



# NCDJPA

North County Dispatch – Joint Powers Authority

## Regular Board of Directors' Meeting AGENDA

16936 El Fuego / P.O. Box 1206  
Rancho Santa Fe, CA 92067

May 24, 2018  
5:00 p.m.

### NOTICE TO THE PUBLIC

This agenda contains a brief general description of each item to be considered and has been posted as required by law. Except as provided by law, no action shall be taken on any items not appearing herein. In compliance with the Americans with Disabilities Act, if you have a disability and need accommodation to participate in the meeting, please contact the Administrative Office at North County Dispatch JPA (858) 756-6062 forty-eight hours (48) prior to the meeting, so the necessary arrangements can be made.

**Cell Phones:** As a courtesy to others, please silence your cell phone or pager during the meeting and engage in conversation outside the Board Chambers.

**Agendas:** Agenda packets are available for public inspection 72 hours prior to scheduled meetings at North County Dispatch JPA located at 16936 El Fuego, Rancho Santa Fe, during normal business hours.

Agenda-related writings or documents provided to a majority of the Board of Directors after distribution of the agenda packet will be available for public inspection at the time of distribution at North County Dispatch JPA at 16936 El Fuego, Rancho Santa Fe, during normal business hours.

**Public Comment:** Any person may address the Board on any item of Board business or Board concern. The Board cannot take action on any matter presented during Public Comment, but can refer it to the Administrative Officer for review and possible discussion at a future meeting. As permitted by State Law, the Board may take action on matters of an urgent nature or which require immediate attention. The maximum time allotted for each presentation is THREE (3) MINUTES.

At the discretion of the Board, all items appearing on this agenda, whether or not expressly listed for action, may be deliberated and may be subject to action by the Board. All public records relating to an agenda item on this agenda are available for public inspection at the time the record is distributed to all, or a majority of all, members of the Board. Such records shall be available at North County Dispatch JPA, located at 16936 El Fuego, Rancho Santa Fe, CA 92067.

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **INVOCATION**
4. **ROLL CALL – SELF INTRODUCTIONS**
5. **PUBLIC COMMENT**

*At this time, any member of the public may come forward to speak on any item within the subject matter jurisdiction of the North County Dispatch JPA Board of Directors Committee, not otherwise on the Agenda. Remarks are to be limited to not more than three minutes. (Please print your name and address on the roster).*

*Any person may address the Board on any item of Board business or Board concern. The Board cannot take action on any matter presented during Public Comment, but can refer it to the Administrative Officer for review and possible discussion at a future meeting. As permitted by State Law, the Board may take action on matters of an urgent nature of which require immediate attention.*

6. **PROCLAMATIONS AND PRESENTATIONS**

A. Employee Recognition – (Service Award)

- Fire Communications Dispatcher Holly Silveira, CPR Save – (pg. 01)
- Fire Communications Dispatcher Lester Lang, Baby Delivery – (pg. 02)
- Fire Communications Dispatcher Lauren Stason, CPR Save – (pg. 03)
- Fire Communications Dispatcher Todd Ripa, CPR Save – (pg. 03)
- Fire Communications Dispatcher Melinda Fairchild, Baby Delivery – (pg. 04)
- Fire Communications Dispatcher Hannah Gittleson, CPR Save – (pg. 05)
- Fire Communications Dispatcher Jennifer Marasco, Baby Delivery – (pg. 06)
- Fire Communications Dispatcher Brittany Perreira, Baby Delivery – (pg. 07)

7. **CLOSED SESSION**

A. Section 54957(b): Public Employment  
Title: Administrator

B. Section 54956.9(d)(1): Conference with Legal Counsel – Existing Litigation

Name of Case: In the Matter of the final Compensation of Susan M. Wysong  
Board of Administration California Public Employees' Retirement System Case No. 2017-0862

C. Section 54956.9(d)(1): Conference with Legal Counsel – Existing Litigation

Name of Case: In the Matter of the final Compensation of Debra L. Garcia  
Board of Administration California Public Employees' Retirement System Case No. 2017-0858

D. Section 54956.9(d)(1): Conference with Legal Counsel – Existing Litigation

Name of Case: In the Matter of the final Compensation of Robert K. Stetson  
Board of Administration California Public Employees' Retirement System Case No. 2017-0863

E. Section 54956.9(d)(4): Conference with Legal Counsel – Anticipated  
Litigation

Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of section  
54956.9: One (1) potential case.:

The facts and circumstances that might result in litigation against the Authority are as follows:

On February 22, 2018, the Board of Directors for the Authority approved a special assessment to be applied to both member agencies and contract agencies of the Authority. Following the Board's approval of the special assessment, Olivenhain Municipal Water District communicated its objection to the special assessment as it applies to that district. Olivenhain is claiming that the by unilaterally imposing the special assessment the Authority has breached the agreement between the two agencies dated January 3, 2002, justifying termination of the agreement without responsibility for any of the financial obligations that the special assessment is intended to address.

