

*West Cities Police Communications Center  
Joint Powers Authority*

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**MINUTES OF THE WEST CITIES POLICE COMMUNICATIONS CENTER  
SPECIAL MEETING OF THE BOARD OF DIRECTORS  
April 10, 2013**

**CALL TO ORDER**

A Special Meeting of the West-Comm Board of Directors was called to order at 11:00 a.m. on Wednesday, April 10, 2013, in the training room of the Seal Beach Police Department, 911 Seal Beach Boulevard, Seal Beach, California, by Chair Person Mariellen Yarc.

**ROLL CALL**

**PRESENT:**

Board of Directors:

Board Member, Mariellen Yarc, City of Cypress  
Board Member, Richard Murphy, City of Los Alamitos  
Board Member, David Sloan, City of Seal Beach

Administrative Oversight Staff:

Jill Ingram, City Manager, City of Seal Beach

Technical Operations Committee:

Todd Mattern, Chief of Police, City of Los Alamitos  
Joe Stilinovich, Chief of Police, City of Seal Beach

General Counsel:

Steve Skolnik, General Counsel, Attorney at Law

Staff:

Stephanie Smith, Office Assistant II, West-Comm

Absent:

John Bahorski, City Manager, City of Cypress  
Jackie Gomez-Whiteley, Chief of Police, City of Cypress  
Greg Korduner, Interim City Manager, City of Los Alamitos  
Richard Storey, Director Personnel & Finance, City of Cypress

**ORAL COMMUNICATIONS**

None

**OLD BUSINESS:**

None

**CLOSED SESSION:**

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

Conference with Labor Negotiator per Government Code Section 54957.6

Agency Representative: John Bahorski

Employee Organization: West-Comm Police Employee Association

Conference with Labor Negotiator per Government Code Section 54957.6

Agency Representative: John Bahorski

Non-Represented Employee: Dispatch Manager/Supervisor and Office Assistant II

General Counsel reported that the Board met and No other action was taken.

**BOARD ITEMS AND REPORTS**

**New Business:**

**Agenda Item #1 – Resolution 13-01 – Appointment of an Interim Dispatch Administrator Pursuant to Government Code Section 21224(h)**

Ms. Ingram provided the Board with a brief summary regarding the departure of the former Interim Dispatch Administrator and an update on the status of the Dispatch Administrator recruitment. Ms. Ingram stated that even though the Seal Beach Police Chief has been overseeing the day to day operations during this period, it would be beneficial to the continued success of West-Comm to bring on an Interim until the recruitment is complete.

Ms. Ingram confirmed that the AOS Committee met and selected Mr. Steve Ditmars, a retired Long Beach Commander, with a strong background in Communications. Mr. Ditmars reiterated his qualifications and stated he was looking forward to the job.

Motion by Mr. Sloan and seconded by Mr. Murphy to Approve and Adopt.

Aye: Sloan, Murphy, Yarc  
Nay:  
Abstain:  
Absent:

**Agenda Item #2 – Resolution 13-02 – Professional Services Agreement for the preparation of a cost benefit analysis for West Cities Police Communications Center JPA to provide police Dispatch services to the City of La Palma**

Ms. Ingram presented the Board with an update regarding the preparation of a feasibility study for contract dispatch services to the La Palma Police Department. Ms. Ingram reported that a proposed Professional Service Agreement from Ralph Anderson Associates to provide a cost analysis had been received. Ms. Ingram confirmed the feasibility study would take two (2) months to complete and the total cost for the service would be \$4500.00 max but not to exceed \$5000.00.

Ms. Yarc questioned if La Palma was still interested in obtaining West-Comm's services. Ms. Ingram reported that Mr. Bahorski spoke with La Palma's City Manager to confirm. Ms. Yarc, also expressed a concern within the tentative contract and tasked the AOS Committee to contact Ralph Anderson Associates and instruct them, that a letter from the consultant, must be submitted in writing if additional funds are needed.

Motion by Mr. Murphy and seconded by Mr. Sloan to Approve and Adopt.

Aye: Sloan, Murphy, Yarc  
Nay:  
Abstain:  
Absent:

**DISCUSSION ITEMS:**

#1 – Comment from the Board of Directors:

Ms. Ingram stated, regarding the recruitment for the Dispatch Administrator, The AOS Committee has been discussing the potential hiring of a recruitment firm due to the challenges in finding a qualified candidate.

#2 – Comments from the Administrative Oversight:

None

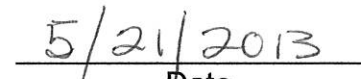
#3 – Comments from the Technical Operations Committee

None

**ADJOURNMENT:**

There being no further business, Ms. Yarc adjourned the meeting at 11:15 a.m. The next Regular Board Meeting will be at 4:30 p.m. on May 21, 2013 at the Seal Beach Police Department.

  
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Mariellen Yarc, Chairperson

  
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Date