

2012 CONFLICT OF INTEREST CODE
BIENNIAL REVIEW REPLY FORM

Contact Person: Lesli Wilson Telephone Number: 858 751-6040
Name of Agency: North County Dispatch Joint Power Authorities
Mailing Address: 11936 El Fuego Rancho Santa Fe CA 92067

This agency has reviewed its conflict of interest code and has determined that:

Amendments are necessary: (Attach Amended Code)
(Check all that applies)

Include new positions (including consultants) which must be designated

Revise the titles of existing positions

Delete titles of positions that have been abolished

Delete positions that manage public investments

Revise disclosure categories

Other _____

No amendments are necessary. Our agency's code accurately designates all positions which make or participate in the making of governmental decisions; the disclosure assigned to those positions accurately requires the disclosure of all investments, business positions, interests in real property and sources of income which may foresee-ably be affected materially by the decision made by those designated positions; and the code includes all other provisions required by Government Code Section 87302.

Signature of Chief Executive Officer: Lesli Wilson Date: 11/28/12

You must complete this report regardless of how recently your code was approved or amended. **Please return this report no later than October 1, 2012 to:**

Clerk of the Board of Supervisors
(Conflict of Interest Code)
1600 Pacific Highway, Room 402
San Diego, CA 92101

Approved and/or authorized by the Board of Supervisors of the County of San Diego.	
Meeting Date: <u>1/8/13</u>	Minute Order No. <u>11</u>
By: <u>Nancy Vinson</u>	Date: <u>1/16/13</u>
Deputy Clerk of the Board Supervisors	

MEMBER AGENCIES

Carlsbad FD
Encinitas FD
North County FPD
Oceanside FD
Rancho Santa Fe FPD
San Marcos FD
Solana Beach FD
Vista FD

North County Dispatch J. P. A.

16936 El Fuego - P. O. Box 410
Rancho Santa Fe, CA 92067 4 43
(858) 756-3006 FAX (858) 756-2741

THOMAS J. WILSON
CLERK OF SUPERVISORS



ADMINISTRATOR
Lesli Wilson

November 28, 2012

Clerk of the Board of Supervisors
Conflict of Interest Code Biennial Review
1600 Pacific Highway, Room 402
San Diego, CA 92101-2471

Dear Clerk,

This letter is in response to the biennially requirement to review our Conflict of Interest Code, to determine if amendments are needed.

In reviewing our code, it was determined that amendments were needed. Enclosed please find the following documents, as requested:

- 2012 Conflict of Interest Code- Biennial Review Reply Form
- NCDJPA Staff Report #12/12
- Resolution No. 12-09 – Our amended Conflict of Interest Code
- Duty Statement for Fiscal Administrative Manager
- Duty Statement for Operations Manager
- JPA Organizational Chart, including new positions

If you have any questions or concerns, please feel free to contact me at (858) 756-6062.

Sincerely,

Tiffany J Hicks
Staff Assistant

Enclosures

**NORTH COUNTY DISPATCH
JOINT POWERS AUTHORITY
BOARD OF DIRECTORS AGENDA REPORT
Staff Report # 12/12**

Board of Directors Special Meeting of November 8, 2012

Subject: Biennial Review of Conflict of Interest Code

RECOMMENDATION:

Staff recommends that the Board adopt Resolution No. 12/09 and direct the Secretary of the Board to file the Biennial Notice as appropriate.

EXECUTIVE SUMMARY:

Government Code Section 87306.5 requires every local government agency to review its Conflict of Interest (COI) Code, biennially, to determine if it is accurate, or if the code must be amended. Once the determination is made, a notice must be submitted to the code reviewing body. In the case of the JPA, this body would be the San Diego County Board of Supervisors.

BACKGROUND/DISCUSSION:

NCDJPA currently operates under the COI as enacted in Resolution #08/04, dated July 31, 2008. The JPA did not receive any notices for the Biennial Review in 2010 and just received the notice for 2012.

The following employees are included in the current Resolution as required to file the COI forms each year:

1. Members of the Board of Directors
2. Fire Chiefs
3. JPA Administrator
4. JPA Treasurer/Controller

The following new positions were adopted in the FY12-13 Budget:

5. Fiscal Administrative Manager

The following title revisions were made in 2012:

6. Operations Supervisor to Operations Manager

The other consideration is if there are any significant amendments to the Government Code and to our knowledge there have been *no significant* amendments to the Government Code relative to this topic that would require amendment of the local code.

