

Board of Directors AGENDA

Oceanside City Hall - Council Chambers 300 N Coast Hwy Oceanside, CA 92054 May 24, 2023 10:00 AM

Public Observation Via Livestream Meeting URL:

https://uso2web.zoom.us/j/82057807590?

pwd=QjZQdDBRZ2J2QkFqTWxHdWdaamVMQT09

Passcode: 502373

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) 400 - 2800 forty-eight hours (48) prior to the meeting, so arrangements can be made.

The Authority has provided alternative means for the public to visually and audibly observe the meeting without being present by using the Meeting URL above. The public can also physically attend the meeting at the time and address above. Public comment will not be allowed except when physically present at the meeting.

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 atNorth 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. ROLL CALL- SELF INTRODUCTIONS

- A. New Board Member Introductions
 - City of Carlsbad Teresa Acosta
 - City of Vista Dan O'Donnell

4. PUBLIC COMMENT

The Authority has provided alternative means for the public to visually and audibly observe the meeting without being present by using the Meeting URL, above. The public can also physically attend the meeting at the time and address above. Public comment will not be allowed except when physically present at the meeting.

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 Chiefs, 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 of Chiefs 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 Administrator 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.

5. PROCLAMATIONS AND PRESENTATIONS

- A. Service Recognition
 - 15 Years of Service Information Systems Support Lead Shawn Fairchild
 - 10 Years of Service Fire Communications Dispatcher Brittany Perreira
 - 5 Years of Service Fire Communications Supervisor Todd Ripa
- B. Staff Performance Recognition

CPR Save - Brianna Singh - 01/09/23 Childbirth - Melinda Fairchild - 01/30/23 CPR Save - Federico Bejar - 01/31/23 Childbirth - Payton Murphy - 02/20/23

6. <u>CLOSED SESSION</u>

A. Section 54957.6: Conference with Labor Negotiators Agency Designated Representatives: NCDJPA Chiefs Employee Organization: NCDJPA Dispatchers Association

7. ANNOUNCEMENT OF CLOSED SESSION ACTIONS

8. 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 of Directors Meeting Minutes

Review and Approve

February 22, 2023 Meeting Minutes

B. Reports

Receive and File

Quarterly Communications Report

List of Demands: January 1, 2023 - March 31, 2023

Budget Analysis: July 1, 2022 - March 31, 2023

C. FY 2022 UASI Grant Fund Acceptance and Allocation

Review and Approve

Resolution No. 23-01 - FY 2022 UASI Grant Fund Acceptance

Notification of Subrecipient Award Approval Letter

9. ACTION ITEMS

A. MOU between NCDJPA and NCDJPA Dispatchers Association

Review and Approve

Memorandum of Understanding

B. Proposed FY 2023 - 2024 Budget

Review and Approve

Administrator's Message

Budget Summary

Service Area Map

Organizational Chart

Authorized Positions

Operating Budget by Categories

Agency Assessments

Support Services Rebills

Capital Replacement Schedule

Reserve Funds

Resolution No. 23-02 - Management Salary and Benefits

Resolution No. 23-03 - Non-Represented Salary and Benefits

Resolution No. 23-04 - Part-Time Salary and Benefits

Resolution No. 23-05 - FY 2023-2024 Pay Schedule

FY 2023-2024 Pay Schedule

10. DISCUSSION AGENDA

A. Escondido Dispatch Services

Discuss and Direct Staff Report 23/02 - Escondido Dispatch Services Staff Report 23/05 - Escondido Dispatch Services

B. Facility Update Informational

11. ADMINISTRATIVE REPORT

- A JPA Updates
- B. Upcoming Meetings
 - August 10, 2023 Regular Board of Chiefs Meeting
 - August 23, 2023 Regular Board of Directors Meeting

12. DIRECTORS' COMMENTS

13. ADJOURNMENT

At the discretion of the Committee, all items appearing on this agenda, whether or not expressly listed for action, may be deliberated and may be subject to action by the Committee. 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 Committee. Such records shall be available at North County Dispatch JPA, located at 16936 El Fuego, Rancho Santa Fe, CA 92067.

Certificate of Posting

I certify that on May 19, 2023, 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 19, 2023.

Christopher D Herren, Board Secretary



Staff Recognition

Incident Details					
Dispatcher:	Brianna Singh	Recognition Type:	CPR Save		
Location:	7543 Gibraltar St, Unit 100,	Date & Time:	1/09/2023		
	Carlsbad, CA		10:24:07		
Patient Info:	63-year-old female	Incident:	2023-002425		
QA Score:	High Compliance	Reviewed by:	Bryan Buck		

Overview

Brianna was working as the primary call taker. Call volume was low, and there were no major incidents at the time.

Summary

Document a summary of the performance observed. Include as many specifics as possible about the incident.

On Monday, January 9th, 2023, at 10:24 AM, Fire Communications Dispatcher Brianna Singh received a 911 call from a male reporting that his wife was not breathing. To start a faster response, Brianna utilized the "Echo Driver" tool in the Emergency Medical Dispatch software to have units assigned to the incident within thirty-one seconds. The caller reported that the patient was on the floor, and Brianna jumped in to provide instructions, reassuring the caller that they could "do it together" while the paramedics were driving there.

Once in the appropriate positioning, Brianna began instructions to provide effective chest compressions, coaching the caller to begin CPR. While doing this, Brianna asked scene safety information, asking if there were any pill bottles in the area. Brianna continually explained the appropriate way to do CPR to ensure it was being done correctly.

Seven minutes into the call, and five minutes into doing CPR compressions, the paramedics arrived on scene and took over. Ultimately, the patient was transported to Scripps Encinitas Hospital. Brianna's EMD skills and encouraging the caller played a key role in the successful outcome of this incident. Great job!

Recommendation

I recommend that Brianna be recognized for a successful CPR save through EMD.



Staff Recognition

Incident Details					
Dispatcher:	Melinda Fairchild	Recognition Type:	Childbirth		
Location:	Vons, 6951 El Camino Real,	Date & Time:	1/30/2023		
	Carlsbad, CA		00:32:27		
Patient Info:	38-year-old female	Incident:	2023-008449		
QA Score:	High Compliance	Reviewed by:	Bryan Buck		

Overview

Melinda was working as the primary call taker. Call volume was low, and there were no major incidents at the time.

Summary

Document a summary of the performance observed. Include as many specifics as possible about the incident.

On Monday, January 30th, 2023, at 00:32 AM, Fire Communications Supervisor Melinda Fairchild received a 911 call from a male reporting that his wife was in labor, that the baby was "half out of her right now", and that they were driving to the hospital. Melinda directed the caller to pull over, and he did so into the Vons parking lot in Carlsbad at 6951 El Camino Real.

Almost two minutes into the call, their new baby girl was born. The reporting party was focused on his wife, however Melinda jumped in a provided the instructions on how to take care of the baby after the delivery. Melinda did an excellent job both in focusing the caller and providing appropriate medical instructions while the responders were still en route. Melinda kept the caller calm, helped keep the baby warm and in the correct position, and checked back and forth between the mother and infant, especially when she didn't hear the baby crying.

The police officers arrived on scene five and a half minutes into the call, and the fire department arrived on scene one minute later. Great job!

Recommendation

I recommend that Melinda be recognized for a successful childbirth through EMD.



Staff Recognition

Incident Details					
Dispatcher:	Federico Bejar	Recognition Type:	CPR Save		
Location:	3731 Oakview Ct,	Date & Time:	1/31/2023		
	Fallbrook, CA		21:36:10		
Patient Info:	79-year-old male	Incident:	2023-008990		
QA Score:	Compliant	Reviewed by:	Bryan Buck		

Overview

Federico was working as the primary call taker. Call volume was low, and there were no major incidents at the time.

Summary

Document a summary of the performance observed. Include as many specifics as possible about the incident.

On Tuesday, January 31st, 2023, at 9:36 PM, Fire Communications Dispatcher Federico Bejar received a 911 call from a female reporting that her husband was having a hard time breathing. The patient was awake but unresponsive at the beginning of the call. Federico confirmed the breathing status several times, and asked appropriate questions on the EMD protocols for breathing problems. The caller was frantic, and Federico was able to calmly advise the caller and get needed information. There were a few times that the caller began to panic, and Federico was able to focus her.

At several points during the call, Federico asked her to check on the patient's breathing. Using the Agonal Breathing Diagnostic Tool in the Emergency Medical Dispatch software, Federico confirmed that the breathing was at an acceptable rate. When the patient lost consciousness, Federico provided the appropriate positioning for the situation.

Approximately five minutes into the call, the patient's status declined, and Federico began CPR instructions, appropriately going down the ventilations first pathway because the patient was reported to be asthmatic. After two breaths, Federico coached the caller to begin compressions, and helped ensure that they were at the correct pace. They alternated between thirty compressions and two breaths. When the caller would lose emotional control, Federico remained steady and calm, repeating the instructions and using phrases such as, "keep going", and "stay with him".

After providing telephonic CPR for seven minutes, the paramedics arrived on scene and took over. Ultimately, the patient was transported to Temecula Valley Hospital. Federico's EMD skills and calm encouragement played a key role in the successful outcome of this incident. Great job!

Recommendation

I recommend that Federico be recognized for a successful CPR save through EMD.



Staff Recognition

Incident Details					
Dispatcher:	Payton Murphy	Recognition Type:	Childbirth		
Location:	6560 Ambrosia Ln, Apt 928,	Date & Time:	2/20/2023		
	Carlsbad, CA		04:53:20		
Patient Info:	34-year-old female	Incident:	2023-014486		
QA Score:	High Compliance	Reviewed by:	Bryan Buck		

Overview

Payton was working as the primary call taker. Call volume was low, and there were no major incidents at the time.

Summary

Document a summary of the performance observed. Include as many specifics as possible about the incident.

On Monday, February $20^{\rm th}$, 2023, at 4:53 AM, Fire Communications Dispatcher Payton Murphy received a 911 call from a male reporting that his wife was going into labor, screaming in the bathroom in pain. Her water broke and she was screaming that the baby's head was coming out however the caller could not see any part of the baby yet.

As the call progressed, the baby girl started to be delivered. His wife was in the bathtub, and they could not get her out. The caller wanted to start a warm bath, but Payton told him not to and began providing appropriate instructions to prepare for the delivery. After gathering some towels and string to tie the umbilical cord, the caller helped support the baby's head and wait for either the birth or the responders to arrive. The head briefly went back inside the mother before the final contraction, and then the baby was born.

Payton jumped into the post-delivery instructions and did a great job coaching the caller. At one point, the caller apologized and stated that he was in shock, and asked Payton to repeat the instructions. Payton did a great job taking care of the mother baby Remi. After a few more minutes, the paramedics arrived on scene and took over. Payton's EMD skills and encouraging an frantic caller played a key role in the successful outcome of this incident. Great job!

Recommendation

I recommend that Payton be recognized for a successful CPR save through EMD.



Board of Directors AGENDA MINUTES

Oceanside City Hall - Council Chambers 300 N Coast Hwy Oceanside, CA 92054 February 22, 2023 10:00 AM

Public Observation Via Livestream

Meeting URL:

https://uso2web.zoom.us/j/89208559724? pwd=N3FSbCt6YWhodoxoZGc2ZjVmZ21DUT09

1. CALL TO ORDER

Director Munson called the regular Board of Directors meeting to order at 10:10 a.m.

2. PLEDGE OF ALLEGIANCE

Director Munson led the group in the pledge of allegiance.

3. ROLL CALL- SELF INTRODUCTIONS

Directors Present

Encinitas Kellie Hinze (*left at 11:53 a.m.*)

North County FPD Ken Munson
Oceanside Rick Robinson
Rancho Santa Fe FPD James Ashcraft
San Marcos Maria Nuñez

Solana Beach Jill MacDonald (arrived at 10:48 a.m.)

Directors Absent

Carlsbad Carolyn Luna Vista Dan O'Donnell

<u>Staff Present</u> Christopher Herren, Administrator

Larissa Patros, Division Manager Bryan Buck, Division Manager Shanna Devine, Division Manager Morgan Foley, JPA Attorney

Gina Medina, Administrative Analyst Sonia Jackson, Administrative Analyst Axel Pliego Flores, ISS Technician

Nestor Puñales, ISS Technician

Chiefs Present Chief Dan Barron (SMC)

Chief Dave McQuead (RSF) Chief Josh Gordon (ENC) Chief Keith McReynolds (NCF)

Chief Roy Palmer (VTA)

Deputy Chief Craig Usher (VTA)

<u>Guests Present</u> Deputy Chief John Tenger (ESC)

- A. New Board Member Introductions
 - City of Carlsbad Carolyn Luna
 - City of Oceanside Rick Robinson
 - City of San Marcos Maria Nuñez
 - City of Solana Beach Jill MacDonald
 - City of Vista Dan O'Donnell

Director Munson introduced the following Councilmembers as the new members of the NCDJPA Board of Directors Rick Robinson - City of Oceanside, Maria Nuñez - City of San Marcos, and Jill MacDonald - City of Solana Beach

4. PUBLIC COMMENT

No one asked to speak to the Board of Directors.

Director Munson requested to move agenda Items 6. Closed Session and Item 7. Announcement of Closed Session Actions after Item 11. Administrative Report. There were no objections.

5. PROCLAMATIONS AND PRESENTATIONS

A. Proclamation - National Public Safety Telecommunicators Week NPSTW Proclamation - 2023

Administrator Herren announced April 9 – April 15, 2023, is National Public Safety Telecommunicators Week.

* Director Munson requested Items 6 and 7 be discussed after the Administrative Report in Item 11 and there was no objection from the Board.

8. CONSENT CALENDAR

A. Board of Directors Meeting Minutes
Review and Approve
November 30, 2022 Meeting Minutes

B. Reports

Receive and File

Quarterly Communications Report

2022 Annual Incident Report

List of Demands: October 1, 2022 - December 31, 2022 Budget Analysis: July 1, 2022 - December 31, 2022

C. Conflict of Interest - Form 700

Informational

Form 700 Memorandum

MOTION BY KELLIE HINZE, SECOND BY JAMES ASHCRAFT, 5 AYES, o NOES, 3 ABSENT; and o ABSTAIN to approve Consent Calendar Items A-C.

