



*West Cities Police Communications Center  
Joint Powers Authority*

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**MINUTES OF THE WEST CITIES POLICE COMMUNICATIONS CENTER  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
MAY 17, 2016**

**CALL TO ORDER**

A Regular Meeting of the West-Comm Board of Directors was called to order at 4:28 p.m. on Tuesday, May 17, 2016 in the training room of the Seal Beach Police Department, 911 Seal Beach Boulevard, Seal Beach, California, by Secretary, Steve Ditmars.

**ROLL CALL**

**PRESENT:**

Board of Directors:

Chairperson, Dean Grose, City of Los Alamitos  
Vice-Chairperson, Jon Peat, City of Cypress  
Board Member, David Sloan, 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

Treasurer:

Matt Burton, Finance Director, City of Cypress

Secretary:

Steve Ditmars, Interim Dispatch Administrator, West-Comm

General Counsel:

Cary Reisman, General Counsel, City of Los Alamitos

Staff:

Kasandra Bowden, JPA Police Communications Director, West-Comm  
Joe Miller, Commander, City of Seal Beach  
Marie Pope, Interim Dispatch Manager, West-Comm  
Stephanie Smith, Office Assistant II, West-Comm  
Michael Berry, Lead Dispatcher, West-Comm  
Vikki Beatley, Finance Director/City Treasurer, City of Seal Beach  
Jason Alimam, Administrative Services Director, City of Los Alamitos

Absent:

Joe Stilinovich, Chief of Police, City of Seal Beach

**ORAL COMMUNICATIONS**

None

**CLOSED SESSION:**

None

**WELCOME AND INTRODUCTION**

Mr. Plumlee introduced the newly appointed Police Communications Director, Kasandra Bowden. Mr. Plumlee provided the Board with Ms. Bowden's education, experience and qualifications. Ms. Bowden expressed gratitude to the JPA Board for the career opportunity.

**CONSENT CLAENDAR:**

*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-Chair Person Peat introduced a motion to approve Consent Calendar Items 1 and 2. Board Member Sloan seconded, and the motion passed.

Aye: Grose, Sloan, Peat  
Nay: None  
Abstain: None  
Absent: None

**1. APPROVAL OF MINUTES FOR SPECIAL MEETING OF APRIL 19, 2016**

Recommendation: Approve as submitted.

## 2. QUARTERLY FINANCIAL STATEMENTS ENDING MARCH 31, 2016

Recommendation: Received and File

### OLD BUSINESS:

None

### NEW BUSINESS:

## 3. FISCAL YEAR 2016-17 PROPOSED BUDGET

Mr. Burton presented the Board with the proposed fiscal year 2016-2017 budget. Mr. Burton confirmed there is a 3.7 percent increase to the budget that includes the second year MOU increase of 2 percent, a significant increase to PERS and OPEB, Retirees Health Liability. Mr. Burton reported the increase associated to Supplies and Services was due to the renewal of Microsoft Licensing that occurs every 3 years and the increase to the IT contract that expires this year. Mr. Burton concluded with confirming the CAD/RMS consultant is working with the selected vendor on contract negotiations and assured the Board there is no cost to the CAD/RMS upgrade project at this time and reported all forthcoming cost associated with the project will be presented to the Board.

Mr. Peat inquired if additional work hours were part of the 3.7 percent increase. Mr. Burton confirmed no additional hours were factored in the increase. Ms. Beatley updated the board on the anticipated increase to CJPIA property program premiums. Mr. Grose stated the City of Los Alamitos had opted out of CJPIA as of July 1.

With all questions answered Vice Chairperson Peat moved for a motion to approve and adopt the Fiscal Budget 2016/2017 and Board Member Sloan seconded the motion.

Aye: Grose, Peat, Sloan  
Nay: None  
Abstain: None  
Absent: None

### DISCUSSION ITEMS:

#1 – Comment from the Board of Directors:

Mr. Grose requested staff provide clarification to the responsibilities designated to the three JPA Board members.

Mr. Sloan thanked Mr. Ditmars for his contributions to West-Comm.

#2 – Comments from the Administrative Oversight Staff

Mr. Plumlee reported Mr. Ditmars scheduled a tour of West-Comm and the Seal Beach Police Department for Ms. Bowden. Mr. Plumlee confirmed site visits to the remaining agencies have been scheduled.

Mr. Grant reported a recommendation will be brought to the Board to appoint a management consultant to conduct an organization assessment. Mr. Grant stated with the extended absence of a director providing a supplemental resource will help evaluate the current conditions of West-Comm and identify areas to improve the agency.

#3 – Comments from Technical Operations Committee:  
None

**ADJOURNMENT:**

There being no further business, Mr. Grose adjourned the meeting at 4:47 p.m. The next Regular Board Meeting will be at 4:30 p.m. on August 16, 2016 at the Seal Beach Police Department.

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Chairperson, Dean Grose

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Date