After the review of the current code, the Board is required to file a Review Notice with the Clerk of the Board of Supervisors. There are two choices available to your Board:

- A. File that an amendment is required, and have an amended resolution presented now, or at a future Board meeting; or
- B. Find that no amendment is required. No further action by the Board is necessary.

RESOLUTION NO. 12-09

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE NORTH COUNTY DISPATCH JOINT POWERS AUTHORITY, AMENDING ITS CONFLICT OF INTEREST CODE

WHEREAS, the Political Reform Act of 1974, found in Government Code Sections 81000 *et seq.*, requires every state or local government agency to adopt a conflict of interest code; and

WHEREAS, the Fair Political Practices Commission has adopted a regulation in Section 18730 of Title 2 of the California Administrative Code, which contains the terms of a model conflict of interest code; and

WHEREAS, the North County Dispatch Joint Powers Authority may adopt the model conflict of interest code by reference;

NOW, THEREFORE, the Board of Directors of the North County Dispatch Joint Powers Authority hereby resolves as follows:

Section 1. Adoption of state provisions

The provisions of Title 2, Division 6, Section 18730 of the California Administrative code and any amendments to it that may be adopted by the Fair Political Practices Commission are adopted as the conflict of interest code for the North County Dispatch Joint Powers Authority.

Section 2. Designated employees.

- A.** The following employees of the North County Dispatch Joint Powers Authority are designated as being subject to the conflict of interest code:
1. Members of the Board of Directors
 2. Fire Chiefs
 3. JPA Administrator
 4. JPA Treasurer/Controller
 5. Operations Manager
 6. Fiscal/Administrative Manager
- B.** Designated employees must file Statement of Economic Interests Form 700 with the Joint Powers Authority.
- C.** The Board Secretary will retain a copy of the statements and forward the original to the County of San Diego. Copies of the statements shall be made available for public inspection.

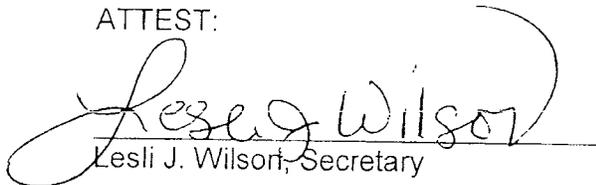
PASSED AND ADOPTED at a regular meeting of the Board of Directors of the North County Dispatch Joint Powers Authority, on November 8, 2012 by the following vote:

AYES: AGUILERA, ASHCRAFT, JONES, NICHOLS,
PACKARD, STOCKS, WOOD, THUNER MUIR
NOES: NONE
ABSENT: NONE
ABSTAIN: NONE



Rebecca Jones, President

ATTEST:



Lesli J. Wilsort, Secretary



NORTH COUNTY DISPATCH J.P.A

16936 EL FUEGO – P.O. Box 410
Rancho Santa Fe, CA 92067
(858) 756-3006 FAX (858) 756-2741

OPERATIONS MANAGER – 1.11

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

JOB SUMMARY

Management level position, under general direction, the Operations Manager is responsible for the operations of the joint fire, emergency medical service, and private patrol communications center. The Operations Manager assists with the development of and implementation of the Communication Center policies, procedures and regulations. The Operations Manager supervises and evaluates shift supervisors, and coordinates the operations of the joint fire communications center with other participant members. The position also performs other tasks and duties as assigned.

CLASS CHARACTERISTICS

Incumbents in this position report to the Administrator of the NCDJPA and exercises general supervision of the Communication Center and personnel assigned to it. This position is subject to emergency recall to duty on a 24 hour basis. May be required to fill dispatcher/supervisor duties for planned or unplanned vacancies; may be required to assume command of the communications center; or assume duties and responsibilities of the Administrator in their absence. The position of Operations Manager is FLSA exempt.

ESSENTIAL JOB FUNCTIONS

The following duties are typical for positions in this classification. Incumbents may not perform all listed job functions, nor are all listed duties necessarily performed by everyone in this class depending upon business needs and business practices.