9. ACTION ITEMS

A. Vehicle Purchase Authorization Review and Approve

Administrator Herren stated the JPA currently has three vehicles. In July 2013, a 2014 Ford Explorer was purchased. Administrator Herren recommends the purchase of a new vehicle to replace the Ford Explorer, with a price point no greater than \$55,000 inclusive of tax.

Administrator Herren stated Director MacDonald inquired via email as to whether the purchase was going to be a hybrid or electric vehicle. Administrator Herren asked other directors to weigh in on that topic. Director Hinze agreed with Director MacDonald, saying hybrid vehicles are a great addition and that Encinitas has phased out gas vehicles. Administrator Herren said he has discussed with the Rancho Santa Fe Fire the addition of a charging station at our current facility; however, the project is still in the planning phase with funding to be identified.

Director Hinze indicated her support of a hybrid option, in which Administrator Herren requested the motion would be to purchase a new vehicle and use our disposal process to get sell our oldest vehicle. Administrator Herren asked Director Hinze if restrictions on the purchase of the new vehicle had to be American made. Director Nuñez wanted to know if a hybrid were purchased, would there be an impact on the timeline. Administrator Herren stated that any impact on a timeline would be if the vehicle was electric only and would require a charging station.

MOTION BY KELLIE HINZE, SECOND BY RICK ROBINSON, 5 AYES, 0 NOES, 3 ABSENT; and 0 ABSTAIN to authorize the purchase of a new hybrid vehicle, not to exceed \$55,000, to replace the 2013 Ford Explorer.

B. Escondido Dispatch Services Authorize

Administrator Herren introduced Deputy Chief Tenger from the City of Escondido. There have been discussions about Escondido joining NCDJPA for approximately 15 years, with representatives from NCDJPA and Escondido meeting both formally and informally to discuss this topic. The discussion to add Escondido was a topic at two JPA Board of Directors meetings in 2019. The discussion amongst the Board at the time was to incentivize Escondido to join by discounting up to 100% for the first year of service. In looking at past staff reports, discounting has been given to some agencies, although the last member agency to join NCDJPA was in 2006.

Administrator Herren has been working with Escondido since late 2022 to have internal discussions to join NCDJPA. There has been support from the City Manager, Police, and Fire to join. If Escondido does join, other agencies would not see a reduction in cost in the first year but would see their costs reduced by more than 12% annually in subsequent years. Administrator Herren spoke with member agency chiefs and there has been full support to have Escondido join NCDJPA.

Director Ashcraft wanted to know if there is enough room in the facility to add three more dispatchers to NCDJPA. Administrator Herren said that there is enough room to

accommodate additional staff. The only issue would be parking, and while it has not been fully remedied, it will be made to work, as there would only be the addition of one dispatcher per shift.

Director Ashcraft wanted to know if this would include ambulance services. Administrator Herren confirmed it would as Escondido is their own transport agency. Director Ashcraft also wanted to know how bringing on Escondido would affect undesignated reserves if a discount for initial cost is given. Administrator Herren stated reserves are currently a little over \$700,000. Another discussion would be to have deferred payment. Director Ashcraft then asked for opinions from Chiefs directly about Escondido joining.

Chief Barron of San Marcos was the first to speak, stating that Escondido joining has been a long-awaited incentive for the North Zone. Although Escondido has done a great job regulating police and fire, there has always been a slight delay between dispatch agencies. This would help in streamlining the delay. With Escondido joining, all fire departments could work together in a cohesive manner.

Chief McQuead of Rancho Santa Fe said his fire agency is adjacent to Escondido. This will bring a strong cohesiveness within fire departments. It will also enhance the ability to do automatic aid and he supports the plan.

Deputy Chief Tenger of Escondido said it was a long-awaited approach to becoming regionalized. It will make them more cohesive and decrease delays in response time.

Director Robinson wanted to know if additional dispatchers would come from Escondido. Administrator Herren explained a recruitment would be done exclusively to Escondido dispatchers and as long as the employees had no personnel issues, they could join NCDJPA. Deputy Chief Tenger stated the City of Escondido Police Department does not plan to eliminate positions if the fire department receives service from NCDJPA, so there would be no layoffs in conjunction with this change.

Directors Nuñez and Hinze expressed support for Escondido joining and stated it was long overdue.

Director Hinze wanted to know if Escondido would be a voting-member agency. Administrator Herren stated they have requested to be a voting agency. If the Board approves, then the next step would be an agreement. Administrator Herren said Escondido's City Council would have to make a formal request seeking membership. Director Nuñez asked what the timeline was and Deputy Chief Tenger stated they are hoping to get it implemented as soon as July of 2023. Administrator Herren stated there is a plan to give an update at the May Board meeting regarding the status.

MOTION BY KELLIE HINZE, SECOND BY JAMES ASHCRAFT, 5 AYES, o NOES, 3 ABSENT; and o ABSTAIN to authorize the Administrator and designated Chiefs to negotiate financial terms with the City of Escondido to join the NCDJPA as a member agency and authorize the over hire of up to 3 Fire Communication Dispatchers if negotiations progress positively and if approved by the Board of Chiefs.

10. DISCUSSION AGENDA

A. Oceanside Police Department Headquarters
Discuss and Direct

Administrator Herren said over the past thirty years NCDJPA has entered into a few lease agreements with Rancho Santa Fe. In 2019 a significant amount of money was approved for tenant improvements with the assumption that NCDJPA would be in the building where they are currently located for the next five to seven years. Additional space was added downstairs for office staff and the dispatch floor was remodeled, creating a space that has fairly modern amenities. The biggest concern remains parking.

Administrator Herren and Division Manager Devine have participated in meetings with Oceanside, which is in the midst of planning for a new police department headquarters facility that will include space for their own 911 center. They hope to have the design completed by May 2024 and they are including the potential for space to accommodate NCDJPA. Administrator Herren stated there is no financial commitment at this point. Oceanside will be building its facility regardless of our participation.

Administrator Herren mentioned Harmony Grove as a possibility for a new standalone facility, which is more cost related to infrastructure that NCDJPA would have to pay or work out with RSFFPD. Administrator Herren stated they will continue to participate in the conversation with Oceanside over the next few months and will update the Board of Directors along the way. Director Ashcraft was hoping NCDJPA could have its own facility rather than using another agency's facility. Oceanside has allocated money for the design of a new facility but construction would likely require grant and/or federal funding.

NCDJPA currently occupies about 4,500 ft for offices and a dispatch center. Director Ashcraft wanted to know the existing lease terms on the NCDJPA facility. Upstairs has a 50-year lease that goes through 2040. The most recent lease in 2021 is a 10-year lease. Director Nuñez wanted to know if the new facility would be a stand-alone or part of a bigger operation. Administrator Herren stated this item will be kept on the agenda for all future meetings and will work with Oceanside on a cost analysis to determine what the lease fees would be. Administrator Herren clarified direction would be to continue with talks with Oceanside but to also explore three options to include shared space with Oceanside Police, a standalone facility, or remaining in the El Fuego facility.

*Director MacDonald arrived at the meeting at 10:48 a.m.

MOTION BY JAMES ASHCRAFT, SECOND BY MARIA NUÑEZ, 6 AYES, o NOES, 2 ABSENT; and o ABSTAIN to direct the Administrator to examine all options for future occupancy of a facility.

B. Preliminary FY 2023 - 2024 Budget
Discuss and Direct
Preliminary Budget Document

Administrator Herren presented the preliminary FY 2023-2024 Budget and highlighted line items with major changes. In January, all member agencies were given an estimate of their

budget with "not to exceed" assessments. The preliminary budget includes estimates of potential MOU salary increases. The CalPERS UAL contribution has been reduced significantly as the JPA has stayed fully funded. A healthcare line item has been added, which includes an estimated increase but will ultimately be determined based on negotiations. The training budget has also increased, which is a result of deferred external training during COVID. All Division Managers have worked with Administrative Services to project training expenses for FY 2023-2024. Overall, there is a 7-10% increase in all IT service contracts due to inflation. Depreciation costs have increased, relating mostly to VHF equipment.

Director Ashcraft inquired about workload percentages and changes to call volume if City of Escondido joined the JPA. The call volume for Escondido would be about 17,000 incidents per year, which would put them right between Oceanside and Vista.

11. ADMINISTRATIVE REPORT

A JPA Updates

Administrator Herren informed the Board that there has been turnover amongst the member Chiefs with unexpected retirements. Therefore, Staff and the Chiefs are recommending the 2023 Finance Committee meetings be suspended, and instead, add additional time to the Board of Chiefs meetings to allow exposure to all the Chiefs for any finance-related discussions. A legal opinion was sought, and it was determined that Finance Committee meetings are optional.

Administrator Herren updated the Board on the recruitment of the Information Systems Support Technician position, which is currently the only vacant position. Administrator Herren introduced new staff member, Axel Pliego Flores, who is the new GIS Tech.

Administrator Herren also stated the VHF contract has been signed with COMMLine and an extension has been given until the end of April 2023 to spend the FY 20 UASI grant funds.

B. Upcoming Meetings

- March 9, 2023 Regular Board of Chiefs Meeting
- April 13, 2023 Regular Board of Chiefs Meeting
- May 11, 2023 Regular Board of Chiefs Meeting
 May 24, 2023 Regular Board of Directors Meeting

6. <u>CLOSED SESSION</u>

A. Section 54957.6: Conference with Labor Negotiators Agency Designated Representatives: NCDJPA Chiefs Employee Organization: NCDJPA Dispatchers Association

*Director Hinze excused herself from the meeting at 11:53 a.m.

7. ANNOUNCEMENT OF CLOSED SESSION ACTIONS

6A. JPA Attorney Foley announced that the Board met in closed session regarding labor negotiations with the NCDJPA Dispatchers Association. Direction was given to the Labor Negotiators and Staff

12. DIRECTORS' COMMENTS

Director MacDonald wanted to know what some of the frequent acronyms used stand for including VHF and GIS. Administrator Herren clarified that GIS stands for Geographic Information Systems and VHF stands for Very High Frequency.

13. ADJOURNMENT

Director Munson adjourned the meeting at 12:07 p.m.

Quarterly Communications Report

January – March 2023



QUARTERLY INCIDENT COUNT*

The Quarterly Incident Count reports shows an approximate 2.29% increase in total dispatched incidents in the first quarter of 2023 compared to the first quarter of the previous year.

The following reports for 2023 Q1 are attached for reference:

- NCDJPA Call Volume Quarter to Quarter Comparison 2022 Q1 to 2023 Q1
- Public Works Callout Summary
- RSFP Vacation Checks

DISPATCH PERFORMANCE REPORTS

The statistics for this period show slight changes in the goals met, but all variations look to be normal based on previous reports.

Call Answer Times

The State of California mandates 911 calls be answered within 15 seconds 95% of the time. The PSAP Call Taker Answer Time reports from the State ECaTS system shows the following information for North County Dispatch JPA (NCDJPA) for the first quarter of 2023:

2023	911	10-digit Emergency	Administrative
January	99.38%	99.43%	99.64%
February	99.62%	99.67%	99.38%
March	99.56%	99.43%	99.49%

Call Processing Times*

In July 2021, NCDJPA began a tiered dispatch program for a six-month trial period. Utilizing an internationally recognized medical priority dispatch system, JPA staff assess the level of the emergency before assigning units. Dispatchers have maintained the same timeframe for high priority emergencies, but less critical incidents require more information to correctly triage, which has resulted in increased call processing times. This new system ensures the correct usage of resources, provides an appropriate level of care, and units respond in the most appropriate manner. The NFPA 1221 standard states that incident process time, from time of answer to time of dispatch, should be <= to 60 seconds for high priority emergency response calls, as defined by the standard. For the first quarter of 2023, NCDJPA met this standard 63.52% of the time.

Text to 911 Call Answer Times

The State of California mandated that Text to 911 be made available throughout the State by the end of 2021. NCDJPA was able to successfully meet this goal and all San Diego County PSAPs officially started receiving Text to 911 in January of 2021. In the first quarter of 2023, NCDJPA took zero text calls.

Error Reporting

There were two error reports during this reporting period.

Staffing

There were zero break interruptions during this reporting period.

^{*}Report documentation may be accessed at http://ncdjpa.org/communications-center/reports/

North County Dispatch JPA Call Volume

- Qtr to Qtr Comparison

(2017 data is not a full year.)

	Response [Date / Qua	rter of Res	ponse Da
	Count of Time First		% Diffe	rence in
	Unit As	signed	Count of 1	Time Firs
	2022	2023	2022	2023
Jurisdiction	2022 Q1	2023 Q1	2022 Q1	2023 Q1
CARLSBAD FD	2,715	3,001		10.53%
CSA 17 AREA	72	66		-8.33%
DEL MAR FD	141	186		31.91%
ENCINITAS FD	1,513	1,574		4.03%
NORTH COUNTY FPD	1,448	1,529		5.59%
OCEANSIDE FD	5,107	5,115		0.16%
PALA FD	175	117		-33.14%
PATROL	545	599		9.91%
PAUMA FD	30	44		46.67%
RANCHO SANTA FE FPD	637	754		18.37%
RINCON FD	144	132		-8.33%
SAN MARCOS FD	2,448	2,544		3.92%
SAN PASQUAL RESV FD	92	99		7.61%
SOLANA BEACH FD	387	352		-9.04%
VALLEY CENTER FPD	478	461		-3.56%
VISTA FD	3,199	2,997		-6.31%
Grand Total	19,131	19,570		2.29%

Count of Time First Unit Assigned and % Difference in Count of Time First Unit Assigned from the Previous along Year of Response Date, Quarter of Response Date broken down by Response Date Year and Response Date Quarter vs. Jurisdiction. The data is filtered on Response Date (MY), Problem (group) and Problem. The Response Date (MY) filter keeps multiple members. The Problem (group) filter excludes Other and Null. The Problem filter keeps 873 of 903 members. The view is filtered on Jurisdiction and Response Date Quarter. The Jurisdiction filter keeps 16 of 26 members. The Response Date Quarter filter keeps 2022 Q1 and 2023 Q1.

