



West Cities Police Communications Center Joint Powers Authority

MINUTES OF THE WEST CITIES POLICE COMMUNICATIONS CENTER SPECIAL MEETING OF THE BOARD OF DIRECTORS April 6, 2010

CALL TO ORDER

A Special Meeting of the West-Comm Board of Directors was called to order at 4:37 p.m. on Tuesday, April 6, 2010, in the training room of the Seal Beach Police Department, 911 Seal Beach Boulevard, Seal Beach, California, by Chairperson Todd Seymore.

ROLL CALL

PRESENT:

Board of Directors:

Chairperson – Todd Seymore, City of Cypress
Vice-Chairperson Marilyn Poe, City of Los Alamitos
Board Member – David Sloan, City of Seal Beach

Administrative Oversight Staff:

John Bahorski, City Manager, City of Cypress
Jeff Stewart, City Manager, City of Los Alamitos
David Carmany, City Manager, City of Seal Beach

Technical Operations Committee:

Mark Yokoyama, Chief of Police, City of Cypress
Jeff Kirkpatrick, Chief of Police, City of Seal Beach

Treasurer:

Richard Storey, Director Personnel & Finance, City of Cypress

Secretary:

Lisa Barr, Dispatch Administrator, West-Comm

General Counsel:

Michael Morguess, General Counsel, Colantuono &
Levin

Staff:

Stephanie Smith, Office Assistant, West-Comm

Absent:

Todd Mattern, Chief of Police, City of Los Alamitos

APPROVAL OF MINUTES

Motion to approve the minutes of the November 17, 2009, Regular Meeting of the JPA Board of Directors was made by Mr. Seymore. An approval email from former Vice-Chairperson Michael Levitt was provided as the second to the motion.

Motion Passed. Minutes Approved.

Aye: Seymore
Nay: None
Abstain: Poe, Sloan
Absent: None

Motion to approve the minutes of the March 9, 2010, Special Meeting of the JPA Board of Directors was made by Ms. Poe and seconded by Mr. Sloan.

Motion Passed. Minutes Approved.

Aye: Seymore, Poe, Sloan
Nay: None
Abstain: None
Absent: None

ORAL COMMUNICATIONS

No member of the public was present for Oral Communications.

BOARD ITEMS AND REPORTS

Old Business:

Agenda Item #1 – Proposed Budget FY '10-11

Ms. Barr stated that at the previous Board meeting there was a request to present a new FY '10-11 budget proposal that limited the Member's costs to a 2 to 4 percent increase over the previous year's budget. Ms. Barr reported that in order to meet that request approximately sixty to one hundred thousand dollars would have to be cut from the FY '10/11 budget. Through staff review of the communications center schedule and the re-allocation of overtime hours, the personnel costs were reduced by approximately seventy-nine thousand dollars. Additionally, after working with West-Comm IT support, a change to an on-line email system will allow discontinued use of a server which in turn will save hardware costs and eliminate purchase of an extended warranty. Ms. Barr reported that with these changes, the final Member increase has been limited to 3.01%. Ms. Barr welcomed any questions from Board.

Discussion was held regarding the new CJPIA funding method and its impact to West-Comm. Mr. Stewart and Ms. Barr provided some insight regarding the

methodology used by CJPIA regarding the new funding method. Mr. Stewart recommended that he and Ms. Barr attend the upcoming CJPIA Ad Hoc Committee meeting and that a representative of CJPIA be requested to speak to the JPA Board.

Mr. Seymore confirmed that it was the Board's direction to have Mr. Stewart and Ms. Barr attend the CJPIA follow up discussion, bring the information back to the Board and to schedule a CJPIA member to attend the next JPA Board meeting in May.

Each of the Board members voiced their appreciation of the newly presented FY '10/11 Budget.

Mr. Morguess initiated discussion regarding the staffing and overtime adjustments in the proposed budget reduction. Ms. Barr confirmed that none of the adjustments would create a meet and confer situation.

Mr. Sloan requested that Ms. Barr briefly explain the proposed combined radio operation. Ms. Barr provided the explanation, and stated that the combined primary radio channels were being tested when the activity level was noted to be low. Ms. Barr assured the Board that the test was being carefully tracked and further reported that there was a West-Comm User's Group meeting scheduled for the following day to discuss how the procedure was working. Mr. Sloan inquired as to whether this matter could be considered a meet and confer item. Mr. Morguess stated that it is the agencies managerial prerogative to determine the appropriate level of staffing and the communities need.

With no more questions, Mr. Seymore made a motion to receive and file the proposed budget for FY 10-11, with the requested follow-up regarding the CJPIA funding method and seconded by Ms. Poe.

Motion Passed. Report filed.

Aye: Seymore, Poe, Sloan
Nay: None
Abstain: None
Absent: None

New Business:

None

DISCUSSION ITEMS:

#2 – Comments from the Administrative Oversight Staff (taken out of order):

Mr. Stewart requested that the Board of Directors meeting minutes be in a modified action format. The members of the Board agreed. Mr. Morguess provided recommendation regarding retaining the recording of the meetings and a retention policy for the JPA. It was agreed that staff should bring a retention policy to a future Board Meeting.

#1 – Comments from Board of Directors:

Ms. Poe thanked Ms. Barr and her staff for the work on the FY '10/11 Budget. Ms. Poe also added that the former Los Alamitos City Attorney Tom Allen passed away, stating what a great loss this was and adding what a great man Mr. Allen was.

Mr. Seymore echoed Ms. Poe's comments regarding the budget.

#3 – Comments from the Technical Operations Committee:
None

ADJOURNMENT:

There being no further business, Mr. Seymore adjourned the meeting at 5:02 p.m. The next Regular Board Meeting will be at 4:30 p.m. on May 18, 2010, at the Seal Beach Police Department.

Todd Seymore, Chairperson

Date