NORTH COUNTY DISPATCH
JOINT POWERS AUTHORITY
BOARD OF DIRECTORS AGENDA REPORT
Staff Report # 15/20

JPA Board of Directors Meeting of August 27, 2015

Subject: Biennial Review of Conflict of Interest Code

RECOMMENDATION:

The JPA Chiefs and Staff recommend the JPA Board of Directors adopt Resolution No. 15-06 Biennial Review of the Conflict of Interest Code at the regularly scheduled Board of Directors meeting on August 27, 2015. Resolution No. 15-06 supersedes Resolution No. 15-01, adopted at the regularly scheduled JPA Board of Directors meeting on February 26, 2015.

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 Code as enacted in Resolution No. 15-01, dated February 26, 2015 (see Attachment A). In reviewing the current COI Code, a new position has been added since the adoption of Resolution 15-01 and the following employees are required to file the COI forms each year:

1. Members of the Board of Directors
2. General Legal Counsel
3. Fire Chiefs
4. JPA Administrator
5. JPA Treasurer/Controller
6. Operations Manager
7. Financial Management Analyst

The following new positions were adopted in the FY 15-16 budget

8. Senior Geographic Information Systems Analyst

The following title revisions were adopted in the FY15-16 Budget:

9. Information Systems Manager to Administrative Support 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.

FISCAL IMPACT

There are no fiscal impacts.

Approved and/or authorized by the
Board of Supervisors of the County of San Diego.
Meeting Date: 10/27/15 Minute Order No. 11
By: D. Lopez Date: 10/28/15
Deputy Clerk of the Board Supervisors

RESOLUTION NO. 15-06

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE NORTH COUNTY DISPATCH JOINT POWERS AUTHORITY (JPA), 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. Legal Counsel
5. JPA Treasurer/Controller
6. Operations Manager
7. Administrative Support Manager
8. Senior Geographic Information Systems Analyst
9. Financial Management Analyst

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.

D. This resolution supersedes Resolution No. 15-01, adopted at the regular meeting of the Board of Directors on August 27, 2015.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the North County Dispatch Joint Powers Authority, on August 27, 2015 by the following vote:

AYES: ASHCRAFT, HOOPER, JONES, PACKARD RITTER, WOOD, ZAHN
NOES: NONE
ABSENT: MUIR
ABSTAIN: NONE

Mark Packard, President

ATTEST:

Lesli J. Wilson, Secretary

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

ADMINISTRATIVE SUPPORT MANAGER

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 Administrative Support Manager is responsible for the operations of the joint fire, emergency medical service, and private patrol communications center. The Administrative Support Manager assists with the development of and implementation of the Communication Center policies, procedures, and regulations. The Administrative Support Manager supervises and evaluates information technology specialists and geographic information system specialist. 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 information technology positions and geographic information system position. 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 Administrative Support Manager and the Operations Manager may rotate on a 2-3 year basis as needed. The position of Administrative Support 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 information technology specialists and geographic information systems specialist on communications operations and related subjects; assist supervisors with subordinate performance issues.

3) Investigates and resolves public and/or intra-agency complaints regarding activities of the communication center, which cannot be handled by subordinate staff.

4) Evaluates dispatch procedures and the communication center's services and recommends changes to the Administrator. 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.

5) 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.

6) Attends necessary meetings, seminars, and drills to maintain a working knowledge of the technical advancements in equipment and operations Prepares or directs the preparation and maintenance of manuals and operational procedures for the communications systems in the center.

7) Researches and prepares technical and administrative reports and written correspondence.

8) Maintains knowledge of the state-of-the-art communications systems and equipment through attendance at training sessions and review of appropriate publications.

9) Assists the Administrator with various departmental administrative functions.

10) Assists the Administrator with budget planning.

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 Operations 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 reviews the activities of the communication center and staff.

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SENIOR GIS ANAYLYST

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

Under general direction, plans, organizes, coordinates and participates in the development and implementation of the agency's geographic information systems (GIS) and maintains all databases used in the Computer Aided Dispatch (CAD) and Mobile Data Computers (MDC). Provides expertise, support, assistance and guidance to dispatch and agency staff related to GIS projects; and performs related duties as assigned.

CLASS CHARACTERISTICS

GIS Management Analyst is an advanced journey-level professional class requiring the application of a body of GIS theory and principles. The GIS Analyst completes standard professional level work assignments or projects. Employees in this class work under general supervision to provide technical support and expertise in geographical information systems database maintenance and quality assurance.

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 changing business practices.

1. Performs GIS database maintenance, manipulation, and analysis; performs data research, investigation and verification; creates and maintains files of street, response area and related public safety database layers; codes and digitizes maps and geographical feature data into various layers; prepares projects and data for archival storage; performs record keeping and inventory; documents and files data sources and map

files for future reference; responds to requests from agencies for mapping data; responds to emergency mapping and information requests.