North County Dispatch JPA Public Works Callout Summary

Month of Response Date	DMR PW NOTIFIED	SMC PW NOTIFIED	SOL PW NOTIFIED
January 2023	6	10	2
February 2023	2	6	3
March 2023	7	9	1
Grand Total	15	25	6

Rancho Santa Fe Patrol Vacation

Checks*

 $\mbox{*}$ totals need to be added to $\mbox{\bf Misc}$ count from Monthly Call Volume Report

Month of Resp	Jurisdiction	Problem	
January 2023	PATROL	VACATION CHECK	23
February 2023	PATROL	VACATION CHECK	23
March 2023	PATROL	VACATION CHECK	40
Grand Total			86

Distinct count of Master Incident Number broken down by Response Date Month, Jurisdiction and Problem. The data is filtered on Response Date (MY), which keeps January 2023, February 2023 and March 2023. The view is filtered on Jurisdiction and Problem. The Jurisdiction filter keeps PATROL. The Problem filter keeps VACATION CHECK.

Phone Pickup to First Assigned (High Priority Emergency Calls) - NFPA 1221

	60 seconds or less	75 seconds or less	90 seconds or less
January 2023	62.98%	75.71%	85.29%
February 2023	63.44%	75.20%	85.15%
March 2023	64.14%	75.91%	85.23%

In July 2021, NCDJPA began a tiered dispatch program for a six-month trial period. Utilizing an internationally recognized medical priority dispatch system, JPA staff assess the level of the emergency before assigning units. Dispatchers have maintained the same timeframe for high priority emergencies, but less critical incidents require more information to correctly triage, which has resulted in increased call processing times. This new system ensures the correct usage of resources, provides an appropriate level of care, and units respond in the most appropriate manner.

Check	Amount	Vendor	Purpose
EFT 1.1.23	\$ 3,870.28	Metropolitan Life Insurance Co	Medical/Dental Benefits, Life Insurance, Long & Short Term Disability, & Employee Optional Benefits
ACHPD12092022	\$ 16,740.82	CalPERS Payroll Reporting	CalPERS Retirement Contributions
21693	\$ 900.00	Henry L. Richter	Frequency Coordination
21694	\$ 110.93	Amazon	Supplies - Office / Janitorial & New Equipment - Minor
21695	\$ 50.00	CSMFO	Dues - Professional Org
21696	\$ 125.00	CSMFO	Dues - Professional Org
21697	\$ 5,750.00	Davis Farr LLP	Accounting/Audit
21698	\$ 600.00	City of Encinitas	Radio Site Rental Exp
21699	\$ 439.62	Stitch'em Up Custom Embroidery & Screenprinting	Uniform Expenses
21700	\$ 1,029.05	City of San Diego	Radio Site Rental Exp
21701	\$ 8,327.33	U S Bank Corporation Payment System	Rebill - CalCard
21702	\$ 1,270.00	Facility Gateway Corporation	UPS Service Contract
21703	\$ 488.70	AT&T Calnet 2/3	Telephone Exp
21704	\$ 757.52	Aflac	Employee Optional Benefits
21705	\$ 9,088.95	Rancho Santa Fe Fire PD	Building Lease - RSF
21706	\$ 55.00	Southern California Shredding Inc.	Janitorial Service Contract
21707	\$ 154.00	Race Communications	Online Services - Internet Exp
21708	\$ 689.50	4imprint, Inc.	Uniform Expenses
21709	\$ 5,940.00	Emergency Communications Consulting, LLC	Grant Project - VHF Mgmt FY20 UASI
21710	\$ 466.78	Estech Systems Inc	Telephone Exp
21711	\$ 182.97	Amazon	Refreshment Services
21712	\$ 92.25	Amazon	Supplies - Office / Janitorial
21713	\$ 680.00	The Maintenance Company II, L.L.C.	Janitorial Service Contract
ACH Health 1.10.23	\$ 24,268.79	CalPERS Health	Medical/Dental Insurance
21714	\$ 2,202.07	American Tower Inc	Radio Site Rental Exp
21715	\$ 1,606.00	AT&T	AT&T Firewall Maintenance
21716	\$ 680.00	The Maintenance Company II, L.L.C.	Janitorial Service Contract
21717	\$ 407.00	McDougal Love Boehmer Foley Lyon Mitchell	Legal Service

Check		4 <i>mount</i>	Vendor	Purpose
21718	\$	84.55	Amazon	Supplies - Office / Janitorial
21719	\$	417.50	Rogers, Anderson, Malody & Scott, LLP	Consulting Services
21720	\$	599.00	County of San Diego - APCD	City/County Tax & Permits
21721	\$	120.00	RSF Mail Delivery	Postage Exp
21722	\$	300.00	Palomar Communications	Radio Site Rental Exp
21723	\$	12,133.33	The Regents of the University of California	NZ Medical Director
21724	\$	2,395.49	San Diego Gas & Electric	Electricity Exp
21725	\$	614.50	County of San Diego/RCS	RCS Radio Svcs (CAP, NOC, 800 MHz)
21726	۲,	1,293.18	TMobile	Network Connections - Wireless Network & New
21/20	\$	1,293.18	i Mobile	Equipment - Minor
21727	\$	2,815.72	Rancho Santa Fe Fire PD	Trash Exp, Water Exp, & Elevator Service Contract
21728	\$	18,709.37	TASC	Medical Reimbursement
ACHPD11252022	\$	16,906.68	CalPERS Payroll Reporting	CalPERS Retirement Contributions
ACHPD12232022	\$	17,639.13	CalPERS Payroll Reporting	CalPERS Retirement Contributions
21729	\$	120.00	Costco Membership	Dues - Professional Org
21730	\$	1,100.00	TCTI	Wellness / Resiliency
21731	\$	1,000.00	National Emergency Number Association	Conference/Seminars
21732	\$	1,240.89	JPA Association	Employee Recognition Exp
21733	\$	230.05	AT&T	Online Services - Internet Exp
21734	\$	117.70	AT&T	Online Services - Internet Exp
21735	\$	62.48	Amazon	Supplies - Office / Janitorial
21736	\$	6,018.59	Direct Energy Business - Dallas	Electricity Exp
21737	\$	839.73	Konica Minolta	Copy Machine Service Contract
21738	\$	433.20	T Mobile	Network Connections - Wireless Network
21739	\$	3,100.49	Trashcans Warehouse	Tenant Improvements
21740	\$	95.49	Verizon Wireless	New Equipment - Minor
21741	\$	9,088.95	Rancho Santa Fe Fire PD	Building Lease - RSF
21742	\$	1,150.00	International Academies of Emergency Dispatch	Conference/Seminars
21743	\$	1,517.12	American Radio	North Zone VHF Radio Project
21744	\$	9.40	Metropolitan Life Insurance Co	Employee Optional Benefits
ACHPD01062023	\$	17,560.64	CalPERS Payroll Reporting	CalPERS Retirement Contributions

List of Demands ~ FY22/23 Q3

Check	 4 <i>mount</i>	Vendor	Purpose
EFT 2.1.23	\$ 3,977.61	Metropolitan Life Insurance Co	Medical/Dental Benefits, Life Insurance, Long & Short Term Disability, & Employee Optional Benefits
21745	\$ 2,720.33	San Diego Gas & Electric	Electricity Exp
21746	\$ 149.00	Priority Dispatch	Staff Training
21747	\$ 38.79	Stitch'em Up Custom Embroidery & Screenprinting	Uniform Expenses
21748	\$ 300.00	Palomar Communications	Radio Site Rental Exp
21749	\$ 120.00	RSF Mail Delivery	Postage Exp
21750	\$ 1,029.05	City of San Diego	Radio Site Rental Exp
21751	\$ 3,693.83	U S Bank Corporation Payment System	Rebill - CalCard
21752	\$ 8,525.00	Emergency Communications Consulting, LLC	Grant Project - VHF Mgmt FY20 UASI
21753	\$ 12,133.33	The Regents of the University of California	NZ Medical Director
21754	\$ 473.81	Estech Systems Inc	Telephone Exp
21755	\$ 2,590.25	Rancho Santa Fe Fire PD	Trash Exp, Water Exp, & Elevator Service Contract
21756	\$ 182.30	Amazon	Supplies - Office / Janitorial, New Equipment - Minor, & Refreshment Services
21757	\$ 55.00	Southern California Shredding Inc.	Janitorial Service Contract
21758	\$ 310.11	Staples Business Credit	Supplies - Office / Janitorial
21759	\$ 154.00	Race Communications	Online Services - Internet Exp
21760	\$ 1,853.88	Konica Minolta Business Solutions USA Inc	Software Support Contracts
21762	\$ 91.19	Aramark Refreshment Services, LLC	Refreshment Services
21763	\$ 1,172.50	ICS	Air Conditioning Serv Contract
21764	\$ 1,292.09	AT&T Calnet 2/3	Telephone Exp
21765	\$ 1,436.51	AT&T Calnet 2/3	AVPN Fire Station Alerting
21766	\$ 724.80	AT&T Calnet 2/3	Online Services - Internet Exp
ACHHealth 2.10.23	\$ 25,084.69	CalPERS Health	Medical/Dental Insurance
21768	\$ 1,136.28	Aflac	Employee Optional Benefits
21769	\$ 17,335.90	TASC	Medical Reimbursement
ACHPD01202023	\$ 17,777.34	CalPERS Payroll Reporting	CalPERS Retirement Contributions
21770	\$ 60.00	SDCFCA- Admin Section	Dues - Professional Org

List of Demands ~ FY22/23 Q3

Check	-	A <i>mount</i>	Vendor	Purpose	
21771	\$	839.73	Konica Minolta	Copy Machine Service Contract	
21772	\$	3,596.05	Direct Energy Business - Dallas	Electricity Exp	
21773	\$	220.00	тсті	Wellness / Resiliency	
21774	\$	117.70	AT&T	Online Services - Internet Exp	
21775	\$	803.00	AT&T	AT&T Firewall Maintenance	
21776	\$	259.00	McDougal Love Boehmer Foley Lyon Mitchell	Legal Service	
21777	\$	2,202.07	American Tower Inc	Radio Site Rental Exp	
21778	\$	680.00	The Maintenance Company II, L.L.C.	Janitorial Service Contract	
21779	\$	614.50	County of San Diego/RCS	RCS Radio Svcs (CAP, NOC, 800 MHz)	
21780	\$	35.44	Amazon	Repair & Maintenance	
21781	\$	293.09	Amazon	Supplies - Office / Janitorial	
21782	\$	4,439.00	Governmentjobs.com, Inc	Recruitment	
21783	\$	724.80	AT&T Calnet 2/3	Online Services - Internet Exp	
21784	\$	1,441.12	AT&T Calnet 2/3	AVPN Fire Station Alerting	
21785	\$	496.15	AT&T Calnet 2/3	Telephone Exp	
21786	\$	2,539.29	CDW Government Inc	Computer Equipment Replacement	
21787	\$	432.49	AT&T Calnet 2/3	Telephone Exp	
21788	\$	1,316.41	AT&T Calnet 2/3	Telephone Exp	
21789	\$	3,450.00	Liebert Cassidy Whitmore Inc	Conference/Seminars & Rebill - General and Misc	
21790	\$	1,292.41	AT&T Calnet 2/3	Telephone Exp	
ACHPD02032023	\$	17,516.09	CalPERS Payroll Reporting	CalPERS Retirement Contributions	
EFT 3.1.23	\$	4,007.10	Metropolitan Life Insurance Co	Medical/Dental Benefits, Life Insurance, Long & Short Term Disability, & Employee Optional Benefits	
21791	\$	154.00	Race Communications	Online Services - Internet Exp	
21792	\$	18,165.63	Central Square Technologies	VisiCAD/TriTech Support	
21793	\$	1,342.50	Rogers, Anderson, Malody & Scott, LLP	Consulting Services	
21794	\$	2,840.00	Tablet Command	Rebill - General and Misc	
21795	\$	696.56	Aflac	Employee Optional Benefits	
21796	\$	9,088.95	Rancho Santa Fe Fire PD	Building Lease - RSF	
21797	\$	423.20	T Mobile	Network Connections - Wireless Network	
21798	\$	7,095.00	Emergency Communications Consulting, LLC	Grant Project - VHF Mgmt FY20 UASI	

List of Demands ~ FY22/23 Q3

North County Dispatch JPA

Check	/	A <i>mount</i>	Vendor	Purpose
21799	\$	464.31	Estech Systems Inc	Telephone Exp
21800	\$	12,133.33	The Regents of the University of California	NZ Medical Director
21801	\$	6,453.18	U S Bank Corporation Payment System	Rebill - CalCard
21802	\$	55.00	Southern California Shredding Inc.	Janitorial Service Contract
21803	\$	437.15	Staples Business Credit	Supplies - Office / Janitorial
21804	\$	9.40	Metropolitan Life Insurance Co	Employee Optional Benefits
21805	\$	120.00	RSF Mail Delivery	Postage Exp
21806	\$	883.07	4imprint, Inc.	Uniform Expenses
ACHHealth 3.10.23	\$	25,806.67	CalPERS Health	Medical/Dental Insurance
21807	\$	462.50	McDougal Love Boehmer Foley Lyon Mitchell	Legal Service
21808	\$	1,790.82	Concur Technologies, Inc	Accounting/Audit
21809	\$	173.16	Pitney Bowes Inc Leasing	Postage Exp
21810	\$	208.99	Pitney Bowes - Supplies	Postage Exp
21811	\$	142.24	Lee's Lock & Safe	R&M Building and Facility
21812	\$	680.00	The Maintenance Company II, L.L.C.	Janitorial Service Contract
21813	\$	77.58	Stitch'em Up Custom Embroidery & Screenprinting	Uniform Expenses
21814	\$	2,202.07	American Tower Inc	Radio Site Rental Exp
21815	\$	448.00	International Academies of Emergency Dispatch	Staff Training
21816	\$	2,678.10	San Diego Gas & Electric	Electricity Exp
21817	\$	1,029.05	City of San Diego	Radio Site Rental Exp
21818	\$	614.50	County of San Diego/RCS	RCS Radio Svcs (CAP, NOC, 800 MHz)
21819	\$	300.00	Palomar Communications	Radio Site Rental Exp
21820	\$	13,776.00	Tableau Software, Inc.	Software Support Contracts
21821	\$	724.80	AT&T Calnet 2/3	Online Services - Internet Exp
21822	\$	1,441.69	AT&T Calnet 2/3	AVPN Fire Station Alerting
21823	\$	496.55	AT&T Calnet 2/3	Telephone Exp
21824	\$	266.50	International Academies of Emergency Dispatch	Staff Training
21825	\$	460.93	AT&T Calnet 2/3	Telephone Exp
21826	\$	230.05	AT&T	Online Services - Internet Exp
21827	\$	19,950.00	Capture Technologies	Verint Logging Recorder Contrac

