



*West Cities Police Communications Center
Joint Powers Authority*

**MINUTES OF THE WEST CITIES POLICE COMMUNICATIONS CENTER
REGULAR MEETING OF THE BOARD OF DIRECTORS
May 20, 2014**

CALL TO ORDER

A Regular Meeting of the West-Comm Board of Directors was called to order at 4:31 p.m. on Tuesday, March 4, 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
Alternate Board Member, Ellery Deaton, City of Seal Beach

Administrative Oversight Staff:

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
Joe Stilinovich, Chief of Police, City of Seal Beach
Jackie Gomez-Whiteley, Chief of Police, City of Cypress

Secretary:

Steve Ditmars, Interim Dispatch Administrator, West-Comm

General Counsel:

Cary Riesman, General Counsel, Attorney at Law

Staff:

Matt Burton, Finance Manager, City of Cypress
Victoria Beatley, Finance Director/City Treasure, City of Seal Beach
Cassandra Palmer, Support Services Manager, City of Los Alamitos
Stephanie Smith, Office Assistant II, West-Comm
Melissa Wintersole, Dispatch Manager, West-Comm

Absent:

Board Member, David Sloan, City of Seal Beach
Richard Storey, Director Personnel & Finance, City of Cypress

CONSENT CALENDAR:

All matters listed on the Agenda under "Consent Calendar" are to be considered by the City Council to be routine and will be enacted by one motion approving the recommendations listed on the Agenda.

Vice-Chair Person Richard Murphy introduced a motion to approve Consent Calendar Items No. 1 and No. 2. Chair Person Yarc seconded, and the motion passed.

Aye: Yarc, Murphy

Nay: None

Abstain: Ellery Deaton

Absent: David Sloan

Item No. 1: APPROVAL OF MINUTES FOR SPECIAL MEETING OF MARCH 4, 2014

Recommendation: Approve as submitted.

Item No. 2: QUARTERLY FINANCIAL STATEMENTS ENDING MARCH 31, 2014

Recommendation: Received and Filed

ORAL COMMUNICATIONS

None

OLD BUSINESS:

None

CLOSED SESSION:

None

NEW BUSINESS:

Agenda Item #3 – A REQUEST OF THE BOARD OF DIRECTORS TO AWARD A CONTRACT WITH SYNOPTEK, FOR CONSULTING SERVICES RELATED TO THE CAD/RMS REPLACEMENT PROCESS, AUTHORIZE A SPECIAL ASSESSMENT TO THE MEMBER CITIES AND APPROVE SUPPLEMENTAL APPROPRIATIONS IN THE OF \$123,280.00

Mr. Ditmars reported to the board that the one proposal submitted for a consultant on the CAD/RMS project was provided by Synoptek, LLC. Mr. Ditmars reported the original bid price submitted by Synoptek was \$150,000.00. Mr. Ditmars went on to report that Synoptek explained that pricing was determined on the idea the job was not underbid overall. Mr. Ditmars confirmed that after meeting with Synoptek, the price had been adjusted to \$123,280.00.

Mr. Ditmars informed the board that Synoptek will conduct assessments of the requirements of each agency and once that is completed a RFP (Request for Proposal) will be created and sent out to a variety of CAD/RMS vendors that can accommodate each agency's requirements. Mr. Ditmars reiterated that the final cost cannot be determined until completion is final. Mr. Ditmars went on to explain that prior to the departure of former Cypress City Manager Bahorski the recommendation was to share the cost of the consultant equally amongst the four (4) JPA agencies since the level of work would be conducted equally. He also went on to explain that since West-Comm has no revenue resource, the other three (3) JPA members would share West-Comm's 25 percent.

Mr. Ditmars reminded the board that this installment is only the first phase of the CAD/RMS project. Mr. Ditmars confirmed that the cost of this project has not been built into the new budget since the cost will vary throughout the process of the upgrade. He went on the reiterate that in the end, this will be a savings in the future annual maintenance cost to the four (4) agencies.

With no further questions Mr. Murphy moved for a motion to approve the contract with Synoptek for consultant services and approve the supplemental appropriations in the amount of \$123,280.00 and Ms. Deaton seconded the motion.

Aye: Yarc, Murphy, Deaton

Nay: None

Abstain: None

Absent: Sloan

Agenda Item #4 – PROPOSED BUDGET – FISCAL YEAR 2014-2015

Mr. Burton presented the board with the proposed budget for Fiscal Year 2014-2015. Mr. Burton confirmed there was no changes to personnel and reported that due to the staff change made earlier in the 2013/2014 budget year and the MOU agreement for West-Comm employees to pay 7% to PERS, there was an overall decrease to personnel cost. Mr. Burton reported that supplies and services has an increase of \$10,000.00 due to the mandatory audits West-Comm must now take part in and the lease agreement for a new copier.

Mr. Burton went on to explain that the additional \$185,000.00 in capital outlay was the board approved amount for the 800MHz radio upgrade. Mr. Burton confirmed that the total amount for the West-Comm 2014/2015 budget was \$2,285,000.00.

With no further questions Ms. Yarc moved for a motion to approve the proposed budget for Fiscal Year 2014/2015 and Mr. Murphy seconded the motion.