2. Prepares, plans, produces, maintains and updates a variety of maps, layers and attribute data from databases; develops and maintains data layers, using GIS tools, CAD tools and relational databases; manipulates images for electronic mapping; enters attribute data pertaining to specific features into a relational database.

3. Designs, implements, and tests configuration changes in packaged software such as ESRI to meet end user business requirements. new and revised programs and interfaces to ensure accuracy and efficiency.

4. Performs street layer updates sourced from Agency information, Tech Excel information, SanGIS database or other sources. Includes quality assurance and quality control of data to maintain accurate street centerline for use in geo-validated routing for Next Generation 911.

5. Coordinates updates to GIS information in Computer Aided Dispatch (CAD) and Mobile Data Computers (MDC) using Tritech VisiCAD software and interfaces.

6. Coordinates with the San Diego Regional Public Safety Geodatabase project to maintain an accurate street database and pre-plans for county-wide use.

7. Creates pre-plans for agencies based on a pre-defined priority list; coordinates efforts with agency representatives to perform building walkthroughs and confirm data. Creates pre-plans in approved regional GIS format and PDF format for MDCs.

8. Attend necessary meetings, seminars, and drills to maintain a working knowledge of technical advancements in equipment and operations.

9. Utilize GIS databases to produce a variety of computerized maps, graphic maps, diagrams, exhibits, displays, reports, data extracts, statistics, and other data for use by departments and other public agencies.

10. Provide documentation on GIS databases, position's operations, projects, and maintenance. Assists with the management and maintenance of an automated public safety dispatch and information system.

11. Perform related duties and special projects, as assigned.

QUALIFICATION GUIDELINES

Any combination of experience, educations, and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Graduation from a four-year college or university with a major in Geographic Information Systems, computer science or a closely related field and three years of progressively responsible experience in the design and development of GIS systems and applications;
- Or graduation from high school or G.E.D. equivalent and six years of progressively responsible experience in the design and development of GIS systems and applications.

Knowledge and Abilities:

Knowledge of:

- GIS concepts and analytical techniques, including computerized mapping and digital data conversion, manipulation and analysis.
- GIS database administration and management principles, methods and techniques, including quality control methods and practices.
- Knowledge of GIS software tools and applications including but not limited to ArcGIS, ArcIMS, ArcSDE, AutoCAD suite, MS Visio and applications of MS Office Suite.
- Principles and practices of GIS analysis and design.
- Hardware and software applications development methods, tools and utilities applicable to the GIS system.
- Tritech VisiCAD and GIS Link tools and interfaces.
- Contract administration methods and techniques.
- Basic principles and practices of effective training and supervision.

Ability to:

- Operate modern office equipment, including computer equipment.
- Understand the technical concepts and terminology related to geographic information systems.
- Collect, organize, analyze, and present geographic data.
- Write system procedures and effectively communicate them.
- Prepare, revise, update and maintain spatial databases.
- Prepare and maintain accurate and complete technical records.
- Prepare clear and concise reports.
- Perform accurate mathematical computations.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain, and foster positive and harmonious working relationships with those contacts in the course of work.

- Apply knowledge to analyze and resolve problems which span multiple areas.
- Respond to and identify user computer related problems.
- Install and configure desktop computer systems and peripheral software.

Special Requirements:

- Must successfully pass an extensive background investigation.
- Most possess valid California Drivers License and proof of automobile insurance.

PHYSICAL AND MENTAL DEMAND/WORKUNG CONDITIONS:

The physical and mental demands 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 these essential job functions

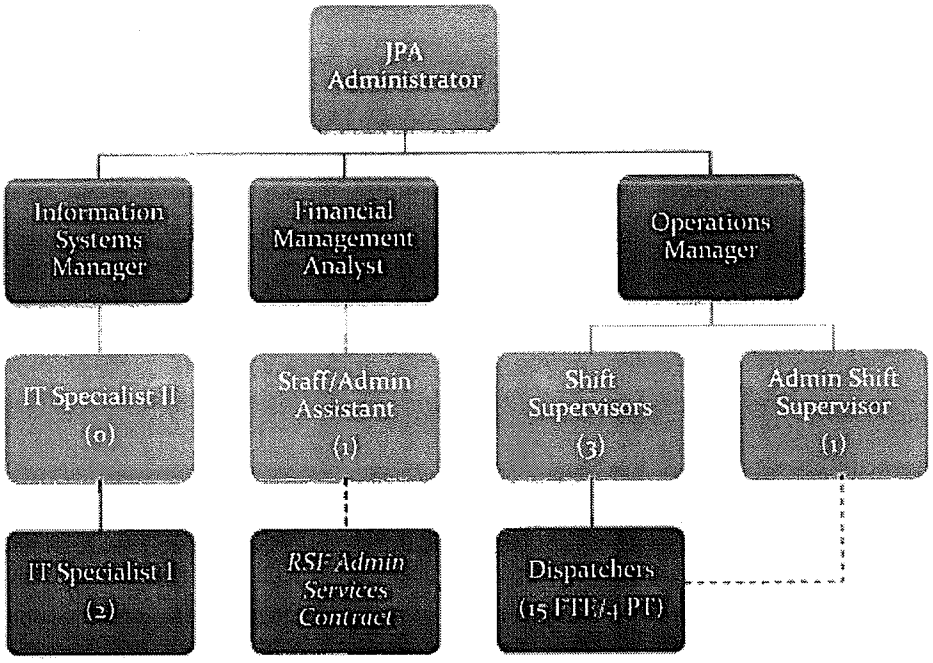
- Mental function: Includes reading, writing, operating a computer keyboard, problem solving, handling multiple tasks simultaneously, calmly handling requests for assistance, and decision making under stressful conditions.
- Productivity: Incumbents must perform work in an efficient, effective, and timely manner with minimal direction.
- Mobility: Incumbents require sufficient mobility to work in an office setting and operate office equipment. Incumbents may be required to perform light lifting, carrying, and moving of various computer equipment at various locations and heights. Incumbents must be able to sit, stand, walk, remain seated and working at a computer terminal for prolonged periods of time.
- Vision: Vision sufficient with or without correction to read small print, computer screens, and printed documents, and to operate assigned equipment.
- Hearing: Incumbents are required to hear in normal audio range with or without correction.
- Environment: The employee works under typical office conditions and the noise level is usually quiet. Employees may be required to travel to work sites or other sites for meetings.