List of Demands ~ FY22/23 Q3

Check	/	4 <i>mount</i>	Vendor	Purpose	
ACHPD02172023	\$	17,606.93	CalPERS Payroll Reporting	CalPERS Retirement Contributions	
21828	\$	82.50	Payton Murphy	Reimbursable Expense	
21829	\$	68.73	Todd Ripa	Staff Training	
21830	\$	4.30	Todd Ripa	Supplies - Office / Janitorial	
21831	\$	79.38	Aidali Arias	Staff Training	
21832	\$	54.00	Perreira, Brittany	Staff Training	
21834	\$	394.83	Nicholas Archer	Reimbursable Expense	
21835	\$	145.49	Georgina Medina	Staff Training & Conference/Seminars	
21836	\$	55.00	Southern California Shredding Inc.	Janitorial Service Contract	
21837	\$	839.73	Konica Minolta	Copy Machine Service Contract	
21838	\$	803.00	AT&T	AT&T Firewall Maintenance	
21839	\$	550.00	TCTI	Wellness / Resiliency	
21840	\$	9.40	Metropolitan Life Insurance Co	Employee Optional Benefits	
21841	\$	117.70	AT&T	Online Services - Internet Exp	
21842	\$	375.00	Marin Consulting Associates	Staff Training	
21843	\$	230.05	AT&T	Online Services - Internet Exp	
21844	\$	713.80	Amazon	Employee Recognition Exp	
21845	\$	17,390.82	TASC	Medical Reimbursement	
ACHHOLIDAY2022NEWHIRE	\$	401.41	CalPERS Payroll Reporting	CalPERS Retirement Contributions	
21846	\$	129.41	Staples Business Credit	Supplies - Office / Janitorial	
21847	\$	125.00	CalNENA	Reimbursable Expense	
21848	\$	2,530.35	Direct Energy Business - Dallas	Electricity Exp	
21849	\$	7,147.09	U S Bank Corporation Payment System	Rebill - CalCard	
21850	\$	292.46	Amazon	Employee Recognition Exp, Supplies - Office / Janitorial, & COVID-19 Pandemic Mitigation	
21851	\$	300.00	National Emergency Number Association	Dues - Professional Org	
21852	\$	306.24	Amazon	Refreshment Services, Supplies - Office / Janitorial, Employee Recognition Exp, & New Equipment - Minor	
ACHHOLIDAY2022	\$	11,838.56	CalPERS Payroll Reporting	CalPERS Retirement Contributions	
21853 \$ 88,684.43		88,684.43	COMMLine Inc.	Grant Project - VHF Radio FY20 UASI	

List of Demands ~ FY22/23 Q3

Check	Amount	Vendor	Purp	oose
21854	\$ 88,058.5	2 COMMLine Inc.	Grant Project - VHF Radio FY20 UASI	
21855	\$ 247,500.0	0 COMMLine Inc.	Grant Project - VHF Radio FY	20 UASI
21856	\$ 86,902.2	2 COMMLine Inc.	Grant Project - VHF Radio FY	20 UASI
ACHPD03032023	\$ 17,074.3	O CalPERS Payroll Reporting	CalPERS Retirement Contribu	ıtions
Subtotal	\$ 1,081,550.9	0		
	+			
1/6/2023	\$ 110,000.0	1 NCDJPA	Payroll	
1/20/2023	\$ 108,609.1	2 NCDJPA	Payroll	
1/23/2023	\$ 45.1	7 California Bank and Trust	Bank Service Charge	
2/3/2023	\$ 106,556.6	1 NCDJPA	Payroll	
2/17/2023	\$ 105,894.0	9 NCDJPA	Payroll	
2/21/2023	\$ 45.1	7 California Bank and Trust	Bank Service Charge	
3/3/2023	\$ 104,193.2	8 NCDJPA	Payroll	
3/17/2023	\$ 105,298.6	2 NCDJPA	Payroll	
3/21/2023	\$ 45.1	1 California Bank and Trust	Bank Service Charge	
3/31/2023	\$ 113,562.4	0 NCDJPA	Payroll	
Subtotal	\$ 754,249.5	8		
	Gra	nd Total	\$	1,835,800.48



Budget vs. Actual FY 2022 - 2023 Quarter 3 July 2022 - March 2023

231. 2304	FY21-22 Quarter 3 Actuals	FY22-23 Adopted Budget	FY22-23 Quarter 3 Actuals	FY22-23 Remain Balance	FY22-23 % of Budget
Salary	2,008,883	3,420,787	2,332,626	1,088,161	68.2%
Benefits	560,541	879,877	600,105	279,772	68.2%
Pension UAL payments	_	206,191	9,737	196,454	4.7%
Salary / Benefits Subtotal	2,569,423	4,506,855	2,942,468	1,564,388	65.3%
Conference and Training Expenses	42,712	62,500	47,518	14,982	76.0%
Administrative Contract Services	111,516	239,953	191,589	48,364	79.8%
Other Professional Services	164,512	280,816	179,694	101,122	64.0%
IT Contract Services	388,212	504,479	458,534	45,945	90.9% (1)
Utilities	68,776	105,541	81,946	23,595	77.6%
General Expenses	23,756	50,000	24,832	25,168	49.7%
Repairs and Maintenance	7,182	31,600	15,217	16,383	48.2%
Equipment / Computer Purchases	14,999	64,983	15,284	49,699	23.5%
Other Operating Expenses Subtotal	821,666	1,339,872	1,014,614	325,258	75.7%
Total Operating Expenses	3,391,089	5,846,727	3,957,082	1,889,645	67.7%
Encumbered Fund / Special Projects					
COVID-19 Leave Bank	22,309	118,014	27,789	90,225	23.5%
COVID-19 Pandemic Mitigation	2,301	19,635	2,569	17,066	13.1%
Server Room Cleanup	-	13,000	-	13,000	0.0%
Tenant Improvement	137,048	523,972	89,766	434,206	17.1%
VHF Radio Maintenance (NZ)	7,500	10,543	3,317	7,226	31.5%
Grant Projects:					
FY 20 UASI VHF Radio Equipment	5,400	814,600	487,609	326,991	59.9%
FY 20 UASI Planning - Federal Engr	11,378	79,800	10,670	69,130	13.4%
FY 20 UASI VHF Project Mgmt	-	122,885	107,310	15,575	87.3%
FY 21 UASI VHF Radio Equipment	-	650,000	21,457	628,543	3.3%
FY 22 UASI VHF Radio Equipment			5,000		

⁽¹⁾ IT contracts renewals were mostly due and payable in lump sum payments at the beginning of the fiscal year.



North County Dispatch JPA NCDJPA Board of Directors Agenda

Staff Report: NCDJPA Board of Directors ITEM NO. 23/06

Date: May 24, 2023

Subject: FY 2022 UASI Grant Fund Acceptance and Allocation

Action Requested: Review and Approve

RECOMMENDATION:

JPA Board of Chiefs and Staff recommends the JPA Board of Directors review and approve the following actions:

- Authorize the Administrator to accept FY 2022 UASI grant funds in the amount of \$885,000 for the Very High Frequency (VHF) Regional Infrastructure Project;
- Authorize the Administrator to sign the Memorandum of Agreement (MOA) with the City of San Diego Office of Homeland Security (OHS);
- Authorize the Administrator to purchase VHF equipment in the amount not to exceed \$650,000.

BACKGROUND:

The goal of the VHF Regional Infrastructure Project is to strengthen interoperable communications capabilities within the San Diego region by providing back-up radio communications for regional fire agencies. This project is a multi-agency and multi-year effort. To date, the JPA has accepted UASI grant funds to implement VHF system at various locations in Carlsbad, Del Mar, Encinitas, Fallbrook, and Oceanside.

CURRENT SITUATION:

On behalf of the North Zone, the JPA has requested an additional \$885,000 for the purchase and installation of VHF Equipment as part of FY 2022 UASI Grant Fund. JPA Staff recommends authorization for the Administrator to accept FY 2022 UASI grant funds and to sign the MOA with City of San Diego OHS in order to continue the VHF Infrastructure Project without disruption.

In the past, the JPA has utilized funds from the Reserves for grant projects, to be reallocated when grant reimbursements are received.

FISCAL IMPACT:

Currently, nothing is budgeted for FY 2022 UASI grant-related projects. In order to accept FY 2022 UASI, the JPA would need to transfer funds from the Undesignated Reserve into the VHF Grant Reserve.

ATTACHMENTS:

Resolution No. 23-01 - FY 2022 UASI Grant Fund Acceptance Notification of Subrecipient Award Approval Letter

RESOLUTION NO. 23-01

RESOLUTION OF THE BOARD OF DIRECTORS OF THE NORTH COUNTY DISPATCH JOINT POWERS AUTHORITY ACCEPTING FISCAL YEAR 2022 URBAN AREA SECURITY INITIATIVE (FY 2022 UASI) GRANT FUNDS

WHEREAS, San Diego has been designated as the grantee for UASI funds granted by United States Department of Homeland Security (DHS) through the California Office of Emergency Services (Cal OES); and

WHEREAS, the City of San Diego Office of Homeland Security (SD OHS) serves as the chair and the UASI Grant Administrator; and

WHEREAS, the North County Dispatch Joint Powers Authority (NCDJPA) participates in the local and regional planning to address effective and integrated communications system, using Very High Frequency (VHF) network.

WHEREAS, SD OHS has distributed a portion of the regional UASI grant funds to the NCDJPA for the VHF Regional Infrastructure Project; and

WHEREAS, the NCDJPA Board of Directors desires to accept FY 2022 UASI Funds for VHF Regional Infrastructure Project; and

WHEREAS, the NCDJPA Board of Directors desires to enter into a Memorandum of Agreement (MOA) with SD OHS regarding FY 2022 UASI Grant Funds terms and conditions.

NOW, THEREFORE, BE IT RESOLVED as follows:

- 1. The NCDJPA hereby accepts FY 2022 UASI grant funds from SD OHS; and
- 2. The Administrator of the NCDJPA is hereby authorized to enter into a MOA with SD OHS; and
- 3. The Administrator of the NCDJPA is hereby authorized to execute and submit any and all grant contract documents and reimbursements.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of North County Dispatch Joint Powers Authority on May 24, 2023 by the following vote:

AYES: NOES: ABSENT: ABSTAIN:	
ATTEST:	Ken Munson, Chairman of the Board



April 11, 2023

Christopher D Herren Administrator, North County Dispatch JPA P.O. Box 1206 Rancho Santa Fe, CA 92067

23APR18 9:38a

NOTIFICATION OF SUBRECIPIENT AWARD APPROVAL SUBJECT:

FY 2022 Homeland Security Grant Program Cal OES ID# 073-66000 Grant# 2022-0043

Subrecipient Performance Period: September 1, 2022 to December 15, 2024

Subrecipient:

The San Diego Office of Emergency Services (SD OES) has approved your FY22 Urban Area Security Initiative (UASI) award.

Activities:		Amount:	Reimbursement Claim Due Date:
All Projects		\$885,000	
Project 030	Regional VHF Radio Planning and Implementation	\$885,000	December 15, 2024

¹ Training funds are limited to approved courses (see Attachment A).

During the application process, the Regional Technology Partnership (RTP) vetted and the Urban Area Working Group (UAWG) approved your project(s). Throughout the grant cycle, SD OES will use performance milestones set in the Homeland Security Grant Program (HSGP) application as indicators of performance and this information may be used in assessing future competitive grant applications. All activities funded with this award must be completed within the subrecipient performance period.

You are required to comply with all applicable federal, state, and local environmental and historic preservation (EHP) requirements. Additionally, Aviation/Watercraft requests, projects requiring EHP review, federal schedule and sole source procurement requests, regardless of dollar amount, require prior approval from SD OES and the California Governor's Office of Emergency Services (Cal OES). Subrecipients must obtain written approval for these activities prior to incurring any costs, in order to be reimbursed for any related costs under this grant. Subrecipients are required to obtain a performance bond for any equipment item over \$250,000 or any vehicle, aircraft, or watercraft that has been paid with HSGP funds prior to receiving the final product(s). Performance bonds must be submitted to your UASI Program Representative no later than the time of reimbursement. Additionally, Cal OES prior approval is required for all HSGP-funded noncompetitive procurements of training, regardless of the dollar amount, per GMM 2017-01-A.

April 11, 2023 Page 2

Following acceptance of this award, you must sign and return the SD OES Memorandum of Understanding (MOU) as well as the Cal OES standard assurances. Once your completed MOU and standard assurances are signed and received by our office, you may request reimbursement of eligible grant expenditures.

Your agency must coordinate with SD OES to prepare and submit quarterly projections and milestone reporting via email so that SD OES can comply with the semi-annual BSIR reporting for the duration of the grant period or until you complete all activities and the grant is formally closed. Failure to submit required reports could result in grant reduction, suspension, or termination.

This grant is subject to all provisions of 2 CFR Part 200. Any funds received in excess of current needs, approved amounts, or those found owed as a result of a final review or audit, must be refunded to SD OES within 30 days upon receipt of an invoice from SD OES.

Your dated signature is required on this letter. Please sign and return the original to your UASI Program Representative at 9601 Ridgehaven Court, San Diego CA 92123 within 20 days of receipt and keep a copy for your files.

For further assistance, please feel free to contact your SD OES UASI Program Representative at (619) 533-6758.

