



West Cities Police Communications Center Joint Powers Authority

MINUTES OF THE WEST CITIES POLICE COMMUNICATIONS CENTER REGULAR MEETING OF THE BOARD OF DIRECTORS May 15, 2018

CALL TO ORDER

A Regular Meeting of the West-Comm Board of Directors was called to order at 4:33 p.m. on Tuesday, May 15, 2018 in the training room of the Seal Beach Police Department, 911 Seal Beach Boulevard, Seal Beach, California, by Secretary, Kasandra Bowden.

ROLL CALL

PRESENT:

Board of Directors:

Chairperson, Jon Peat, City of Cypress
Vice-Chairperson, Sandra Massa-Lavitt, City of Seal Beach

Administrative Oversight Staff:

Peter Grant, City Manager, City of Cypress
Bret Plumlee, City Manager, City of Los Alamitos
Jill Ingram, City Manager, City of Seal Beach

Technical Operations Committee:

Rod Cox, Chief of Police, City of Cypress
Joe Miller, Chief of Police, City of Seal Beach

Treasurer:

Matt Burton, Finance Director, City of Cypress

Secretary:

Kasandra Bowden, Police Communications Director, West-Comm

General Counsel:

Michael Daudt, General Counsel, City of Los Alamitos

Staff:

Vikki Beatley, Finance Director/City Treasurer, City of Seal Beach
Crystal Coorough, Dispatch Manager, West-Comm
Chris Revere, Commander, City of Cypress
Stephanie Smith, Office Assistant II, West-Comm
Maria-Luisa Valdez, Interim Administrative Services Director, City of Los Alamitos

Absent:

Board Member, Warren Kusumoto, City of Los Alamitos
Eric Nunez, Chief of Police, City of Los Alamitos

ORAL COMMUNICATIONS

None

WELCOME AND INTRODUCTIONS

Chairperson Peat informed the board that newly appointed Board Member Kusumoto was unable to attend.

CLOSED SESSION:

The Board of Directors, AOS, JPA Treasurer, JPA Secretary, and Legal Counsel, went into Closed Session. The following items were discussed

CONFERENCE WITH LABOR NEGOTIATOR PER GOVERNMENT CODE SECTION 54957.6

AGENCY REPRESENTATIVES: Communications Director, JPA Director

EMPLOYEE GROUPS: West-Comm Police Employee Association (WCPEA)
Non-Represented Employees

General Counsel reported the board has reconvened with no reportable action to be taken.

OLD BUSINESS:

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-Chairperson Massa-Lavitt motioned to approve Consent Calendar items 1 through 3. Chairperson Peat seconded, and the motion passed.

Aye: Massa-Lavitt, Peat
Nay: None
Abstain: None
Absent: None

1. APPROVAL OF MINUTES

Meetings of November 1, 2017, March 21, 2018 and April 25, 2018

Recommendation: Approve as submitted

2. QUARTERLY FINANCIAL REPORTS FOR THE PERIODS ENDED DECEMBER 31, 2017 AND MARCH 31, 2018

Recommendation: Receive and File the financial reports for the period ended December 31, 2017 and March 31, 2018

3. ACCEPTANCE OF THE BASIC FINANCIAL STATEMENTS AND INDEPENDENT AUDITORS' REPORT AND AUDIT LETTER FOR THE FISCAL YEAR ENDED JUNE 30, 2017

Recommendation: The Board of Directors receive and file the attached financial statements and audit letter.

NEW BUSINESS:

4. WEST CITIES FISCAL YEAR 2018-19 BUDGET

Ms. Bowden presented to the board the proposed budget for fiscal 18/19. Ms. Bowden reported the proposed budget has a 6.7 percent overall increase from the previous year. Ms. Bowden confirmed the surge to the budget is due to the CAD/RMS upgrade in November. Ms. Bowden assured the board the increase would be offset by the savings to the general fund. Ms. Bowden also stated staffing is down one position and confirmed there is an applicant in backgrounds. Chairperson Peat inquired if the proposed personal budget assumes being fully staffed. Mr. Burton confirmed the budget does reflect full staffing. Ms. Bowden continued to report the personal cost has increased by .07 percent from the previous budget year. Ms. Bowden stated the increase is due to pending negotiations agreement and the impact of CALPERS.

Ms. Bowden reported supplies and services have increased 30.7 percent and reiterated this was due to the CAD/RMS upgrade which includes, computer software/hardware, maintenance to the CAD/RMS equipment housed in West-Comm, IT support and additional phone lines. Ms. Bowden stated the CAD/RMS financial impact to the proposed budget is due to the 3-member agencies no longer absorbing West-Comm's cost of the CAD/RMS. Ms. Bowden went on to explain the other increase to the proposed budget was to major capital improvement. Ms. Bowden reported the additional funds each member city is asked to contribute would be for unexpected costly improvements. Mr. Burton confirmed this additional reserve would not be for operations. Ms. Bowden went on to report three (3) replacement chairs was added due to 24-hour use.

Seal Beach Finance Director Vicki Beatley, inquired how soon the funds to major capital improvement would need to be submitted. Mr. Burton advised he would work directly with each member city on submitting payment.

With no further questions, Vice-Chairperson Massa-Lavitt made a motion to approve and adopt the Fiscal Budget 2018/2019 and chairperson Peat seconded the motion.

Aye: Massa-Lavitt, Peat
Nay: None
Abstain: None
Absent: None

DISCUSSION ITEMS:

#1 – Comments from the Board of Directors

#2 – Comments from the Administrative Oversight Staff

None

#3 – Comments from Technical Operations Committee:

None

ADJOURNMENT:

There being no further business, Chairperson Peat adjourned the meeting at 4:48 p.m. The next Regular Board Meeting will be at 4:30 p.m. on November 20, 2018 at the Seal Beach Police Department.

Chairperson Jon Peat

Date