Exhibit 1

NCDJPA Organizational Chart

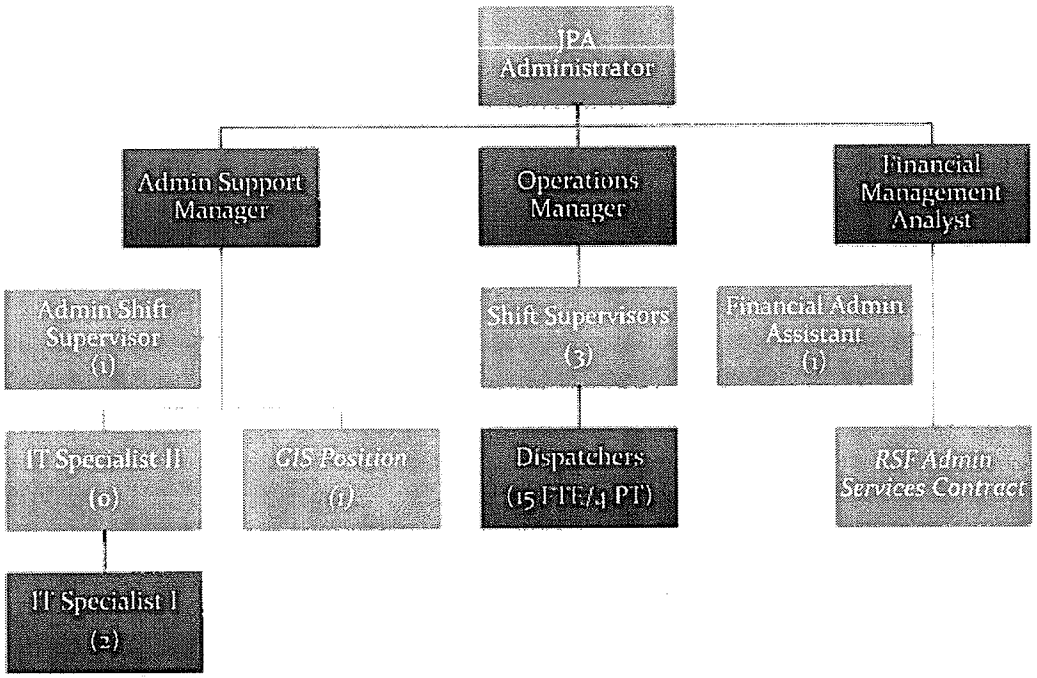
FY 2014/15 - Current

Approved 5/22/2014



FY 2015/16 - Proposed

5/28/2015



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

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ADMINISTRATOR
Lesli Wilson

COUNTY OF SAN DIEGO
2015 SEP 3 AM 11 31
CLERK OF THE BOARD OF SUPERVISORS

August 31, 2015

Sarah Panfil, Senior Board Assistant
Public Services – Passport Services
Clerk of the Board of Supervisors
1600 Pacific Highway, Room 402
San Diego, CA 92101-2471

Dear Sarah,

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:

- NCDJPA Staff Report #15/20
- Resolution No. 15-06 – Our amended Conflict of Interest Code
- Duty Statement for Administrative Support Manager and Senior GIS Analyst
- JPA Organizational Chart, including revised position title from Information Systems Manager to Administrative Support Manager.

If you have any questions or need further information, you can reach me through emailt at galto@sdrecc.org or telephone at (858) 756-6042.

Sincerely,

Gail Reyes-Alto
Financial Management Analyst

Enclosures