Sincerely,

Megan Beall Program Manager

City of San Diego Office of Emergency Services

Musin B

Christopher D Herren
Administrator, North County Dispatch JPA

Date



MEMORANDUM OF UNDERSTANDING

BETWEEN

NORTH COUNTY DISPATCH JPA

AND

NCDJPA DISPATCHERS ASSOCIATION

JULY 1, 2023 - JUNE 30, 2026

MEMORANDUM OF UNDERSTANDING BETWEEN NORTH COUNTY DISPATCH JPA and NCDJPA DISPATCHERS ASSOCIATION

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MEMORANDUM OF UNDERSTANDING BETWEEN NORTH COUNTY DISPATCH JPA and NCDJPA DISPATCHERS ASSOCIATION

Article I. PREAMBLE

- **1.01** This Memorandum of Understanding (MOU) is made and entered into by and between NORTH COUNTY DISPATCH JOINT POWERS AUTHORITY (hereinafter referred to as "NCDJPA") and the NCDJPA Dispatchers Association (hereinafter referred to as "Association").
- **1.02** This MOU is entered into pursuant to the Meyers-Milias Brown Act (Gov Code §§ 3500-3511) and has been prepared jointly by NCDJPA and the Association.
- **1.03** It is the purpose of this MOU to achieve and maintain harmonious relations between NCDJPA and the Association to provide for equitable and peaceful adjustment of differences, which may arise, and to establish proper standards of wages, hours, and other conditions of employment.
- **1.04** Representatives of NCDJPA and the Association have met and conferred in good faith regarding wages, hours, and other terms and conditions of employment and have exchanged freely information, opinions and proposals in a sincere effort to reach agreement on all matters relating to the employment conditions and employer-employee relations of such employees.
- **1.05** This MOU between NCDJPA and the Association is the sole and exclusive document for classifications identified. This MOU shall supersede all previous MOUs.
- 1.06 The parties acknowledge that during the negotiations which resulted in this MOU, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in the MOU. Therefore, except as provided for by the terms of this MOU, NCDJPA and the Association for the term of this MOU, each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter referred to or covered in this MOU, even though such subject or matter may not have been within the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this MOU.
- 1.07 It is expressly understood that this MOU does not include all the provisions controlling the employee-employer relations within NCDJPA. Relations are also governed by applicable law, actions by the NCDJPA Board of Directors, Standard Operating Procedures and Administrative Instructions, and such existing written and verbal orders of the Administrator of NCDJPA which are necessary for the efficient operations of NCDJPA.

Article II. RECOGNITION

- **2.01** NCDJPA recognizes the Association as the exclusive representative of the positions listed in the bargaining unit full-time or job share employees as follows:
 - Fire Communications Supervisor FCS
 - Fire Communications Dispatcher FCD
- **2.02** All provisions and benefits of this MOU shall be applicable only to employees in classes in the abovementioned bargaining unit.

Article III. IMPLEMENTATION

- **3.01** This MOU constitutes a mutual recommendation to be jointly submitted to NCDJPA's Board of Directors following ratification of the MOU by the members of the Association.
- **3.02** NCDJPA shall act in a timely manner to make the necessary changes to resolutions, rules, policies, and procedures to implement and conform to this MOU.

Article IV. MANAGEMENT RIGHTS

- 4.01 GENERAL PROVISIONS: Subject to the specific provisions of this MOU, the Meyers-Milias-Brown Act ("MMBA"), or other applicable law, NCDJPA shall retain whatever rights and authority are necessary for it to operate and direct the affairs of NCDJPA in all of its various aspects. The rights of management, except as limited by the terms of this MOU, include but are not limited to the right to; manage all personnel, facilities and equipment; to determine the utilization of technology; to establish and modify the organizational structure; to contract for goods and services not presently performed by bargaining unit members; to hire, promote, transfer, assign, reassign, retain, and lay-off employees; to direct and determine the number of personnel; to establish work schedules within the hours of work and work schedules recognized in this MOU; to suspend, demote, discipline or discharge for just cause; to plan, direct and control all the operations and services of NCDJPA; to determine the methods, means, organization and services to be conducted; to determine whether goods or services should be made or purchased; to make and enforce reasonable rules and regulations; to change or eliminate existing methods, equipment, facilities, or levels of service; and to maintain the efficiency of the operation entrusted to NCDJPA.
- 4.02 Management has advised the Association that during the term of the MOU, proposals may be made and concluded regarding adding member agencies to NCDJPA, withdraw or termination of member agencies, relocation of NCDJPA operation to another facility, contracting with another agency to provide dispatch services, or cancellation of an existing contract to provide dispatch services. Upon conclusion of the negotiations with another municipal corporation on any of the above-mentioned activities, and prior to implementation of such changes, the parties to this MOU shall meet as soon as possible and negotiate the impact affecting any consequences which result in changes in wages, hours and working conditions to the extent required by law.
- **4.03** NCDJPA further reserves the right to take whatever actions are necessary in emergencies to assure the proper functioning of the organization.

Article V. EMPLOYEE RIGHTS

- **5.01** It is agreed that each individual employee shall have the following rights, which they may exercise in accordance with applicable laws, ordinances, and rules and regulations.
- 5.02 The right to be free from interference, intimidation, restraint, coercion, discrimination, or reprisal on the part of the management representatives, the supervisor, other employees, or employee's organizations, with respect to their membership or non-membership in any employee organization or with respect to any lawful activity associated therewith which is within the scope of representation.
- **5.03** The employee has the right to have a representative of the Association present at any meeting with management involving a grievance, potential disciplinary matter, at the discretion of the employee,

or as otherwise required under the MMBA.

Article VI. ASSOCIATION ACCESS

- **6.01** Authorized Association representatives shall be granted access to work locations for the purpose of conducting grievance investigations or contacting members of the Association concerning business within the scope of representation. Association representatives shall not interfere with the work operations of NCDJPA.
- **6.02** Association representatives have the right to meet with employees during coffee, rest, or meal breaks at the NCDJPA facility as may be available.
- **6.03** It is agreed that the Association may use NCDJPA facilities to conduct general meetings when such facilities are available and with the approval of the Administrator.
- **6.04 Bulletin Board:** It is agreed that NCDJPA will allow bulletin boards in agreed upon places for the use of the Association in posting appropriate notices and announcements of meetings, elections, social activities, and any other Association official business.

Article VII. GENERAL PROVISIONS

- **7.01 Discrimination:** There shall be no discrimination against any personnel or applicant because of any protected class provided by law.
- **7.02 Personnel Folder:** Employees shall have the right to review their individual personnel folder. Access shall be scheduled at the convenience of all the parties. Copies of all materials to be included in personnel folders shall be provided to individual employees or their authorized representatives.
- **7.03 Negotiating Team Rights:** NCDJPA agrees to provide reasonable time off without loss of pay for up to three (3) representatives of the Association when said representatives are meeting and conferring during scheduled work hours to discuss a new MOU.

Article VIII. PAYROLL DEDUCTIONS AND ASSOCIATION DUES

- 8.01 It is agreed that Association dues shall be deducted by NCDJPA from the salary of each employee in the amount requested by the Association based on the Association's representation that the employees have an employee authorization on file. Remittance of the aggregate amount of all dues and other proper deductions made from the salaries of employees covered hereunder shall be made to the Association by NCDJPA.
- **8.02** If an employee disputes the existence of an employee authorization, NCDJPA may request the Association verify its existence. It is the Association's responsibility to inform the Administrative Services Division as to which members of the bargaining unit are members of the Association. The Association shall inform the Administrative Services Division in writing of any changes in the membership status of any Association members.
- **8.03** The Association agrees to indemnify, defend, and hold and its employees harmless from any claims, demands, expenses, losses, liabilities, and/or damages arising from this Article.

Article IX. HOURS OF WORK

- 9.01 FLSA Workweek: Shall mean a designated number of hours during a seven (7) day period as determined administratively and without regard to the calendar week. For purposes of computing benefits (i.e. sick leave, vacation, holidays, etc.), the standard workweek shall be interpreted as forty (40) hours. Overtime shall be considered after forty (40) hours of work and eligible leave to meet FLSA standards under Code of Federal Regulations (CFR) Title 29, Chapter V Part 785.22. In accordance with the Fair Labor Standards Act, non-exempt employees will receive time and one-half for all hours in excess of 40 hours in any one workweek. The workweek shall be 168 regularly recurring hours. The normal workweek shall begin on Sunday at 07:00 and end at 07:00 the following Sunday.
- **9.02 Regular Work Schedules:** The work schedules may include the following plans: 8; 4/10; 12; 24; or any alternative schedule, which may include a job share program as deemed necessary to cover minimum staffing levels. The schedules may vary depending upon the needs of NCDJPA and employees and may change from time to time to meet those needs. The Administrator shall determine the continuation of any alternative work schedule.
 - (a) Employees working 12-hour shifts: The regular work schedule for employees working 12-hour shifts will be either 36 or 48 hours in a workweek depending on the rotation of shifts.
 - (b) Employees working 24-hour shifts: The regular work schedule for employees working 24-hour shifts will be either 36 or 54 hours in a workweek depending on the rotation of shifts.
- **9.03** Employees assigned to the 24-hour shift shall be paid for 18 hours of said shift and allowed a 6-hour "sleep period". *See* 29 CFR §785.22(a)
- 9.04 If awakened during the identified "sleep period," and required to perform the typical tasks of a dispatcher, the employee shall be in a paid status during the time spent in performing those tasks. This paid status shall be calculated in 15-minute increments for the first hour, or any portion thereof. If the sleep period is interrupted for any time-period over 1 hour or is interrupted more than once, the entire sleep time will be counted as hours worked and therefore the employee will be paid for the entire 6-hour sleep period.
- **9.05** Clarification of specific information with regard to implementation of the above work schedules shall be provided by the Administrator or their designee. Information such as shift rotation, break/rest periods, sleep periods, and work/rest requirements shall be provided in written form by the Administrator as an Administrative Instruction document and/or a policy.
- **9.06 Successive Hours of Work:** No more than 48 consecutive hours shall be worked by dispatchers. After 48 hours, a person must have a minimum of 12 hours in an "off-duty" status prior to returning to work. The 48 hours shall include regularly scheduled time, assigned time, time trades, etc. Management retains the right to exceed the 48-hour limit in the event of emergencies.
- **9.07 Overtime Hours:** Overtime hours shall include only time worked by employees at the request of management that is in excess of the established workweek for that employee's schedule. Overtime shall be compensated by cash payment under the provisions listed below. Paid leave shall be considered time worked for the purposes of calculating overtime.

- **9.08** At the employee's discretion, overtime hours worked can be banked as Compensatory Time Off equal to one and one-half times the number of hours worked (e.g. an employee working one hour of overtime may elect to accrue 1.5 hours of compensatory time). The following conditions are included with the use and administration of Compensatory Time Off:
 - (a) Compensatory time accrued will be capped at 84 hours.
 - (b) Use of compensatory time must be approved.
 - (c) Any unused compensatory time off accumulated at the end of each calendar year will be automatically paid out at the employee's regular rate of pay at the time the payment is made, which shall be on the last paycheck of the calendar year.
- **9.09** The smallest unit of overtime shall be 15 minutes or one-quarter hour.
- **9.10** Fire Communications Dispatchers and Supervisors shall be compensated portal to portal for the total time committed to an emergency incident as part of a mutual aid request and is not contingent upon any state or federal reimbursement. These civilian employees shall use the Standard Emergency Activity Record (Form F-42). Employees assigned to these mutual aid incidents are at the discretion of the Administrator or designee.

Article X. WAGES

- **10.01** The hourly wages shown in Appendix A shall apply.
- **10.02** Salary increases during this contract for full-time Fire Communications Dispatchers and Fire Communications Supervisors will be handled as outlined below. Changes shall be effective during the pay period inclusive of the noted dates.
 - July 1, 2023 5.5%
 - July 1, 2024 4.0%
 - January 1, 2025 a one-time non-PERSable lump sum stipend of \$750 per employee
 - July 1, 2025 3.0%

A salary survey was conducted to assist the parties in reaching agreement on the items in this Section. It is agreed that comparison to dispatcher and supervisor positions in the following agencies should be used when conducting future salary surveys: City of Carlsbad, City of Escondido, Heartland Communications Facility Authority, City of Oceanside, and City of San Diego.

- **10.03 Night Shift Differential:** NCDJPA will provide an additional differential pay to those individuals who are assigned to the "night shift". Night shift is defined as a 12-hour shift beginning after 18:00 and ending prior to 08:00. Night Shift differential will not be paid for portions of a normal 24-hour shift that is split between multiple dispatchers. The total pay differential is 2.5%.
 - (a) The Night Shift Differential (NSD) is calculated on the base hourly rate.
 - (b) For purposes of computing the NSD, when an employee works hours that qualify for the NSD, they will be paid their base hourly rate, their O/T rate for any hours exceeding 40 hours within the workweek, and the NSD for the number of hours worked that qualify for NSD.

- (c) To qualify for the NSD, an employee must work a 12-hour shift that falls between 18:00 hours and 08:00 hours. Only those employees who work the entire 12-hour shift would earn the NSD. Partial shifts completed within those specified hours would not qualify for the NSD.
- **10.04 Bilingual Pay:** NCDJPA agrees to provide a bilingual incentive to any employee who qualifies as "bilingual" in one of the recognized spoken languages. Those languages will be identified based on translation use statistics where a translator was required for that language over 10% of the requests, or the top two languages requested for NCDJPA.
 - (a) Said employee must satisfactorily pass a recognized language competency exam in order to first qualify and must re-certify by passing a language competency exam once every three years in order to retain this benefit. The employee shall meet the certification requirements set forth by NCDJPA.
 - (b) Bilingual incentive pay will be \$75 per pay period.
 - (c) An employee must be conversant in one (1) of the pre-designated languages.
 - (d) An employee shall not be eligible to receive more than one (1) type of bilingual pay concurrently.
- **10.05 Special Assignment Pay:** Employees may be appointed to no more than one of the following assignments at any given time and receive 10% of their base rate of pay when the conditions noted are met:
 - (a) **Communications Trainer Pay:** When an employee is assigned a trainee. In order to qualify for this pay, trainers must complete appropriate written documentation of the training that occurred and the trainee's progress.
 - (b) **EMDQ Pay:** When an employee is scheduled to perform EMDQ case reviews as part of the NCDJPA quality assurance program. The employee must have a current EMDQ certification.
 - (c) **Move-Up Supervisor (MUS) Pay:** When an employee in the classification of Fire Communications Dispatcher is assigned to perform temporary duties as a MUS in the absence of a Fire Communications Supervisor and when there is no FCS is on-duty in the NCDIPA facility.
- **10.06 Education Incentive Pay:** NCDJPA encourages employees to further their education and agrees to compensate employees with qualifying credit hours or degrees as follows:
 - 60 or more credits \$16 per pay period
 - Associate's degree \$23 per pay period
 - 120 or more credits \$27 per pay period
 - Bachelor's degree \$40 per pay period
 - (a) Employees shall provide NCDJPA with copies of transcripts and/or degrees in order to receive the associated education incentive pay.
 - (b) The employee's incentive will be based on their highest level of education completed; incentives cannot be combined and are not cumulative.

