



*West Cities Police Communications Center
Joint Powers Authority*

**MINUTES OF THE WEST CITIES POLICE COMMUNICATIONS CENTER
SPECIAL MEETING OF THE BOARD OF DIRECTORS
FEBRUARY 9, 2016**

CALL TO ORDER

A Special Meeting of the West-Comm Board of Directors was called to order at 4:34 p.m. on Tuesday, February 9, 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, Los Alamitos
Jill Ingram, City Manager, Seal Beach

Technical Operations Committee:

Rod Cox, Chief of Police, City of Cypress
Eric Nunez, Chief of Police, City of Los Alamitos
Joe Stilinovich, Chief of Police, City of Seal Beach

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:

Michael Berry, Interim Dispatch Manager, West-Comm
Vikki Beatley, Finance Director/City Treasurer, City of Seal Beach
Jason Alimam, Administrative Services Director, City of Los Alamitos

ORAL COMMUNICATIONS

None

CLOSED SESSION:

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.

Vice- Chair Person Peat motioned to approve Consent Calendar Items 1 through 4. Board Member Sloan seconded, and the motion passed.

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

1. APPROVAL OF MINUTES FOR REGULAR MEETING OF November 17, 2015

Recommendation: Approve as submitted.

2. QUARTERLY FINANCIAL STATEMENTS ENDING DECEMBER 31, 2015

Recommendation: That the Board of Directors receive and file the financial reports for the period ending December 31, 2015.

3. A RESOLUTION OF THE WEST CITIES POLICE COMMUNICATIONS CENTER JOINT POWERS AUTHORITY ADOPTING A PAY AND BENEFITS PLAN FOR THE NON-REPRESENTED EMPLOYEE IN THE CLASSIFICATION OF OFFICE ASSISTANT II

Recommendation: It is recommended the Board of Directors approve a Resolution of the West Cities Police Communications Center Joint Powers Authority Adopting Pay and Benefits Plan for the Non-Represented Employee in the Classification of Office Assistant I/II

4. A RESOLUTION OF THE WEST CITIES POLICE COMMUNICATIONS CENTER JOINT POWERS AUTHORITY ADOPTING A PAY AND BENEFITS PLAN FOR THE NON-REPRESENTED EMPLOYEE IN THE CLASSIFICATION OF DISPATCH MANAGER

Recommendation: The Board of Directors approve the Resolution of the West Cities Police Communications Center Joint Powers Authority Adopting a Pay and Benefits Plan for the Non-Represented Classification of Dispatch Manager.

NEW BUSINESS

5. ACCEPTANCE OF THE BASIC FINANCIAL STATEMENTS AND INDEPENDENT AUDITORS' REPORT AND AUDIT LETTER FOR THE FISCAL YEAR ENDED JUNE 30, 2015

Mr. Burton informed the Board that West-Comm is required to undergo an annual audit. Mr. Burton confirmed that fiscal year ending June 30, 2015 was a clean audit. Mr. Burton explained to the board that a clean audit requires no discussion. Mr. Burton reported there were only 2 notable issues, recorded liability and pension liability. Mr. Burton also stated in addition to Pension Liability there is Retiree Health Liability. Mr. Burton reported the medical cost and benefits that will be provided to West-Comm retirees. Mr. Burton provided the Board with a summarization of the excepted liabilities.

Mr. Alimam inquired what the increased percentage was to the retiree health liability. Mr. Burton confirmed the liability increase was 16,000 dollars. Mr. Peat questioned if the 977,000 dollar increase included net pension liability. Mr. Burton confirmed the increase was within the 919,200 dollars stated on page 6. Mr. Grose asked what percentage is refunded by PERS. Ms. Beatley verified West-Comm was 2 percent at age 55 and confirmed the 70 percent was funded by PERS.

With all questions answered a motion was by Vice-Chairperson Peat to receive and file the attached financial statements and audit letter and Chairperson Grose seconded the motion.

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

6. DISPOSITION OF OBSOLETE 9-1-1 PHONE EQUIPMENT

Mr. Ditmars reported the Vesta 9-1-1 phone upgrade was completed. Mr. Ditmars explained it had been 7 years since the last phone upgrade making the previous equipment 2 years out of date. Mr. Ditmars confirmed Verizon has inquired about obtaining a few components to help service old systems. Mr. Grose inquired if other options had been explored. Mr. Ditmars confirmed marketing the aged equipment was not probable.

With all information provided and questions answered a motion was made to approve the disposal of 9-1-1 phone equipment by Vice-Chairperson Peat and Chairperson Grose seconded the motion.

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

DISCUSSION ITEMS:

#1 – Schedule for Budget Development and Consideration

Board Member Burton reported that during the previous adoption of the current budget the Board had requested future budget workshops prior to submission for approval. Mr. Burton inquired if this was essential to the upcoming proposed budget. Board Member Peat stated if a copy of the proposed budget could be forwarded to the Board for review 30 days prior to the approval meeting a workshop was not necessary.

#2 – Proposed Assembly Bill 1564 – Emergency Services Wireless 911 Calls Routing

Board Member Grose reported he recently attended the California League of Cities Public Safety Conference in Sacramento. Board Member Grose stated he attended a presentation regarding AB 1564 which in part attempts to resolve issues of wireless 911 callers. Mr. Ditmars reported the bill will force each PSAP, CHP and Officer Emergency Services to re-evaluate the existing assignment of the cell towers. Chief Nunez provided the Board with additional information regarding the bill and confirmed there is no financial impact at this time. Mr. Grant stated with little knowledge about this bill it should be monitored and if changes are made and cost becomes a factor it will then be brought back before the Board.

#3 - Comments from the Board of Directors:

None

#4 – Comments from the Administrative Oversight Staff

Mr. Grant updated the Board on the recruitment of the Police Communications Director and provided the dates and times of the oral board interviews.

Mr. Plumlee request an update from West-Comm staff on the CAD/RMS project. Mr. Ditmars reported the contractual agreement with Synoptek had been terminated. Mr. Ditmars provided additional information on the revised RFQ. Mr. Grose inquired if there was a clause in the agreement as to the responsibilities of losses occurred. General Counsel Reisman confirmed if any losses had ensued Synoptek would be liable. General Counsel Reisman reported after conferring with the AOS and staff no losses had transpired.

#5 – Comments from Technical Operations Committee:

None

Mr. Ditmars reported the resignation of Dispatch Manager Melissa Wintersole. Mr. Ditmars stated after conferring with the AOS the position will remain vacant and the four leads will rotate and interim in the position until the recruitment of the Police Communications Director is completed.

ADJOURNMENT:

There being no further business, Mr. Grose adjourned the meeting at 5:18 p.m. The next Regular Board Meeting will be at 4:30 p.m. on May 17, 2016 at the Seal Beach Police Department.

Chairperson, Dean Grose

Date