

*West Cities Police Communications Center
Joint Powers Authority*

**MINUTES OF THE WEST CITIES POLICE COMMUNICATIONS CENTER
SPECIAL MEETING OF THE BOARD OF DIRECTORS
July 16, 2013**

CALL TO ORDER

A Special Meeting of the West-Comm Board of Directors was called to order at 4:31 p.m. on Tuesday, July 16, 2013, 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
Board Member, David Sloan, City of Seal Beach

Administrative Oversight Staff:

John Bahorski, City Manager, City of Cypress
Jill Ingram, City Manager, City of Seal Beach
Greg Korduner, Interim City Manager, City of 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
Stephanie Smith, Office Assistant II, West-Comm
Alisha Farnell, Management Analyst, City of Cypress

Absent:

Richard Storey, Director Personnel & Finance, City of Cypress

APPROVAL OF MINUTES:

A Motion by Mr. Murphy and second by Ms. Yarc to approve the minutes from the Regular Meeting on May 21, 2013.

Aye: Murphy, Yarc

Nay:

Abstain: Sloan

Absent:

PRESENTATION

Ms. Ingram introduced John Goss, Staff Consultant from Ralph Andersen and Associates. Mr. Goss would be presenting a summary of the feasibility analysis for Dispatch Contract Services for the City of La Palma. Mr. Goss started by giving the Board a brief summary of his career history and then went on to the financial findings of the study.

Mr. Goss began with Staffing and stated, since the duties performed at each agency differed, he used the standards for 911 call centers and the finding was West-Comm could absorb the increase in call taking without increasing staff. Mr. Goss also recommended to the Board to look at the number of calls and the time of high volume calls for accurate staffing needs. Mr. Goss explained that there would be a savings to La Palma regarding the future 800 MHz upgrade. Mr. Goss also stated that the real issue with the City of La Palma contracting services from West-Comm will be the CAD/RMS. Mr. Goss stated that West-Comm and La Palma had utilized the same system (West Covina) but with continuous technical difficulties the City of La Palma has changed vendors and West-Comm is in the initial stages of researching alternate CAD/RMS providers.

Mr. Goss concluded his presentation and offered to answer any questions the Board may have. Ms. Yarc asked how committed the City of La Palma was to the up dated CAD/RMS system and Mr. Goss confirmed a contract had been signed. Ms. Ingram requested that the Board make a motion to approve the consultant's recommendation on the feasibility analysis and give direction to the AOS to begin negotiations with the City Of La Palma and bring back to the Board periodic updates through the process.

Motion to approve was made by Mr. Sloan and second by Mr. Murphy.

Aye: Yarc, Murphy, Sloan
Nay: None
Abstain: None
Absent: None

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 Negotiator: John Bahorski

Unrepresented Employees: Dispatch Manager/Supervisor
Office Assistant II
Part-Time and Temporary Employees
(Dispatchers)

BOARD ITEMS AND REPORTS

New Business:

Agenda Item #1 – Resolution 13-04 – Adopting an Amending Resolution 11-01 by Eliminating the At Will Status of the Dispatch Manager Classification.

With no questions a motion to approve and adopt Resolution 13-04 was made by Mr. Murphy and second by Mr. Sloan.

Motion Passed. Resolution Approved and Adopted.

Aye: Yarc, Murphy, Sloan
Nay: None
Abstain: None
Absent: None

Agenda Items #2 – Resolution 13-05 – Adopting a Memorandum of Understanding and Conditions of Employment for Non-Represented Employees in the Classification of Office Assistant I and Office Assistant II.

With no questions a motion to approve and adopt Resolution 13-05 was made by Mr. Murphy and second by Ms. Yarc.

Motion Passed. Resolution Approved and Adopted.

Aye: Yarc, Murphy, Sloan
Nay: None
Abstain: None
Absent: None

Agenda Item #3 – Resolution 13-06 - Adopting and Amending the Hourly Pay Ranges for Temporary Part-Time Dispatcher.

With no questions a motion to approve and adopt Resolution 13-06 was made by Mr. Murphy and second by Ms. Yarc.

Motion Passed. Resolution Approved and Adopted.

Aye: Yarc, Murphy, Sloan
Nay: None
Abstain: None
Absent: None

Agenda Item #4 – Resolution 13-07 – Adopting a Side Letter Agreement Officially Establishing the Job Share Program for Regular Part-Time.

With no questions a motion to approve and adopt Resolution 13-07 was made by Mr. Murphy and second by Mr. Sloan.

Motion Passed. Resolution Approved and Adopted.

Aye: Yarc, Murphy, Sloan
Nay: None
Abstain: None
Absent: None

Agenda Item #5 – A Request to Dispense with the Formal Bidding Process and Authorize a Purchase Agreement with Voice Print International to purchase a Replacement Voice Data Recorder System and Execute a Maintenance Agreement for Years 2-5.