- **10.07 Industry Certification Pay:** NCDJPA agrees to compensate employees \$25 per pay period for either, but not both, of the following industry certifications:
 - ENP Emergency Number Professional
 - RPL Registered Public Safety Leader
 - (a) Employees shall provide NCDJPA with copies of certificates in order to receive the associated industry incentive pay.
 - (b) Certifications must have an initial testing requirement and periodic recertification that is established through a combination of education, training, experience, and industry participation.
- **10.08 CDO Duty Pay:** Employees in the classification of Fire Communications Supervisor may be assigned by management to the Communications Duty Officer (CDO) after hours on-call duty in the absence of management. CDO duty is assigned for a full day, which is 24 hours beginning at 07:00. The FCS will be compensated for the duty in the amount of \$50 per day.
 - (a) Employees on CDO duty may not use any substance that would impact their ability to provide competent remote support to staff.
- **10.09 Administrative Assignment Pay:** Employees working in a temporary administrative assignment for out-of-class work (out-of-class work shall be considered any duties not included in the job description for the employee's current classification) will receive the following:
 - (a) Administrative Assignment Pay will be a minimum of 12.5% of the employee's base hourly rate, prorated on an hourly basis for hours worked in the administrative role.
 - (b) Administrative Assignments will be made by the Administrator and will commonly consist of a time frame greater than 1 week, resulting in the employee being removed from their normal dispatch schedule, excluding training or conference attendance.
 - (c) All hours worked as part of staffing in the emergency communications center during the temporary administrative assignment will not be eligible for Administrative Assignment Pay.
 - (d) Employees assigned as the Administrative Fire Communications Supervisor will receive 12.5% Administrative Assignment Pay for all hours worked, except overtime hours worked as part of staffing in the emergency communications center.
 - (e) Employees assigned as the Quality Assurance Coordinator will receive 15% Administrative Assignment Pay for all hours worked, except overtime hours worked as part of staffing in the emergency communications center. The 15% incentive is meant to be inclusive of the base Administrative Assignment Pay and EMDQ pay.
 - (f) Employees may have MOU recognized holidays off and would then have the corresponding hours deducted from their end of year holiday pay referenced in Article XIII.
- **10.10 Standby Pay:** Standby duty requires an employee to return a call, text message, or page as soon as practical, but no more than 15 minutes after receiving such notification. Employees who are assigned to standby duty may be told to report to work in the amount of time it usually takes to commute

between that employee's home and the NCDJPA facility or at another agreed upon time that falls within the time the employee is scheduled to be on standby duty.

- (a) Employees on standby duty may not drink alcohol or use any substance that would impact their ability to promptly return to work.
- (b) Employees assigned to work standby duty will be compensated for all time spent on standby duty in the event they are not required to return to work at \$50 per day.
- (c) Employees assigned standby duty who are asked to return to work will be compensated in accordance with the other sections of this Article and Section 23.02 in addition to the standby pay.
- **10.11 EMD Performance Pay:** If a dispatcher has a 90% or 9.0 average score or above for 12 months ending November 30 of each year, a \$500 one-time non-PERSable lump sum stipend will be paid on the regular paycheck in the last pay period in December.
 - (a) The first review period for this section will be December 1, 2023 November 30, 2024.
- **10.12 Longevity:** A one-time non-PERSable lump sum stipend will be paid in the pay period inclusive of the anniversary of continued full-time employment with NCDJPA:
 - 10 Years \$500
 - 15 Years \$1,000
 - 20 Years \$1,500
 - (a) The adjusted seniority date may be used for employees who have a combination of continuous full and part-time service with NCDJPA.
 - (b) Between July 1, 2023 June 30, 2024 only, the 10 year stipend will be paid for staff who reach 11 or 12 year anniversaries, the 15 year stipend will be paid for staff who reach 16 or 17 year anniversaries, and the 20 year stipend will be paid for staff who reach 21 or 22 year anniversaries.

Article XI. RETIREMENT

- **11.01** NCDJPA participates in the California Public Employees' Retirement System (PERS).
- **11.02** Retirement benefits are subject to the Public Employees' Pension Reform Act (PEPRA) and related to Public Employees' Retirement Law (PERL). If there is a conflict between this resolution and the requirements pursuant to PEPRA and/or PERL, PEPRA and PERL shall prevail.
 - (a) CLASSIC TIER 1 2.7% @ 55
 - For classic employees hired prior to January 1, 2013. Classic Tier 1 employees are responsible for the entire employee contribution of reported wages. Final compensation is highest average annual compensation during any consecutive 12-month period of employment.
 - (b) CLASSIC TIER 2 2.5% @ 55
 - For classic employees hired on or after January 1, 2013. Classic Tier 2 employees are responsible for the entire employee contribution of reported wages. Final compensation is highest average annual compensation during any consecutive 36-month period of employment.

- (c) PEPRA 2% @ 62
 - For new PERS members hired on or after January 1, 2013. PEPRA employees pay 50% of the normal cost contribution as determined by PERS. Final compensation is highest average annual compensation during any consecutive 36-month period of employment.
- (d) NCDJPA agrees to report member contributions as tax deferred for all employees enrolled in PERS.
- (e) NCDJPA participates in 1959 Survivor Benefit at Level Four. Employees pay the premiums indicated by PERS through payroll deductions.

Article XII. VACATION ACCRUAL

- **12.01** Vacation leave shall accrue per pay period at the following rates per biweekly pay period:
 - 3.8 hours beginning on the hire date
 - 5.5 hours beginning after the 4-year anniversary
 - 6.6 hours beginning after the 9-year anniversary
 - 7.6 hours beginning after the 14-year anniversary
 - 8.3 hours beginning after the 19-year anniversary

Summary of Accruals, Caps, and Cash Outs in Hours:

NCDJPA	BiWeekly	Annual	Accrual	Max Annual
Service	Accrual	Accrual*	Cap*	Cash Out
0 – 4 years	3.8	99	198	99
4 - 9 years	5.5	143	286	120
9 – 14 years	6.6	171	342	120
14 - 19 years	7.6	198	396	120
19+ years	8.3	216	432	120

^{*} Indicates figures are rounded

- **12.02** These accrual rates correlate to 18-hour shifts.
- **12.03** Vacations scheduled shall meet minimum staffing levels. Vacation time-off will be approved based on the scheduling needs of the agency and as approved by the Administrator.
- **12.04** Vacation leave shall stop accruing when the employee's balance reaches twice the annual accrual.
- **12.05 Vacation Cash Out:** Effective for the calendar year 2024 and every year thereafter:
 - (a) By December 15 (the first year being 2023) of each year, employees may make an irrevocable election to cash out up to 120 hours of vacation leave which will be earned in the following calendar year, provided that at the time of cash out, the employee has a minimum of 200 hours of accrued vacation leave.
 - (b) The employee will be paid for the vacation hours they irrevocably elected to cash out in the first pay period of January of the following calendar year (the first year being 2025).

- (c) If an employee makes an irrevocable election to cash out vacation leave in the following calendar year and uses vacation leave in that subsequent year, the vacation leave used will be subtracted from vacation leave the employee had earned prior to January 1 of the year the employee elected to cash out vacation. This is to ensure that assuming an employee had a vacation leave balance prior to January 1, the vacation leave used will not result in a reduction in the amount of vacation leave the employee will be eligible to cash out.
- **12.06** Employees may cash out their vacation leave at any time by requesting such cash out in NCDJPA's payroll system for payment on the next regular payroll check. An employee may cash out up to their annual accrual rate, but no more than 120 hours of vacation leave per calendar year. Section 12.06 ends on December 31, 2023.

Article XIII. HOLIDAYS

- **13.01** For the purpose of this Article, the following holidays are recognized:
 - New Year's Day
 - Martin Luther King's Birthday
 - Presidents Day
 - Memorial Day
 - Independence Day
 - Labor Day
 - Columbus Day
 - Veterans Day
 - Thanksgiving Day
 - Day After Thanksgiving
 - Christmas Day
- **13.02** NCDJPA recognizes 11 holidays per year and employees are compensated for 12 hours on each of these holidays, for a total of 132 hours per year.
- **13.03** Holiday pay shall be paid in a lump sum annually on the regular paycheck in the first pay period each November for the current calendar year.

Article XIV. HEALTH INSURANCE

- **14.01** Through December 31, 2024, NCDJPA will pay up to \$1,300 per month in premiums for medical, dental and vision insurance for the employee and employee's dependents.
- **14.02** Effective January 1, 2025, NCDJPA will pay up to the amounts listed based on the medical insurance plan selected by the employee:
 - \$2,000 per month for Family
 - \$1,725 per month for Employee +1
 - \$1,100 per month for Employee Only
 - (a) Remaining funds can be used for dental or vision insurance.

- **14.03** NCDJPA will maintain a contract with a third-party administrator to provide a Funded Health Reimbursement Arrangement (HRA) and a Retiree HRA.
 - (a) NCDJPA is responsible for plan set up and/or IRS fees.
 - (b) Employees are responsible for any recurring individual plan fees.
 - (c) Upon separation of employment, the Funded HRA will convert to a Retiree HRA.
- **14.04** Unused premiums from section 14.01 or 14.02 will be deposited by NCDJPA into the individual employee's HRA on a monthly basis.
- **14.05** An employee opting out of health insurance coverage under Section 14.02 may elect to receive \$650 per month deposited into their individual HRA on a monthly basis.
- **14.06** NCDJPA shall notify the Association of any rate increases in health insurance rates.

Article XV. SICK LEAVE

- **15.01** Sick leave shall accrue at the rate of 4.16 hours per pay period.
- **15.02** Sick leave may be requested and used as approved by the Administrator.
- **15.03** Sick leave shall be available for the following purposes:
 - (a) For the diagnosis, care, or treatment of an existing health condition or preventative care for an employee;
 - (b) For the diagnosis, care, or treatment of an existing health condition or preventative care for an employee's family member;
 - (c) In the event that the employee is a victim of domestic violence, sexual assault, or stalking {Labor Code $\S 246.5(a)(2)$ }.
 - (d) In the event that the employee is a victim of a crime or abuse and needs to obtain relief, such as a temporary restraining order, restraining order or injunctive relief {Labor Code § 230(c)}; and
 - (e) In the event that the employee is a victim of a crime or abuse and (a) needs to seek medical attention for injuries caused by crime or abuse; (b) needs to obtain services from a domestic violence shelter, program, rape crisis center, or victim services organization or agency as a result of the crime or abuse; (c) needs to obtain psychological counseling or mental health services related to an experience of crime or abuse; or (d) needs to participate in safety planning and take other actions to increase safety from future crime or abuse, including temporary to permanent relocation {Labor Code § 233(a)}.
- **15.04** Employees may use up to fifty-four (54) hours of sick leave annually for the purpose of caring for an immediate family member as defined in Section 15.05 below. When applicable, FMLA and CFRA leave will run concurrently with the use of any sick leave, however any FMLA and CFRA leave will be governed by their requirements.

- **15.05 Definition of Immediate Family:** Immediate family shall include spouse, domestic partner, child, parent, sibling, grandparent, grandchild, parent-in-law, and one employee designated person. {Labor Code § 245.5 and Gov Code § 12945.2}
 - (a) Employees may identify the designated person at the time leave is requested and are limited to one designated person per 12-month period.
- 15.06 Sick leave accrual shall be capped at 1,000 hours. Sick leave hours accrued in excess of the cap shall be converted to straight time pay in the pay period it was accrued. The employee shall convert any additional accrued sick leave for straight time pay with the following formula: equal to hour for hour of pay at straight time after the work period ends that includes June 30. Any employee who chooses to convert additional accrued sick leave for vacation time, the following formula will be used: Three (3) hours to (1) hour of vacation after the work period ends that includes June 30.

Article XVI. CATASTROPHIC LEAVE

- **16.01** Catastrophic leave may be granted upon request by an employee, subject to approval by the Administrator. Sick leave and/or vacation leave may be transferred from other bargaining unit employees to the employee requesting the catastrophic leave and in accordance with the following:
 - (a) When the receiving employee faces financial hardship due to injury or prolonged illness of the employee, employee's spouse or child.
 - (b) The receiving employee has exhausted all leave credits.
 - (c) The employee making a donation must maintain a combined balance of at least 80 hours of leave.
 - (d) Donations are irrevocable.
 - (e) The total leave credits received by the employee shall not exceed six (6) months.
 - (f) The donation shall be hour-for-hour regardless of the donating employee's rate of pay.
 - (g) Confidential medical information shall not be included in the posted notice for donations.
 - (h) All donations shall be voluntary.

Article XVII. COURT or JURY DUTY LEAVE

- **17.01** All employees will be allowed paid time for jury duty or any job-related court appearance or deposition. Any other appearances that are non-job related must use vacation time or shift trades.
- **17.02** An employee summoned to jury duty may be absent from work with full pay. If the jury duty assignment is not for an <u>entire day</u>, as verified by the Court's time clock record, the employee must report back to duty to complete his or her normal shift.
- **17.03** Employees shall decline any jury duty fees while in a paid status with NCDJPA. Employees may receive Court provided mileage fees in conjunction with jury duty.

Article XVIII. BEREAVEMENT LEAVE

- **18.01** Employees may take up to 5 workdays of unpaid protected leave off in conjunction with the death of an immediate family member as defined in section 15.05 of this MOU. {Gov Code § 12945.7(b)}
 - (a) Designated person as listed in Section 15.05 is not included in the definition of immediate family member as it pertains to this Article.

- (b) Up to 36 hours of the time off may be bereavement leave, which is not charged to any leave bank.
- (c) Employees may use available leave balances to remain in a paid status beyond 36 hours.
- (d) Employees may take additional leave beyond 5 days with the approval of the Administrator.
- (e) Employees may use protected leave non-consecutively in the 3 months following the date of death.

Article XIX. LEAVE OF ABSENCE

- **19.01** Upon approval of the Administrator, an employee may be granted a leave of absence without pay in cases of emergency or where such absence would not be contrary to the best interest of NCDJPA, for a period of not to exceed thirty (30) days.
- **19.02** Leave of absence is unpaid leave and not approved for an employee to seek gainful employment.
- **19.03** Leave of absence may be granted after all paid leave available has been used where authorized under applicable laws and regulations.
- 19.04 A leave of absence due to pregnancy or childbirth shall be provided pursuant to the Family Medical Leave Act of 1993, the California Family Rights Act, the California Pregnancy Disability Leave, or any other applicable federal or state law or regulation and may include unpaid leave for the periods of time provided therein.

