



*West Cities Police Communications Center
Joint Powers Authority*

**MINUTES OF THE WEST CITIES POLICE COMMUNICATIONS CENTER
MEETING OF THE BOARD OF DIRECTORS
May 16, 2023**

CALL TO ORDER

A Meeting of the West-Comm Board of Directors was called to order at 4:38 p.m. on Tuesday, May 16, 2023, in the Emergency Operations Center training room of the Seal Beach Police Department, 911 Seal Beach Boulevard, Seal Beach, California, by Board Secretary Kasandra Edwards.

ROLL CALL

PRESENT:

Board of Directors:

Board Member, Scott Minikus, City of Cypress
Board Member, Jordan Nefulda, City of Los Alamitos
Board Member, Lisa Landau, City of Seal Beach

Administrative Oversight Staff:

Peter Grant, City Manager, City of Cypress
Chet Simmons, City Manager, City of Los Alamitos
Jill Ingram, City Manager, City of Seal Beach

Technical Operations Committee:

Mark Lauderback, Chief of Police, City of Cypress
Michael Claborn, Chief of Police, City of Los Alamitos
Michael Henderson, Chief of Police, City of Seal Beach

Treasurer:

Matt Burton, Finance Director, City of Cypress

Secretary:

Kasandra Edwards, Police Communications Director, West-Comm

General Counsel:

Michael Daudt, General Counsel, City of Los Alamitos

STAFF:

Barbara Arenado, Director of Finance, City of Seal Beach

ORAL COMMUNICATIONS

None

WELCOME AND INTRODUCTIONS

Communications Director Edwards welcomed two new Board Members: the City of Cypress, Mayor Pro Tem Scott Minikus and the City of Seal Beach, Council Member Lisa Landau. A brief overview of the JPA was presented to the new Board Members.

SPECIAL ORDER OF BUSINESS

Communications Director Edwards reported with the change in Board Members the Chairperson and Vice Chairperson positions have opened.

Board Member Jordan Nefulda nominated himself for Chairperson and unanimously was elected.

Board Member Scott Minikus nominated himself for Vice Chairperson and unanimously was elected.

OLD BUSINESS:

None

CLOSED SESSION

The Board of Directors, AOS, JPA Treasurer, and General Counsel went into closed session at 4:46 pm. The following items were discussed:

Conference with Labor Negotiator
Pursuant to Government Code Section 54957.6
Agency Negotiators: Administrative Oversight Staff and JPA Treasurer
Employee Organizations: Non-Represented Employees

General Counsel reported the Board reconvened with no reportable action to be taken at 4:52 pm.

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.

1. Approve Minutes – Meeting of November 15, 2022

Recommendation: Approve as submitted

2. Receive and Files the FY 2023-24 West-Comm Police Employees' Association Pay Schedule

Recommendation: Receive and file the FY 2023-24 West-Comm Police Employees' Association Pay Schedule

3. Adopt a Resolution Approving Pay and Benefits Plans for the Non-Represented Employees in the Classifications of Dispatch Manager and Police Communications Director.

Recommendation: Adopt resolutions approving pay and benefit plans for the non-represented employees in the classifications of Dispatch Manager and Police Communications Director

4. Adopt a Resolution Updating Salary Steps for Temporary Part-Time Office Assistant I/II Classification

Recommendation: Adopt a resolution approving updated hourly rate steps for the temporary part-time classification of Office Assistant I/II.

5. Receive and File the Financial Reports for the Periods Ended December 31, 2022 and March 31, 2023

Recommendation: Receive and File financial reports

6. Approve a Purchase Order to Replace the Voice Data Logging System

Recommendation: Approve an agreement with Goserco, Inc. effective July 1, 2023, for the purchase of a new voice data logging system for \$53,414.

Chairperson Nefulda motioned to approve Consent Calendar items. Vice Chairperson Minikus seconded, and the motion passed.

Aye: Landau, Minikus, and Nefulda
Nay: None
Abstain: None
Absent: None

NEW BUSINESS:

7. Adopt Fiscal Year 2023-24 Budget

Director Edwards provided a presentation on the proposed budget for the fiscal year (FY) 2023 – 2024. There was a 7%-member contribution increase from the prior fiscal year primarily as a result of personnel costs, which represent 80% of the annual expenditure.

Proposed staffing levels are similar to last year. Personnel costs are proposed with a 3% increase due to salary increases in accordance with the MOU for the West-Comm Police Employee Association. This is the third and last year of the agreement. In addition to

CalPERS increases and six months of staffing for an additional full-time Dispatcher as part of succession planning for retirements anticipated within the next year.

Supplies and Services has decreased 2% due to previous FY budget appropriations to absorb anticipated 10-15% contractual increases that ended up being less than budgeted.

In Capital Outlay and Improvements, \$21,000 is set aside for reoccurring and periodic replacement of computers, furniture, and workstations. \$150,000 is set aside for future upgrades and replacement of major systems. This is the fifth year the set aside has been included in the budget.

West-Comm needs a new phone and radio logging system. State law requires the retention of voice data from the phones and radios. The current system was purchased over 10 years ago and has reached its end of life and is no longer being supported by the vendor. The previous FY included an appropriation for this replacement to be paid through State Funds. Procedures have since changed and it is therefore being re-budgeted and funded by member assessments.

The current Computer Aided Dispatch/Records Management System (CAD/RMS) firewall and storage system requires replacement. These items were last purchased during the initial CAD/RMS implementation in 2017. Both systems have reached their end of life and are no longer supported by the vendor. The costs of both systems are \$75,800 and will be funded using amounts set aside for the CAD/RMS capital replacement.

The Dispatch Center last replaced their 6 consoles in 2007. After 16 years and 24/7 of use, they need to be replaced. The cost is \$150,000 and will be paid using amounts set aside for furniture and equipment in capital replacement.

Estimated Revenues and Sources has an increase of 7% to \$294,574 and proposed member contributions have increased by 2% to \$70,565.

With no further questions, Chairperson Nefulda made a motion to adopt the FY 2023 – 24 Budget. Board Member Landau seconded the motion.

Aye: Landau, Minikus, and Nefulda
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

ADJOURNMENT:

There being no further business, General Counsel adjourned the meeting at 5:02 pm. The next Regular Board Meeting will be in person at 4:30 pm on November 21, 2023, at the Seal Beach Police Department.

Chairperson Nefulda

Date