



*West Cities Police Communications Center  
Joint Powers Authority*

**MINUTES OF THE WEST CITIES POLICE COMMUNICATIONS CENTER  
SPECIAL MEETING OF THE BOARD OF DIRECTORS  
March 4, 2014**

**CALL TO ORDER**

A Special Meeting of the West-Comm Board of Directors was called to order at 4:34 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  
Board Member, David Sloan, City of Seal Beach

**Administrative Oversight Staff:**

Jill Ingram, City Manager, City of Seal Beach  
Greg Korduner, 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  
Stephanie Smith, Office Assistant II, West-Comm  
Marie Pope, Acting Dispatch Manager, West-Comm  
Michael Berry, Dispatcher, 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.*

Vice-Chair Person Richard Murphy introduced a motion to approve Consent Calendar Item No. 1, Item No. 2, Item No. 3 and Item No. 4. Board Member David Sloan seconded, and the motion passed.

Aye: Yarc, Murphy, Sloan

Nay: None

Abstain: None

Absent: None

**Item No. 1: APPROVAL OF MINUTES FOR REGULAR MEETING OF  
NOVEMBER 19, 2013**

Recommendation: Approve as submitted.

**Item No. 2: QUARTERLY FINANCIAL STATEMENTS ENDING DECEMBER 31,  
2013**

Recommendation: Received and Filed

**Item No. 3: APPROVAL OF THE WEST-COMM AUDIT LETTER FOR FISCAL  
YEAR ENDED JUNE 30, 2013**

Recommendation: Received and Filed

**Item No. 4: APPROVAL OF THE BASIC FINANCIAL STATEMENTS AND  
INDEPENDENT AUDITORS' REPORT FOR THE FISCAL YEAR ENDED JUNE  
30, 2013**

Recommendation: Received and Filed

**Regarding Item No. 2: QUARTERLY FINANCIAL STATEMENTS ENDING SEPTEMBER 30, 2013**, Board Member Yarc inquired as to why the ending balance for Supplies and Services appeared to have such a high balance. Mr. Burton explained that some expenditures have been encumbered, and that the insurance premium is paid in July. This creates the illusion that the Supplies and Services balance is high until that payment is disbursed.

**ORAL COMMUNICATIONS**

None

**OLD BUSINESS:**

**UPDATE ON REIMBURSEMENT FOR VOICE PRINT LOGGING SYSTEM (ORAL REPORT)**

Mr. Ditmars updated the Board that reimbursement by the State 911 Office had been received for the Voice Print Logging System.

**UPDATE ON RFQ FOR CAD/RMS CONSULTANT (ORAL REPORT)**

Mr. Ditmars updated the Board on the progress of the RFQ (Request for Qualifications) regarding the CAD/RMS consultant. Mr. Ditmars reported that one (1) vendor, Synoptek had responded. Mr. Ditmars reported that negotiations were in progress and confirmed that updates for the terms of the consultant would be brought before the Board. Ms. Yarc inquired on a time table and Mr. Ditmars stated once a contract was agreed upon and signed it could be up to a year before completion.

**CLOSED SESSION:**

None

**NEW BUSINESS:**

**Agenda Item #5 – A REQUEST OF THE WEST CITIES POLICE COMMUNICATIONS CENTER JOINT POWERS AUTHORITY BOARD OF DIRECTORS TO APPROVE ALLOCATION PLAN TO FUND THE 800 MHz UPGRADE PROJECT**

Mr. Ditmars reiterated to the Board that the P25 public safety radio upgrade that will make it possible for all public safety agencies to have constant communication was mandated by the county. Mr. Ditmars went on to confirm that the county has been working with the designated vendor, Motorola to develop a replacement plan and each agency will have a time assigned to them for completion of the upgrade and reported that West-Comm is scheduled for October 2015.

Mr. Ditmars reported the cost and gave an itemization of the equipment needed to complete the upgrade. Mr. Ditmars went on to explain that two (2) allocation plans, A and B, had been evaluated and utilizing plan B would have the lesser impact to each cities budget. Mr. Ditmars confirmed that plan B would mean appropriating from the fund balance but went on to remind the board that this is not the only major project in development for the future of West-Comm.

Ms. Yarc inquired if the 800 MHz project has been built into previous budgets and Mr. Ditmars confirmed that they had not. Mr. Murphy questioned if there is any interest having to be paid out and Mr. Burton reported that no interest would be added since as each job is completed West-Comm will be bill for immediate payment.

With no further questions Ms. Yarc moved for a motion to approve allocation plan B for the 800MHz radio upgrade and Mr. Murphy seconded the motion.

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:

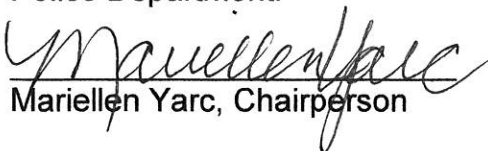
None

#3 – Comments from Technical Operations Committee:

None

**ADJOURNMENT:**

There being no further business, Ms. Yarc adjourned the meeting at 4:50 p.m. The next regular Board Meeting will be at 4:30 p.m. on May 20, 2014 at the Seal Beach Police Department.

  
Mariellen Yarc, Chairperson

5/20/2014  
Date