Article XX. UNIFORMS

- **20.01** All employees are required to wear uniforms in accordance with the Uniform Standard Operating Procedure (SOP). Employees will be responsible to ensure they have proper and presentable uniforms at all times in accordance with the Uniform SOP.
- **20.02** NCDJPA will provide uniforms to each employee.
- **20.03** No separate uniform allowance will be paid.
- **20.04** For employees who are classic member (as defined by PEPRA), CalPERS considers the uniform allowance to be a form of compensation. Therefore, the value of the provided uniforms will be reported to CalPERS on an annual basis in June each year as part of the employee's annual gross income. For employees considered new members (as defined by PEPRA), the uniform value will not be reported to CalPERS as special compensation in accordance with PEPRA.

Article XXI. LIFE INSURANCE

21.01 The life insurance benefit is \$50,000 for each employee.

Article XXII. DISABILITY INSURANCE

22.01 Employees shall participate in State Disability Insurance (SDI) by contributing toward SDI insurance through payroll deduction at the rate of one percent (1%) of the employee's taxable wages to the maximum deduction set by SDI.

22.02 To supplement SDI, NCDJPA shall provide both short-term and long-term disability insurance policy for all represented employees at no additional cost to the employee.

Article XXIII. CALL BACK

- **23.01** When an employee arrives to work because of a JPA request made after the employee has completed their normal workday and left the worksite, the employee shall be credited with three (3) hours work plus any hours of work in excess of three (3) hours in which the employee continuously engages in work for which they were called back.
- **23.02 Hours Defined:** Hours worked shall be calculated beginning at the time the employee reports to work, and ending when the employee is relieved of duty.
- **23.03** An employee credited with three (3) hours of call back pay pursuant to this section may be assigned other work until the guaranteed time has elapsed.
- **23.04** There shall not be any duplication or pyramiding of rates paid under this section.
- **23.05** Call back pay shall apply only when an employee is required physically to leave home or another off-duty location to return to work in order to perform required duties.

Article XXIV. GRIEVANCES

- **24.01 Purpose:** The purpose and objectives of the grievance procedures are to:
 - (a) Assure just treatment of all employees and promote harmonious relations among employees, supervisors and management.
 - (b) Encourage the settlement of disagreements informally at the employee- supervisor level and provide an orderly procedure to handle grievances through the supervisory levels where necessary.
 - (c) Resolve grievances as quickly as possible and correct, if possible, the causes of grievances thereby reducing the number of grievances and future similar complaints.
- **24.02 Defined:** A grievance is defined as any dispute by an employee or the Association concerning the interpretation or application of the MOU, or of other rules or regulations governing personnel practices or working conditions or of the practical consequences of a JPA rights decision on wages, hours, and other terms and conditions of employment.
- **24.03** To be reviewable under this procedure, a grievance must:
 - (a) Concern matters or incidents that have occurred.
 - (b) Result from an act or omission by management regarding working conditions or other aspects of employer-employee relations over which management has control.
 - (c) Arise out of a specific situation, act or acts complained of as being unfair which results in inequity or damage to the employee.
 - (d) Specify the relief sought which relief must be within the power of management to grant in whole or in part.

- **24.04** A grievance is not reviewable under this procedure if it pertains to a matter outside the scope of representation (as defined in Gov Code § 3504), it is a matter which would require the modification of a policy established by law, or is reviewable under some other administrative procedure such as:
 - (a) Applications for changes in title, job classification or salary; or
 - (b) Appeals from a disciplinary action; or
 - (c) Appeals from work performance evaluations.

24.05 General Provisions:

- (a) All grievances shall be filed either by an employee or the Association in writing within fourteen (14) calendar days of the date on which the employee knew or reasonably should have known of the alleged grieveable incident. Any grievance not timely filed or appealed within specified time limits shall be null and void.
- (b) A written statement of the grievance shall identify the specific provision or provisions of the MOU alleged to have been violated, if any. Also, a statement of grievance shall set forth the specific factual information, which gives rise to the filing of the grievance.
- (c) Time limits provided for herein may be extended through mutual written consent of the parties.
- (d) Parties to the grievance procedure shall be entitled to have a representative to act in his or her behalf at each step of the grievance procedure.

24.06 Procedures:

- (a) The parties shall attempt to adjust all grievances on an informal basis between the employee and/or their designated representative and a supervisor in the employee's chain of command, up to and including the Administrator, within fourteen (14) calendar days of the occurrence giving rise to the grievance.
- (b) If the parties are unable to adjust the grievance on an informal basis, the grievant shall file the grievance in writing with their immediate supervisor within fourteen (14) calendar days after last discussing the grievance with their immediate supervisor. The immediate supervisor shall hear the grievance and give their written decision to the employee within fourteen (14) calendar days after receiving the grievance.
 - The Administrator shall be served with a copy of the written grievance at the time such grievance is filed with the grievant's immediate supervisor.
- (c) If the grievance has not been settled with the grievant's immediate supervisor, it shall then be submitted to the Administrator for adjustment within fourteen (14) calendar days of the written decision by the immediate supervisor. If requested by either party, the Administrator and the grievant and/or their representative shall meet in an attempt to resolve the grievance. Within fourteen (14) calendar days of filing of the grievance with the Administrator, the Administrator shall provide the grievant and/or their representative with a written statement regarding the grievance.
- (d) If the grievant does not agree with the Administrator's proposed resolution of the grievance, they shall submit the written grievance to the NCDJPA Board of Chiefs for adjustment and/or decision. In order to be effective, the grievant's appeal to the NCDJPA Board of Chiefs regarding the grievance

must be filed with the NCDJPA Board of Chiefs no later than fourteen (14) calendar days from the date on which the employee received the Administrator's written decision. All written materials and rationale, which are to be submitted by the grievant to the NCDJPA Board of Chiefs, shall be served upon the Administrator at the time the grievance is appealed to the NCDJPA Board of Chiefs. Both the grievant or their representative, and the Administrator shall be given an opportunity to argue their position on the grievance to the NCDJPA Board of Chiefs prior to its determination upon the merits of the grievance. The grievant and/or their representative and the Administrator shall be notified in writing of the Board of Chief's decision on the grievance within thirty (30) calendar days of the hearing.

- (e) If the grievant does not agree with the decision of the NCDJPA Board of Chiefs, the decision may be appealed to the Board of Directors for a review of the decision no later than fourteen (14) calendar days from the date on which the employee received the Board of Chief's written decision. The review of the Board of Directors shall be limited to the record of the proceedings and the documentary evidence and shall not include taking of any new evidence or testimony. The Board of Directors shall have the authority to uphold or reverse the decision, decrease the penalty assessed, or return the issue to the NCDJPA Board of Chiefs for reconsideration.
- (f) Written notices or filings required under this Section shall be delivered to management via internal mail or by certified mail to the physical NCDJPA address. Courtesy copies only may be sent by email. A written notice or filing as required under this Section shall be considered timely based on the date in which the written notice or filing was served or delivered, not when it was received.

Article XXV. TUITION REIMBURSEMENT

- **25.01** NCDJPA may grant tuition reimbursement for community college or university level courses that provide professional development for the employee to improve their knowledge, skills, and/or prepare for promotional opportunities within NCDJPA.
 - (a) Courses must be approved in advance and employee must achieve a passing grade of "C" or better.
 - (b) The maximum reimbursement for each course is equivalent to the current published California State University per unit cost.
 - (c) The maximum reimbursement per employee is \$2,000 per fiscal year.
 - (d) The maximum reimbursement for all employees is \$10,000 per fiscal year.
 - The Administrator may exceed the maximum reimbursement rate on a case by case basis if undesignated reserve funds are available.

Article XXVI. WELLNESS

26.01 In recognition of the potential trauma associated with first responder duties, NCDJPA will offer and fund a wellness program to provide employees guidance and support, as needed. Participation in this program is optional and is a confidential resource for employees in times of personal or professional need. An employee's decision to utilize the resources in the wellness program is confidential and cannot be used against the employee in any employment decision.

- **26.02** The wellness program should include access to:
 - (a) An Employee Assistance Program
 - (b) Regional Peer Support Team Members
 - (c) Professional Counselors for First Responders

Article XXVII. SEVERABILITY

- **27.01** This MOU is subject to all current and future applicable State or Federal laws. All ordinances, rules, regulations, and policies shall be subject to the appropriate revisions, amendments, and deletions necessary to conform to the purpose, intent, and application of the provision of this MOU.
- **27.02** If any article or section of this MOU is in conflict or inconsistent with such applicable provisions of State or Federal laws, the parties shall, where applicable, meet and confer for the purpose of arriving at a mutually agreeable replacement for such article or section. The validity of the remainder of this MOU shall not be affected thereby.

Article XXVIII.TERM

- **28.01** The term of this MOU shall commence on the date when the terms and conditions for its effectiveness, as set forth in Implementation, are fully met. This MOU shall expire on June 30, 2026. Unless otherwise indicated in the MOU, all terms of employment and benefits shall be in full force and effect for the full term of the MOU.
- **28.02 Renegotiation:** In the event the Association desires to meet and confer in good faith on the provisions of a successor MOU, it shall serve upon NCDJPA its written request to commence such meetings on or before November 1, 2025, for such successor MOU. Negotiations shall begin at a time mutually agreeable to the parties. Should the meet and confer process for a successor MOU exceed the term of this MOU, all terms and conditions shall be continued until an agreement is reached.

Article XXIX. SENIORITY PROVISIONS

- **29.01 Seniority Defined:** NCDJPA seniority is defined as an employee's most recent period of unbroken, continuous, full-time service with NCDJPA. Employees shall not attain NCDJPA seniority until the completion of the required probationary period, at which time NCDJPA seniority shall relate back to the commencement of the most recent date of appointment.
- **29.02 Seniority Credit:** In computing seniority, credit shall be given for all full-time service in NCDJPA except that a resignation or discharge shall be considered a break in service and seniority credit shall be given for any service rendered prior to that break, as provided below. 1 year of service (defined as 2,080 hours) is equivalent to 1 year of seniority credit.
- **29.03** Seniority credit shall be allowed only for the following types of absence from a position in the classified service:
 - (a) Absence during authorized vacation, annual leave, or authorized sick leave;
 - (b) Absence on leave for active service in the Armed Forces of the State of California or the United States of America;

- (c) Absence made necessary by injuries sustained in the course of employment by NCDJPA;
- (d) Absence on leave while on loan to another agency if, in the opinion of the Administrator NCDJPA stands to benefit employment from other activity;
- (e) Absence from full time service while being employed at NCDJPA in a part time status. An employee shall not lose seniority if the employee moves from full time status to part time status and returns to full time status and will not be considered a break in service. Seniority credit is applicable only to the extent that an employee will be credited one hour for one hour of time worked. Both NCDJPA and the Association recognize and agree that the part-time employees are not covered by the MOU or represented by the Association in any way.
- **29.04** If an employee is suspended and is later re-employed, they shall not lose any seniority credit for any period of actual service; if however, they have been separated from service by resignation or discharge for cause and is again employed, they shall not receive any seniority credit for service rendered prior to their separation from service.
- **29.05** When two or more employees are appointed on the same date in the same classification, the order of precedence shall be determined by the order of the relative position of such employees on an eligibility list form, which said employees were appointed. Such distinction shall be identified and made a part of the employees file. This provision will be retroactive to all current employees of NCDIPA.

Article XXX. REDUCTION IN FORCE

- **30.01** Reduction in force shall be based on seniority, least senior first. Should a reduction in force be necessary, the following will apply:
 - (a) When a position is to be eliminated, seniority will be used as the criteria, starting with the least senior employee in the position.
 - (b) An employee being reduced may not replace an employee who has more NCDJPA Seniority, but instead must move to the next lower rank.
 - (c) When re-strengthening NCDJPA, all those affected by the reduction in force shall be given the opportunity to be rehired before any new personnel are hired or promoted.
 - (d) The time limit for rehires shall be 24 months from the date of the layoff for employees who have completed initial probation.

Appendix "A"

Hourly Pay Schedule

Effective June 18, 2023 - 5.5% Salary Increase

	Step A	Step B	Step C	Step D	Step E	Step F
Fire Communications Dispatcher	29.51	30.98	32.53	34.16	35.87	37.66
Fire Communications Supervisor	33.93	35.63	37.41	39.28	41.25	43.31

Effective June 30, 2024 - 4.0% Salary Increase

	Step A	Step B	Step C	Step D	Step E	Step F
Fire Communications Dispatcher	30.69	32.22	33.84	35.53	37.30	39.17
Fire Communications Supervisor	35.29	37.06	38.91	40.86	42.90	45.05

Effective June 29, 2025 - 3.0% Salary Increase

	Step A	Step B	Step C	Step D	Step E	Step F
Fire Communications Dispatcher	31.61	33.19	34.85	36.59	38.42	40.34
Fire Communications Supervisor	36.35	38.17	40.08	42.08	44.19	46.40

SIGNATURE PAGE

PASSE	D AND ADOPTED at the regular meeting of the NCDJI	PA Board of Directors on May 24, 202
ATTES	T:	
	KEN MUNSON, CHAIRMAN OF THE BOARD	
	CHRISTOPHER D HERREN, SECRETARY OF THE BO	OARD
REPRE	ESENTING NCDJPA:	
	CHIEF MICHAEL CALDERWOOD	
	CITY OF CARLSBAD FIRE DEPARTMENT	
	CHIEF DAVID MCQUEAD RANCHO SANTA FE FIRE PROTECTION DISTRICT	
REPRE	ESENTING NCDJPA DISPATCHERS ASSOCIATION:	
	LESTER LANG - PRESIDENT	
	ROBERT KOPET - VICE PRESIDENT	
	AIDALI ARIAS - TREASIIRER	

North County Dispatch JPA FY 2023-2024 Proposed Budget

Message from the JPA Administrator

While I debated whether to take this opportunity not to mention the COVID pandemic, I'll acknowledge that for the first time in 3 years, it will not be a cornerstone of my message. We're finally putting the vast majority of the pandemic impacts behind us, allowing a return to normalcy which means focusing on other opportunities to continue delivering high-quality service to the public and agencies we serve in the northern San Diego region.