## **8. ANNOUNCEMENT OF CLOSED SESSION ACTIONS**

## **9. CONSENT CALENDAR**

*All items listed on the Consent Calendar are considered to be routine and will be enacted by one motion without discussion unless Board Members, Staff or the Public requests removal of an item for separate discussion and action. The Board of Directors has the option of considering items removed from the Consent Calendar immediately or under unfinished business.*

### A. Board Minutes

- Regular Meeting held February 22, 2018 – (pg. 08)  
**Action Requested – Review and Approve**

### B. Reports

- Quarterly Communications Report – (pg. 15)
- Dispatcher Performance Reports – (pg. 18)
- List of Demands
  - 3<sup>rd</sup> Quarter Report: January 1, 2018 – March 31, 2018 – (pg. 31)
- Budget Analysis
  - FY 17/18 3<sup>rd</sup> Quarter Report: January 1, 2018 – March 31, 2018 – (pg. 38)  
**Informational – Receive and File**

### C. Modification of the Authorized Signatures, Interest Bearing Checking Account and Transfers

- *Staff Report 18/09* – (pg. 39)
- Resolution 18-04 – Payroll Process & Direct Deposit – (pg. 40)

- Resolution 18-05 – ACH Transfers from County – (pg. 42)
- Resolution 18-06 – System for Award Management (SAM) Deposit – (pg. 45)
- Resolution 18-07 – Accounts Payable/Receivable Process – (pg. 48)  
**Action Requested – Review and Approve**

D. FY 17/18 Budget Authorization

- *Staff Report 18/10* – (pg. 51)  
**Action Requested – Review and Approve**

E. FY 18/19 Budget – Non-Represented & Management Salaries and Benefits

- *Staff Report 18/11* – (pg. 52)
- Resolution No. 18-08 – Non-Represented Employee Salary – (pg. 54)
- Resolution No. 18-09 – Management Personnel Salary – (pg. 57)  
**Action Requested – Review and Adopt**

F. NCDJPA Administrator Contract Amendment

- *Staff Report 18/12* – (pg. 60)
- Ninth Amendment to the Administrator Employment Contract – (pg. 61)  
**Action Requested – Review and Approve**

G. Updated JPA Pay Schedule

- *Staff Report 18/13* – (pg. 63)
- Updated JPA Pay Schedule – (pg. 64)  
**Action Requested – Review and Approve**

H. New Job Description

- *Staff Report 18/14* – (pg. 65)
- GIS Technician (Attachment A) – (pg. 66)  
**Action Requested – Review and Approve**

I. Parking Lot Lease Agreement – NCDJPA and Santa Fe Irrigation District

- *Staff Report 18/15* – (pg. 69)
- Parking Lot Lease Agreement – (pg. 70)  
**Action Requested – Review and Approve**

## 10. **ACTION ITEMS**

### **OLD BUSINESS**

- A. Proposed 2-Year Budget- FY 18/19 and FY 19/20 Budget/Finance Mgr. Dinh (JPA)
- Proposed 2 Year Budget Packet – (pg. 77)  
**Action Requested – Review and Approve**

### **NEW BUSINESS**

There are no New Business items for the May 24, 2018 meeting.

**11. DISCUSSION AGENDA**

**OLD BUSINESS**

- A. Facility Needs Assessment/Strategic Plan Administrator Wilson (JPA)  
**Informational**
  
- B. 2018 Meeting Calendar Administrator Wilson (JPA)
  - Date and Time  
**Action Requested – Discuss and Direct**

**NEW BUSINESS**

There are no New Business items for the May 24, 2018 meeting.

**12. ADMINISTRATIVE REPORT**

- A. Administrator
  - August 23, 2018 – Regular Board of Directors Meeting

**13. DIRECTORS' COMMENTS**

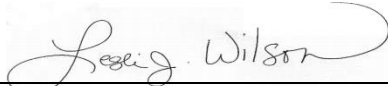
**14. ADJOURNMENT**

\*\*\*\*\*

**Certificate of Posting**

I certify that on May 21, 2018, I posted a copy of the foregoing agenda near the regular meeting place of the Board of Directors' Committee of the North County Dispatch JPA, said time being at least 72 hours in advance of the meeting of the Board of Directors' Committee (Government Code Section 54954.2)

Executed at Rancho Santa Fe, California, on May 21, 2018.

  
\_\_\_\_\_  
Lesli Wilson, Board Secretary