



*West Cities Police Communications Center
Joint Powers Authority*

**MINUTES OF THE WEST CITIES POLICE COMMUNICATIONS CENTER
REGULAR MEETING OF THE BOARD OF DIRECTORS
August 20, 2013**

CALL TO ORDER

A Regular Meeting of the West-Comm Board of Directors was called to order at 4:30 p.m. on Tuesday, August 20, 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
Marie Pope, Acting Dispatch Manager, West-Comm

Absent:

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.

It was moved by Vice-Chair Person Richard Murphy and seconded by Board Member David Sloan, to approve Consent Calendar Items No. 1 through 3.

The motion passed.

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

Item No. 1: APPROVAL OF MINUTES FOR SPECIAL MEETING OF JULY 16, 2013

Recommendation: Approve as submitted.

Item No. 2: QUARTERLY FINANCIAL STATEMENTS ENDING JUNE 30, 2013

Recommendation: The Board of Directors approves an appropriation transfer from Supplies and Services (Professional Services) to Personnel (Temporary Salaries) in the West-Comm operating fund (811) for FY 2012-2013.

Item No. 3: HIRING OF WHITE NELSON DIEHL EVANS LLP AS INDEPENDENT AUDITOR

Recommendation: Approve the hiring of the firm of White Nelson Diehl Evans LLP to perform the annual audit of West-Comm for the two years beginning with the fiscal year ended June 30, 2013, with an option to extend the agreement for an additional two years.

ORAL COMMUNICATIONS

None

OLD BUSINESS:

None

CLOSED SESSION:

None

New Business:

Agenda Item #4 – A REQUEST TO THE WEST CITIES POLICE COMMUNICATIONS CENTER JOINT POWERS AUTHORITY BOARD OF DIRECTORS TO AUTHORIZE A RESTATEMENT TO THE RANGER DISPATCH CONTRACT BETWEEN WEST CITIES POLICE COMMUNICATIONS CENTER AND COUNTY OF ORANGE.

Mr. Ditmars requested that the Board authorize the reinstatement of the Ranger Dispatcher contract between West Cities Police Communications and the County of Orange. Mr. Ditmars confirmed that West-Comm has been in a contract of services with the OCP since 2006. He went on to explain that the contract with the Orange County Parks expired at the end of 2012 and in September of 2012 a letter confirming the new rate was sent to the OCP Rangers. Mr. Ditmars reported the appropriate paperwork was completed and Board approved in December 2012.

Mr. Ditmars explained that in the beginning of 2013 it was discovered there was a discrepancy in the amount of \$5000.00 dollars within the second amended contract. Mr. Ditmars confirmed that the designated individuals from the County of Orange had been contacted. That contact was met with reluctance to re-open the contract and no resolution was reached. Ms. Ingram interceded on behalf of West-Comm and with her assistance OCP Rangers agreed on the reinstatement to the contract. Mr. Ditmars informed the Board that the Rangers did add a small paragraph that states, if there are insufficient funds for Dispatch Services the contract can be severed with no penalties. Mr. Ditmars confirmed that this is standard language in most of the County of Orange's long term contractual agreements.

With no questions a motion to approve and adopt the Second Amendment was made by Mr. Murphy and second by Ms. Yarc.

Motion Passed. Approved and Adopted.

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

Agenda Items #5 – A REQUEST TO THE WEST CITIES POLICE COMMUNICATIONS CENTER JOINT POWERS AUTHORITY BOARD OF DIRECTORS TO AUTHORIZE THE ADMINISTRATIVE OVERSIGHT COMMITTEE TO MODIFY THE HOURS WORKED BY THE DISPATCH ADMINISTRATOR AND OFFICE ASSISTANT II.

Mr. Ditmars reported that the AOS Committee requested that an analysis be conducted on the work load and staff conditions with in West-Comm. The focus was on opportunities for savings that could be made by eliminating or reducing the staffing hours with the main emphasis being Administration. Mr. Ditmars went on to explain the research was based on how reducing the more expensive staff and how a portion of the daily routine task of the Administrator could be handled by a full time Dispatch Manager and increasing the Part Time Office Assistant to Full-Time. Mr. Ditmars informed the Board that by doing this there would be a significant savings of \$50,000.00 dollars and that's with the increase to the hours of the Office Assistant. Mr. Ditmars also added that by using this configuration there would be a 960 hour reduction to the Administration staffing.

Ms. Yarc inquired if existing employees would leave the agency with the change to the Administration staff and Mr. Ditmars confirmed this decision would not impact other employees. Mr. Bahorski informed the Board that a recruitment to hire a part-time Administrator may be limited since PERS retirees are restricted to temporary assignments and nothing over 960 hours per job, so posting the permanent vacant position could be challenging. Mr. Reisman, General Counsel for West-Comm, confirmed there have been job advertisements notifying the public it's a PERS Agency.

With no questions a motion to approve and adopt the purposed changes to modify the hours of Administration staff was made by Mr. Murphy and second by Mr. Sloan.

Motion Passed. Approved and Adopted.

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

DISCUSSION ITEMS:

#1 – Comments from the Board of Directors:

- A. Mr. Sloan stated he appreciated the hard work Steve has brought to West-Comm.

#2 – Comments from the Administrative Oversight:

- A. Ms. Ingram briefed the Board that the AOS Committee met with the La Palma City Manager to initiate negotiations in terms of contracting dispatch services with West-Comm. Ms. Ingram confirmed both sides will be meeting again to discuss two (2) major concerns, CAD/RMS and the probability of absorbing their existing staff. Ms. Ingram also informed the Board that The Council for the City of La Palma would like to see the level of savings to justify disbanding their dispatch system and contracting with West-Comm. Mr. Murphy inquired to where we were in the process of obtaining a new CAD/RMS and Mr. Ditmars confirmed once all the member cities are committed the assembly of the RFP (Request for Purchase) can begin. Ms. Ingram and Mr. Korduner confirmed their cities where committed to fund an alternative CAD/RMS System.

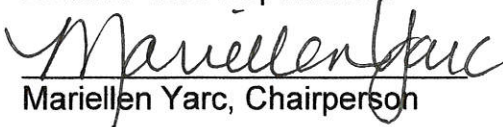
Ms. Yarc inquired if there were other cities that where in the process of researching alternative CAD/RMS Systems and Mr. Ditmars stated, Chino Police Department had just received City Council approval on a new CAD/RMS contract the previous evening.

#3 – Comments from Technical Operations Committee:

None

ADJOURNMENT:

There being no further business, Ms. Yarc adjourned the meeting at 4:47 p.m. The next Regular Board Meeting will be at 4:30 p.m. on November 19, 2013 at the Seal Beach Police Department.


Mariellen Yarc, Chairperson


Date