton confirmed there is no committee for the budget. Board Member Wilson inquired if an audit is done on the member cities proportional contributions and Mr. Burton stated the percentage for each city is how it was established and has not changed and that would be outside the scope of the audit.

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

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

4. ADOPT A RESOLUTION APPROVING A SIDE LETTER AGREEMENT WITH THE WEST-COMM POLICE EMPLOYEE ASSOCIATION TO ESTABLISH THE ASSIGNMENT OF PUBLIC SAFETY TECHNOLOGY LIAISON.

Ms. Bowden reported with the increase of technology to the Dispatch Center it would be valuable to have a dispatcher who uses the systems and is familiar with the day to day operations as a Technical Liaison. Ms. Bowden stated it would be beneficial with the upcoming CAD/RMS upgrade and the increase for liability that is used with technology systems. Ms. Bowden informed the board of the amplified responsibilities that would be provided by the designated Technical Liaison and the increase to the pay would be 5 percent.

With no further questions, Vice-Chairperson Massa-Lavitt made a motion to adopt a resolution approving the side letter agreement establishing the Public Safety Technology Liaison Assignment and seconded by Board Member Wilson.

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

Abstain: None
Absent: None

DISCUSSION ITEMS:

#1 – Comment from the Board of Directors:

Board Member Wilson expressed his enthusiasm to be a part of the JPA Board and thanked Ms. Bowden for the time in dispatch speaking with the Dispatchers. Board Member Wilson also stated an interest in establishing a 3 to 5-year strategic plan for West-Comm.

Vice-Chairperson Massa-Lavitt also stated the time spent in dispatch was remarkable and was happy to be part of the JPA Board.

Chairperson Peat requested to receive the proposed budget with time to study before the next meeting to allow for questions and concerns to be addressed during the meeting.

#2 – Comments from the Administrative Oversight Staff

Mr. Plumlee informed the Board the CAD/RMS group representatives met and the project is currently being implemented.

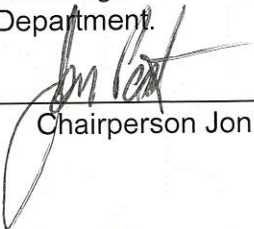
Mr. Grant updated the newly appointed members of the Management Partners review and informed the board in the proposed budget they will see recommendations made by the Management Partners and will lend to the strategic decision planning.

#3 – Comments from Technical Operations Committee:

Chief Nunez stated the Chiefs attended the kick off CAD/RMS Meeting and felt it was organized and believes there is a lot of promise to come with the upgrade.

ADJOURNMENT:

There being no further business, Chairperson Peat adjourned the meeting at 5:09 p.m. The next Regular Board Meeting will be at 4:30 p.m. on May 16, 2017 at the Seal Beach Police Department.



Chairperson Jon Peat

5/23/17
Date