- 1) Plans, assigns, and directs the work of subordinates; arranges assignments, reviews and authorizes schedules and schedule changes, directs the monitoring of radio calls, the disposition of emergency calls, and the dispatching of fire suppression, paramedic and patrol units.
- 2) Develop and administer on-going training to shift supervisors on communications operations and related subjects; monitor shift supervisors performance; assist supervisors with subordinate performance issues.
- 3) Collect and analyze data for quality assurance of dispatch center service level performance; and for individual dispatcher performance; prepare summary reports.
- 4) Review major dispatch incidents; investigate and respond to field inquiries regarding dispatch center actions and procedures; Investigates and resolves public and/or intra-agency complaints regarding activities of the communication center which cannot be handled by subordinate staff.
- 5) Evaluates dispatch procedures and the communication center's services and recommends changes to the Communications Manager. Assists in developing and implementing goals, objectives, and priorities for the communication center. Participates in long-range planning and budget preparation for the communication centers needs.
- 6) Establishes standards of performance and training programs; coordinates the training of communications personnel; trains personnel in communications, mutual aid operations and related subjects. Evaluates the performance of subordinates; initiates and/or authorizes disciplinary action.
- 7) Effectively functions as an emergency services dispatcher; answers 9-1-1 emergency telephone calls and public inquiries; dispatches and communicates with emergency personnel and equipment. Provides support to other communication center personnel in day-to-day operations and during large scale emergencies.
- 8) Researches and prepares technical and administrative reports and written correspondence.
- 9) Maintains knowledge of the state-of-the-art communications systems and equipment through attendance at training sessions and review of appropriate publications.
- 10) Assists the Administrator with various departmental administrative functions.
- 11) Coordinate documents and information released, both internally and externally; maintains responsibility for legal compliance with pertinent State and local laws pertaining to information released.

- 12) Recommends the appointment of personnel; provides and coordinates staff training; conducts performance evaluations; recommends discipline; implements discipline procedures and professional operations of the Communications Unit.
- 13) Other duties as assigned.

QUALIFICATION GUIDELINES

Experience and Training Guidelines:

Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Recommended: Training and experience equivalent to a bachelor's degree from an accredited college or university with major course work in telecommunications, business, public administration, or a closely related field or combination of work experience and education may be considered. Three years of supervisory or management level experience in a public safety agency is required.

Required Licenses or Certificates:

- Possession of a valid California Class C driver's license
- Possession of EMD certificate

Knowledge and Abilities

Knowledge of:

- Operation and capabilities of radio, telephone, CAD, and other communication systems and equipment in a communication center.
- Techniques, procedures, principles, and methods used in operation of a communication center.
- County of San Diego Mutual Aid Operation Plan.
- Requirements and duties of the Zone Coordination Center.
- Operation of the State of California Emergency 9-1-1 program.
- Principles and techniques of sound personnel management, including effective supervision and training methodologies.
- Mutual and Automatic Aid Agreements of the NCDJPA and Zone.
- State Responsibility Area and Local responsibility Area response requirements.
- JPA responsibilities as Alternate Area Coordination Center.
- Fire and EMS equipment capabilities and deployment strategies for various types of incidents.
- Weather patterns as they affect fire behavior in our operational area.
- Public speaking and instructional techniques.
- Geography of San Diego County.

Ability to:

- Exercise independent judgment and selection of an appropriate course of action from among alternatives.
- Maintain work effectiveness with frequent changes in workload and priority of assignments, under the pressure of meeting deadlines.
- Able to interact effectively with a variety of individuals and groups including officials, superiors, subordinates, co-workers, and members of the public.
- Ability to plan, organizes, direct, and review the activities of the communication center and staff.

NORTH COUNTY DISPATCH JOINT POWERS AUTHORITY

(\$74,220 - \$89,064 Annually)

CLASSIFICATION: Fiscal and Administrative Manager
(Emergency Communications Center)

CLASS DEFINITION: Under the general direction of the Joint Powers Authority (JPA) Administrator, the Fiscal and Administrative Manager shall plan, organize and direct the administrative functions of the JPA to include Office Management, Fiscal Oversight, Budget; Payroll; Human Resources, Accounts Receivable/Payable, and Information Management.

