



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

November 30, 2017
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. CLOSED SESSION

A. 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.

B. 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

7. ANNOUNCEMENT OF CLOSED SESSION ACTIONS

8. PROCLAMATIONS AND PRESENTATIONS

A. Employee Recognition – (Service Award)

- Fire Communications Dispatcher Brittany Perreira, CPR Save – (pg. 01)
- Fire Communications Dispatcher Jennifer Marasco, CPR Save – (pg. 02)

B. Dispatcher of the Year – (Service Award)

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 August 24, 2017 – (pg. 03)
Action Requested – Review and Approve

B. Reports

- Quarterly Communications Report – (pg. 08)
- Dispatch Performance Reports – (pg. 11)
- List of Demands:
 - 1st Quarter Report: July 1, 2017 – September 30, 2017 – (pg. 25)
- Budget Analysis:
 - 1st Quarter Report: July 1, 2017 – September 30, 2017 – (pg. 32)
Informational – Receive and File

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

- *Staff Report 17/18* – (pg. 33)
- Resolution 17-12 – Payroll Process & Direct Deposit – (pg. 34)
- Resolution 17-13 – ACH Transfers from County – (pg. 36)
- Resolution 17-14 – System for Award Management (SAM) Deposit – (pg. 39)
- Resolution 17-15 – Accounts Payable/Receivable Process – (pg. 42)
Action Requested – Review and Approve

D. Updated JPA Pay Schedule

- *Staff Report 17/19* – (pg. 45)
- Updated JPA Pay Schedule – (pg. 46)
Action Requested – Review and Approve

E. New Management Job Descriptions

- *Staff Report 17/20* – (pg. 48)
- Accounting and Administrative Manager (Attachment A) – (pg. 49)
- Budget and Finance Manager (Attachment B) – (pg. 53)
Action Requested – Review and Approve

F. Reserve Funds

- *Staff Report 17/21* – (pg. 57)
- Resolution 17-16 – CalPERS UAL, Encumbered Projects, GIS, VHF, JPA MDC, and Operational Area Dispatch Reserve Funds – (pg. 58)
Action Requested – Review and Adopt

G. GIS Reserve & VHF Reserve Funds

- *Staff Report 17/22* – (pg. 60)
Action Requested – Review and Approve

H. KTimeHR Payroll and HR Services

- *Staff Report 17/23* – (pg. 61)
Action Requested – Review and Approve

I. VHF Regional Project

- *Staff Report 17/25* – (pg. 62)
- FY16 UASI (Attachment A) – (pg. 64)
- FY17 UASI (Attachment B) – (pg. 65)
Action Requested – Review and Approve

J. Form 700s

- *Staff Report 17/26* - (pg. 67)
Action Requested – Review and Approve

K. 2018 Meeting Calendars

- Regular Finance Committee Meetings – (pg. 68)
Action Requested – Review and Approve

10. ACTION ITEMS

OLD BUSINESS

A. Budget - UAL

Budget/Finance Mgr. Dinh (JPA)

- *Staff Report 17/24* – (pg. 69)
- UAL – Accelerated Payment Options (Attachment A) – (pg. 72)
Standing Item – Discuss and Direct

B. 2018 Meeting Calendars

- Regular Board of Directors Meetings – (pg. 75)
Action Requested – Discuss and Direct

NEW BUSINESS

A. Election of Officers – Board of Directors

Director Muir (Encinitas)

- Chair of NCDJPA
- Vice-Chair of NCDJPA
Action Requested – Nominate and Elect

11. DISCUSSION AGENDA

OLD BUSINESS

A. Facility Needs Assessment/Strategic Plan - Update

Administrator Wilson (JPA)

Informational

NEW BUSINESS

A. Text-to-911 Deployment Plan for the County of San Diego
Letter to State

Administrator Wilson (JPA)

Informational

12. ADMINISTRATIVE REPORT

A. Administrator

- February 22, 2018 – Regular Board of Directors Meeting

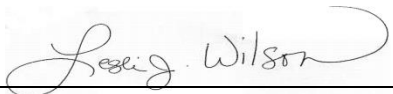
13. DIRECTORS' COMMENTS

14. ADJOURNMENT

Certificate of Posting

I certify that on November 27, 2017, 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 November 27, 2017.



Lesli Wilson, Board Secretary