Mr. Ditmars explained to the Board that state law requires keeping a tape recording of all calls and radio transmissions over a period of time. Mr. Ditmars reminded the Board that the purchase of an updated Logging Recorder was added as a line item to the approved budget for FY 2013/2014. He also confirmed that Voice Print International has been the contract vendor utilized by West-Comm. Mr. Ditmars explained that the hardware is currently outdated and it is impossible to update the software. Mr. Ditmars confirmed that after researching other Logging Recorder vendors, VPI was most economically suitable since West-Comm has been maintaining maintenance support with VPI over the years. He also went on to explain that during this purchase from VPI maintenance can be purchased up front for years 2 – 5 saving West-Comm 20 to 25 percent over the span of the agreement.

Mr. Ditmars requested that the Board by-pass the mandated bidding process since it is the maintenance agreement cost and not the actual Logging Recorder that is exceed the price over \$25,000.00 dollar. Mr. Ditmars informed the Board that he had contacted the 911 State office regarding eligibility for reimbursement for the purchase of the Logging Recorder. Mr. Yarc inquired if the additional funds were available for the purchase of the Maintenance agreement and Mr. Burton explained that it would be done as a pre-paid expense and then be deducted over the course of the next 5 (five) years.

With no further questions a motion to approve the Staff Recommendation was made by Mr. Murphy and second by Ms. Yarc.

Aye: Yarc, Murphy, Sloan
Nay: None
Abstain: None
Absent: None

Agenda Item #6 – A Request to the West Cities Police Communications Center Joint Powers Authority Board of Directors to Declare 14 Unused Computer Monitors as Surplus and Direct the Treasurer to Complete a Sales Transaction with the City of Los Alamitos.

Mr. Ditmars reported to the Board that in 2011 IT Support upgraded the computers utilized by West-Comm Dispatch Center and Administration. Mr. Ditmars went on to explain that IT found it to be cost efficient to purchase the equipment (computer and monitor) together. Mr. Ditmars confirmed that at the time of the upgrade the existing monitors did not need replacing and at the direction of IT Support the newly purchased monitors would be used as replacements. Mr. Ditmars informed the

Board that it was found in April of 2013 the replacement monitors were of lesser size and staff had contacted Dell to inquire about exchanging the monitors. Dell informed them that with the significant amount of time since the purchase, there was no value in the monitors for exchanging purposes. Mr. Ditmars went on to report that Los Alamitos Police Department was interested in purchasing 10 of the 14 unused monitors. Staff researched the internet for a fair and reasonable price.

Mr. Ditmars requested that the Board declare the unused monitors as surplus property and to direct the Treasurer to complete a sales transaction with the city of Los Alamitos for the purchase of 10 (ten) monitors at \$79.00 dollars each for a total of \$790.00 dollars.

With no further questions a motion to approve the Staff Recommendation was made by Mr. Sloan and second by Mr. Murphy.

Aye: Yarc, Murphy, Sloan
Nay: None
Abstain: None
Absent: None

DISCUSSION ITEMS:

#1 – Comments from the Board of Directors:

None

#2 – Comments from the Administrative Oversight:

- A. Mr. Bahorski briefed the Board on the recommendation of where the agency is on the CAD/RMS. Mr. Bahorski informed the Board a meeting of the AOS and the TOC took place and all are in agreement on the purchase of an updated CAD/RMS. Mr. Bahorski explained that each agency including West-Comm has utilized West Covina CAD/RMS now for 10 years and the cost of the maintenance is extremely high. He also went on to report that West Covina is not staying current with the trends and because of that other agencies who have utilized West Covina are changing to new CAD/RMS providers. Mr. Bahorski expressed that it is time to move forward and begin the research of optional CAD/RMS vendors. Mr. Bahorski informed the Board that since there are four (4) independent agencies (Cypress, Los Alamitos, Seal Beach and West-Comm) it is crucial they all work together and operate the same CAD/RMS System. Mr. Bahorski confirmed that West-Comm would be the central agency for the RFP and each city would have their own RFP since the records needs for each city differ. And finally, there will be a RFP representing the four (4) agencies combined.

Mr. Bahorski requested that the Board take the information provided back to their City Council members to confirm that the member cities are interested in the change and purchase. He also confirmed that Mr. Ditmars can provide a presentation that can be introduced to each council meeting to assist in the understanding of the CAD/RMS.

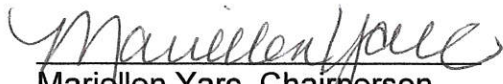
- B. Mr. Bahorski informed the Board that the AOS has been researching different options with regards to reorganizing the Management Staff to West-Comm and will be bringing updated information to future meetings.

#3 – Comments from Technical Operations Committee:

None

ADJOURNMENT:

There being no further business, Ms. Yarc adjourned the meeting at 5:22 p.m. The next Regular Board Meeting will be at 4:30 p.m. on August 20, 2013 at the Seal Beach Police Department.


Mariellen Yarc, Chairperson

8/20/2013
Date