Aye: Yarc, Murphy, Deaton

Nay: None

Abstain: None

Absent: Sloan

Agenda Item #5 – REPORT TO THE BOARD ON THE ACTING ADMINISTRATOR DITMARS STATUS OF PERS RETIREMENT

Mr. Ditmars updated the board on the limitations set by PERS regarding retirees working in a PERS organization. Mr. Ditmars reported that in the beginning of being hired on PERS was contacted requesting an exemption but at that time it was for six (6) month term to allow for the selection of a permanent Administrator. Mr. Ditmars explained that PERS is becoming less tolerant of retirees occupying part-time positions unless there is an ongoing time sensitive project.

Mr. Ditmars reported that after meeting with the AOS (Administrative Oversight Committee) it was agreed that Mr. Ditmars would continue as the Interim Administrator to oversee the CAD/RMS project until completion. Ms. Yarc questioned how the initial recruitment was conducted. Ms. Ingram explained that Cypress Human Resources organized the recruitment and stated that there were no candidates that met all the requirements the Administrator position requires.

Ms. Yarc asked if a date was discussed to begin the process of hiring a permanent Administrator. Ms. Ingram reported that the AOS would like to keep Steve as the interim Dispatch Administrator until the 800 MHz radio upgrade and the CAD/RMS project are completed. Ms. Ingram went on to express to the Board what a valuable asset Steve is to the future developments of West-Comm. Ms. Yarc stated

discussions to begin the process of a recruitment for a permanent Dispatch Administrator would take place beginning July 1, 2015.

With no further questions, the January 14, 2014, John & Mayer, Client Alert Memorandum was received and filed.

AGENDA ITEM #6 - INTRODUCTION TO THE BOARD OF THE NEWLY APPOINTED DISPATCH MANAGER, MELISSA WINTERSOLE (ORAL REPORT)

Mr. Ditmars reported that the recruitment for a permanent Dispatch Manager had been completed. Mr. Ditmars confirmed how the process was conducted and explained that there were five (5) candidates and after thorough testing, West-Comm's Lead Dispatcher Melissa Wintersole was selected for the position. Dispatch Manager Wintersole introduced herself and gave a brief update on her dispatch experience. Ms. Wintersole also informed the board of the goals she intends on bringing to the organization.

AGENDA ITEM #7 – PROCLAMATION RECOGNIZING “NATIONAL PUBLIC SAFETY DISPATCHER WEEK”

Mr. Ditmars recommended that the Board receive and file the Proclamation as presented.

With no further questions, the 2014 Proclamation recognizing “National Public Safety Dispatcher” was received and filed.

AGENDA ITEM #8 – VERBAL REPORT ON RECENT MEETING WITH THE CITY OF PLACENTIA OFFICIALS EXPRESSING INTEREST CONTRACTING WITH WEST-COMM FOR DISPATCH AND PSAP SERVICES (ORAL REPORT)

Mr. Ditmars reported to the board that the City of Placentia's City Manager Troy Butzlaff and the Chief of Police Rick Hicks requested a meeting with West-Comm regarding Contracting Dispatch and PSAP services. Mr. Ditmars explained the City of Placentia had been researching eliminating their Dispatch department for cost savings purposes. He went on to state that the City, like many others are fiscally stressed and with the cost of the 800 MHz radio upgrade that the county is undergoing the City felt it was time to explore ways to cut City cost. Mr. Ditmars also went on to explain, City Manager Butzlaff and Police Chief Hicks stated the city was also in the process of a consultant study to form North Comm but felt that was not the direction that worked best for their police dispatch.

Mr. Ditmars confirmed the City of Placentia was interested in exploring either contract service or becoming a JPA member with West-Comm. Mr. Ditmars confirmed their data should not be hard to obtain since the city was just involved with a consultant for the North Comm study. Mr. Ditmars reported that this would not be comparable to the City of La Palma since the population is much higher. Ms.

Yarc inquired what the population number was and Ms. Wintersole stated, approximately 55,000. Mr. Ditmars reported the impact to West-Comms system would be slightly greater than Cypress.

Mr. Ditmars stated that Placentia would have to operate on a different radio channel which would mean an additional call taker and station would have to be added to West-Comms staffing and dispatch center. Mr. Ditmars stated that if the board is interested in pursuing the City of Placentia that an analysis should be conducted.

Ms. Ingram confirmed the cost of the previous consultant for La Palma in total was 6500.00 dollars. Mr. Murphy suggested gathering an estimated number to present to the City of Placentia to give them an idea of what the cost could be to contract with West-Comm. Ms. Yarc inquired if the City of Placentia would be willing to share in the cost of the consultant. Mr. Ditmars confirmed that using the established report prepared for La Palma a rough analysis would be completed.

DISCUSSION ITEMS:

#1 – Comments from the Board of Directors:

Ms. Ingram introduced to the board, City of Seal Beach's Finance Director/City Treasure Ms. Vicki Beatly. Mr. Plumlee introduced to the board, Support Services Manager Cassie Palmer.

#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 5:28 p.m. The next regular Board Meeting will be at 4:30 p.m. on November 18, 2014 at the Seal Beach Police Department.

Mariellen Yarc, Chairperson

Date