SUPERVISION RECEIVED AND EXERCISED: Receives general direction from the Joint Powers Authority's Administrator.

The position provides direct supervision to Administrative Division staff.

ESSENTIAL JOB FUNCTIONS: Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job. The following functions are typical for this classification. Incumbents may not perform all of the listed functions and/or may be required to perform additional or different functions from those set forth below to address business needs and changing business practices.

Manage and maintain the accounting system in accordance with generally accepted accounting principles.

Supervise and perform all activities related to the financial stability of the JPA to include account reconciliations, financial reporting to related agencies, preparation and management of the JPA budget, cash flow analysis, JPA investment portfolio, accounts receivable/payable, fixed asset management, grant accounting, debt and special funds accounting and purchasing.

Supervise and coordinate JPA's annual audit; ensure the timely preparation of work papers and supporting data; and serve as a liaison between the JPA and the auditors in the collection of necessary information for the audit.

Prepare clear and concise financial reports.

Direct and administer all Human Resource activities related to the JPA's employees to maintain all personnel leave credits, retirement benefits, health insurance benefits, and serve as the JPA's representative to CalPERS; conduct wage survey within labor market to determine competitive wage rate; and maintain records of hired employee characteristics for governmental reporting purposes.

Manage and participate in the development and implementation of goals, objectives, policies and procedures for assigned programs. Function as a member of the Board appointed Finance Committee to ensure that the Board of Directors and Chiefs are fully apprised of significant financial decisions affecting the JPA.

Manage the administrative functions of the JPA as a service to JPA employees and constituents.

Supervise and coordinate the preparation of the Board of Directors agenda, minutes, financial reports, ordinances, resolutions, agreements and reports and fulfill the duties of Clerk of the Board. Oversee the arrangement and scheduling of interviews, meetings and appointments for the JPA Administrator, maintaining an accurate and detailed calendar; the recording and preparation of agenda and minutes for the monthly JPA Chiefs meetings and quarterly Board meetings.

Attend business meetings and functions as related to the successful administration of the District, and perform other related duties as assigned by the JPA Administrator.

Manages and supervises Administrative Division staff.

JOB RELATED QUALIFICATION GUIDELINES

Experience and Education:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying.

Possess the equivalent of a Bachelor's degree from an accredited college or university with major course work in accounting, business administration or a related field. A Master's degree and/or CPA are highly desirable.

Five years of progressively responsible professional experience in accounting and/or budget management in a public service organization and supervisory experience.

Knowledge of: Principles and methods of public finance administration, particularly in the areas of accounting, budgeting, auditing, and data processing; budget preparation, program analysis, and revenue forecasting; principles and practices of organization, administration, and personnel management; principles and methods of supervision and management; integration of computer software applications; accounting and auditing principles and practices; state and federal law affecting fiscal operations, reporting and resource management; principles and practices of internal and operations auditing; principles and practices of customer service; and data processing, computer systems and software applications as they relate to budgetary and financial record keeping.

Ability to: Plan, organize, direct and coordinate the fiscal and accounting operations of the Authority; exercise sound judgment and common sense; plan and organize work with a high degree of independence of action; prepare complex financial reports and analyses; prepare clear and concise oral and written reports, both narrative and statistical; establish and maintain effective working relationships and provide excellent customer service; plan, organize, direct and evaluate the work of others; utilize computer systems to enter and retrieve data; read,

understand, interpret and apply laws, policies, rules, contracts, guidelines and professional practices; and communicate effectively, both verbally and in writing.

License:

A current, valid California driver's license is required. Possess reliable transportation and a good DMV record with proof of auto insurance and registration at time of appointment.

Physical Demands and Working Environment

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Standard office setting; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside jurisdictional boundaries to attend meetings.

Physical: Incumbents require sufficient mobility to work in an office setting; stand or sit for prolonged periods of time; operate office equipment including use of a computer keyboard; ability to communicate verbally to exchange information; ability to operate a vehicle to travel to various locations and meetings.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens, printed documents, and overhead presentations and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

OTHER:

FLSA Designation: Administrative Exempt

Unit Designation: Management

Proposed NCDJPA Call Center Organization Chart –
February 10, 2012

