



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

February 22, 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. Board of Directors Recognition

- Director, Jim Wood – (pg. 01)

B. Employee Recognition – (Service Award)

- Fire Communications Dispatcher Olivia Hoyt, CPR Save – (pg. 02)

7. **CLOSED SESSION**

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

Initiation of Litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9:

One (1) potential case

B. Section 54956.9(d)(2): Conference with Legal Counsel – Anticipated Litigation

Facts and circumstances (pursuant to Government Code Section 54956.9(e)(2)): A dispute has arisen in the calculation of retiree benefits for three former JPA employees based on revisions to the reporting of special compensation for these retirees.

C. Section 54957 Public Employee Performance Evaluation
Title: Administrator

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 November 30, 2017 – (pg. 03)
Action Requested – Review and Approve

B. Reports

- Quarterly Communications Report – (pg. 10)
- Dispatcher Performance Reports – (pg. 13)
- List of Demands
 - 2nd Quarter Report: October 1, 2017 – December 31, 2017 – (pg. 26)
- Budget Analysis
 - FY 17/18 2nd Quarter Report: October 1, 2017 – December 31, 2017 – (pg. 33)
 - *Staff Report 18/01* – (pg. 34)
 - FY 16/17 Year End Budget Analysis: July 1, 2016 – June 30, 2017 – (pg.35)
Informational – Receive and File

C. FY16 UASI – VHF Regional Project

- *Staff Report 18/02* – (pg. 36)
- FY16 UASI Amendment (Attachment A) – (pg. 37)
Action Requested – Review and Approve

D. MOU with the City of San Diego Office of Homeland Security

- *Staff Report 18/03* – (pg. 38)
- Resolution 18-01 – FY17 UASI MOU Acceptance – (pg. 40)
- Resolution 18-02 – FY 17 UASI Fund Acceptance and Allocation – (pg. 41)
- Memorandum of Understanding (MOU) FY 2017 – (Available Upon Request)
Action Requested – Review and Approve

E. Budget Authorization

- *Staff Report 18/04* – (pg. 42)
Action Requested – Review and Approve

F. Letter of Agreement-Emergency Transfer of 9-1-1 Calls MVICC to NCDJPA

- *Staff Report 18/05* – (pg. 43)
- Letter of Agreement – (pg. 44)
Action Requested – Review and Approve

G. Standard Operating Procedures – Updated

- *Staff Report 18/06* – (pg. 45)
- SOP 2.03 Progressive Discipline (Attachment A) – (pg. 46)
- SOP 2.05 Assignment of Overtime (Attachment B) – (pg. 54)
- SOP 2.07 Cell Phone-Pager use (Attachment C) – (pg. 61)
- SOP 2.08 Information and Communication Systems (Attachment D) – (pg. 62)

- SOP 2.09 Uniform, Dress Code, Grooming Standard (Attachment E) – (pg. 73)
- SOP 2.17 Vacation and Sick Leave (Attachment F) – (pg. 77)
- SOP 2.21 Yearly Shift Bid (Attachment G) – (pg. 81)
Informational – Receive and File

H. Form 700s – (pg. 83)
Informational

10. ACTION ITEMS

NEW BUSINESS

- A. Audit Report – Presentation by a Gary Caporicci from Pun Group, CPA (Pun Group)
- Annual Financial Report – June 30, 2017 – (pg. 84)
Action Requested – Accept
- B. Hiring of Retired Annuitants Administrator Wilson (JPA)
- *Staff Report 18/07* – (pg. 128)
 - Resolution 18-03 – Hiring of Retired Annuitant – (pg. 133)
Action Requested – Review and Approve

OLD BUSINESS

- A. CalPERS UAL Budget/Finance Mgr. Dinh (JPA)
- *Staff Report 18/08* – (pg. 135)
Action Requested – Discuss and Direct
- B. Preliminary FY 18/19 and FY 19/20 Budget Budget/Finance Mgr. Dinh (JPA)
- Budget Options
 - Reserve Funds
 - Additional Budget Items
Action Requested – Discuss and Direct
- C. 2018 Meeting Calendar Administrator Wilson (JPA)
- Date and Time
Action Requested – Discuss and Direct

11. DISCUSSION AGENDA

OLD BUSINESS

- A. Facility Needs Assessment/Strategic Plan Administrator Wilson (JPA)
- Analysis Existing Facilities-WM SMITH& ASSOC. – (pg. 142)
 - Board of Directors Workshop
Informational

NEW BUSINESS

There are no New Business items for the February 22, 2018 meeting.

12. ADMINISTRATIVE REPORT

A. Administrator

- Dispatcher Appreciation Week – April 8 - April 14, 2018
- May 24, 2018 – Regular Board of Directors Meeting

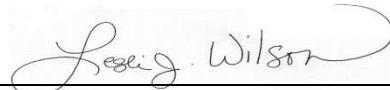
13. DIRECTORS' COMMENTS

14. ADJOURNMENT

Certificate of Posting

I certify that on February 16, 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 February 16, 2018.



Lesli Wilson, Board Secretary