NCDJPA staff continue to be leaders in the public safety industry by participating in regional and statewide organizations as board members or committee representatives. As the Operational Area Center for the region, we maintain a resource website, as well as coordinate mutual aid activity.

While our core dispatch services make up the bulk of staff efforts, our support staff have leveraged the flexibility of NCDJPA by adding recent technology contracts to the list of systems and services we facilitate on behalf of our agencies, including a digital dashboard contract, upgrades to our station alerting system, and our mobile computer and tablet device contracts.

We're closing out FY 2022-2023 fully staffed. While the nature of our challenging work schedule and job demands means we'll always have some turnover, our retention rates have dramatically improved from where they were in 2019 when 8 staff members left the organization. Since then, we've averaged 3 staff members leaving each year. Part of our plan to continue to retain staff includes two important pieces in the proposed budget.

As a society, we've become much more aware and accepting of mental health issues and the need to provide support to avoid small issues becoming exacerbated. As an employer of staff exposed to repeated trauma associated with answering 911 calls, we're taking steps to do our part by providing all staff with the opportunity for up to five sessions with counselors trained to interact with public safety professionals, as part of our wellness & resiliency program.

Our staff worked to develop a comprehensive blueprint of planned training opportunities for staff and that is reflected in an increase to the training budget. We originally began this process in FY 2019-2020, but it was interrupted by the pandemic. This allocation commits us to training and developing staff in a way that benefits the individual and the organization continuing to build their knowledge and preparing them for opportunities, hopefully at NCDJPA.

This budget contains agency assessments that are at or below the projections provided in January. It includes adjustments required by the 3-year Dispatchers Association MOU that was negotiated under budget this spring and goes into effect in July.

Our organization benefits from the strong support of our Board of Directors and Board of Chiefs. Thanks to our management and administrative staff for their work on this FY 2023-2024 budget.

Christopher D Herren Administrator

North County Dispatch JPA FY 2023-2024 Budget Summary

The proposed operating budget for FY 2023-2024 is \$6,423,878. The table below summarizes the proposed budget compared to the prior year.

	FY 2023-2024 Proposed Budget	FY 2022-2023 Adopted Budget	Variance (\$)	Variance (%)
Salaries and Benefits	4,744,415	4,505,556	238,859	5.30%
Other Operation Expenses	1,584,271	1,339,871	244,400	18.24%
Capital Contribution & Depreciation	407,527	402,408	5,119	1.27%
10% Contingency	94,107	45,911	48,196	
Other Funding Sources	(406,442)	(309,904)	(96,538)	31.15%
Total Operating Budget	\$6,423,878	\$5,983,842	\$440,036	7.35%

The proposed budget for FY 2023-2024 increased by \$440,036 (7.35%), due to personnel costs that include a new Quality Assurance Coordinator (+\$125,000), MOU negotiated compensation (+\$4,000), step increases (+\$40,000), non-represented and management staff compensation (+\$60,000), site leases for the VHF radio system (+\$40,000), and inflation or cost of living adjustments to contracts, services, and general expenses (+\$50,000). These increases are offset by a reduction in the CalPERS UAL contribution of \$85,000.

Salaries and Organizational Changes:

Salaries and benefits make up 74% of the NCDJPA operating budget, a 2% decrease from last year.

Dispatch Operations Division compensation totals \$2.78 million, which is 43% of the NCDJPA operating budget. This fiscal year marks the first year of a new 3-year MOU with the NCDJPA Dispatchers Association and a 5.5% salary adjustment to bring dispatchers and supervisors above the average and median of the agencies used for comparison (City of Carlsbad, City of Escondido, City of Oceanside, City of San Diego, and Heartland Facility Communications Authority).

Non-represented staff compensation totals \$1.1 million, which is 18% of the NCDJPA operating budget. Non-represented salaries were adjusted between 4 - 4.5%, with the exception of part-time dispatchers who receive the same increase as full-time dispatchers.



In FY 2022-2023, we added a part-time Fire Communications Dispatcher position and budgeted 30 hours per week for this position to dedicate to our quality assurance program. The work of this position has directly contributed to significant improvement in our EMD performance. The overall agency compliance rate in 2021 was 67%, in 2022 it was 76%, and so far in 2023 is at 83%.

To build on that improvement and commit to moving NCDJPA towards Accredited Center of Excellence (ACE) certification in the near future, this budget includes a new full-time Quality Assurance Coordinator position via a Fire Communications Dispatcher allocation.

Management staff compensation totals \$821,000, which is 13% of the NCDJPA operating budget.

North County Dispatch JPA FY 2023-2024 Budget Summary

Since 2016, the budgeted amount for health insurance has remained the same. Each employee receives \$1,300 per month for medical, vision, and dental premiums. That is slated to change in January 2024 when all non-represented and management staff transition to a tiered system contributing to the organization's goal of providing reasonably priced health insurance for staff and their dependents.

NCDJPA will pay for premiums up to:

- \$2,000 per month for Family
- \$1,725 per month for Employee +1
- \$1,100 per month for Employee Only
- \$650 for Employees Opting Out

Employee's unspent health insurance allowance is deposited into a Health Reimbursement Arrangement (HRA) account monthly. Represented staff will transition to this plan in January 2025.

70% of current NCDJPA staff are considered PEPRA. That combined with our 5-year practice of funding CalPERS pension expenses near 100%, has resulted in our unfunded liability (UAL) staying manageable. This budget reduces the UAL line item from \$185,000 to \$99,000. Additionally, we have \$288,000 in the CalPERS UAL Reserve.

Changes in Professional Services Contracts:

Three significant changes contribute to the 15% increase (\$41,925) in professional services, including \$20,000 for a counseling services contract with a vendor that specializes in public safety staff, \$7,000 for an online reimbursement system, and \$4,439 for an online recruitment system.

The counseling services contract is required as part of the new Dispatchers Association MOU and rounds out our Wellness & Resiliency Program which already includes chaplains and peer support members. The contract provides all staff with up to 5 confidential sessions per year.



The online reimbursement system contract is with SAP Concur and allows staff to take pictures of receipts and submit them via an app. This system replaces a manual process and will be significantly more efficient, freeing up administrative staff time.

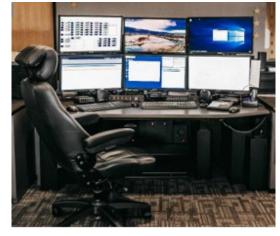
The online recruiting system contract is with NeoGov and is their base subscription. It allows NCDJPA to post all job descriptions and salaries online, as well as helps to automate many aspects of the recruitment process including dispatcher testing and interview scheduling.

North County Dispatch JPA FY 2023-2024 Budget Summary

Changes in Information Technology (IT):

Although our IT contracts are increasing by \$160,000, a significant portion of those costs are for Tablet Command (\$102,350) and WATER RMS (\$10,030) which are both rebilled to agencies using those services. Many other established contracts increased by 10-20% due to rising inflationary costs that vendors are passing on to customers.

We offset these increases by eliminating a contract with Intterra (\$45,000) because we can participate in an offering from the County of San Diego with the same vendor.



Capital Replacement Schedule (CRS):

The Capital Replacement Schedule was reviewed and updated. This includes all asset purchases above \$10,000 and establishes a plan to set aside funds in our CRS Reserve to replace these items either per NCDJPA policy or when the item reaches end-of-life.

Currently, the CRS does not include radio equipment for the regional 800mhz system or the north zone VHF system where grant funds have been used. NCDJPA staff plan to discuss with the Board of Chiefs in the coming year to determine whether or not to include this equipment in the CRS.

In the past, NCDJPA borrowed funds from the CRS Reserve to pay for VHF system costs. The funds were restored when grant fund reimbursements were received. However, because the reimbursement process can take many months and span multiple fiscal years, this created a challenge to track.

We have created a new VHF Grants Reserve to make tracking these expenses and reimbursements more straightforward.

Previous Board direction was to target funding for the CRS Reserve at 75%. The current balance is 58% because of the aforementioned VHF borrowing. Final reimbursement of borrowed funds is targeted to be received by FY 2025-2026.

Other Funding Sources

In addition to providing fire and emergency dispatch services to the member and contract agencies, NCDJPA has various ancillary and supporting services that are rebillable to participating agencies based on prior agreements. For FY 2023-2024, the rebillable total is approximately \$386,442:

- North Zone Medical Director Services (\$145,600)
- MDC Maintenance Assessment (\$56,658): software support and repair for mobile datacomputers at participating agencies
- Tablet Command (\$142,000): ongoing licenses and maintenance support for participating agencies
- Water Street RMS (\$31,600): ongoing Water RMS maintenance for participating agencies
- Tableau Online Licensing (\$10,584): data analytics tools

We're also eligible for State of California OES annual training allotment reimbursement of \$20,000.

North County Dispatch JPA FY 2023-2024 Budget Summary

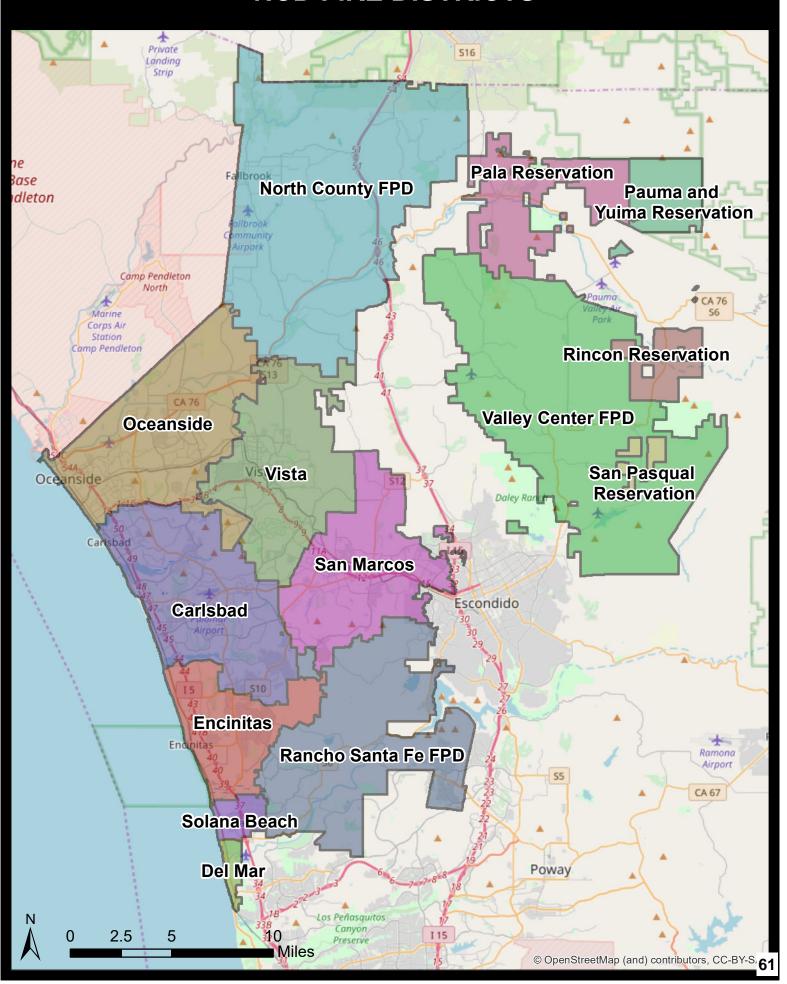
Agency Assessments

Incident counts for the calendar year are used to calculate each agency's workload percentage, which in turn is used to calculate the assessment amount for dispatching services. For FY 2023-2024, agency assessments are as follow:

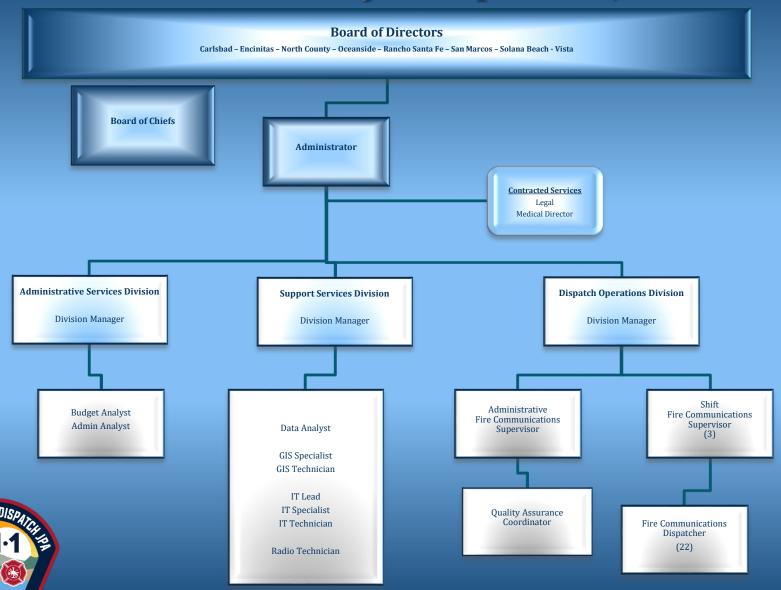
	2022	Workload	F	Y 2023-2024]	FY 2022-2023	Variance (\$)
	Incidents	Percentage	A	Assessment		Assessment	
Carlsbad FD	11,797	14.74%	\$	884,399	\$	834,095	\$ 50,304
CSA-17	280	0.35%	\$	34,644	\$	33,636	\$ 1,008
Del Mar FD	798	1.00%	\$	59,825	\$	49,327	\$ 10,497
Del Mar PW	30	0.04%	\$	2,249	\$	2,310	\$ (61)
Encinitas FD	6,630	8.28%	\$	497,039	\$	454,826	\$ 42,213
North County FPD	6,038	7.54%	\$	452,658	\$	440,296	\$ 12,362
Oceanside FD	20,961	26.19%	\$	1,571,407	\$	1,484,219	\$ 87,188
Pala FD	623	0.78%	\$	46,705	\$	49,700	\$ (2,995)
Pauma FD	127	0.16%	\$	9,521	\$	11,102	\$ (1,581)
Rancho Santa Fe FPD	2,834	3.54%	\$	212,460	\$	199,992	\$ 12,468
Rancho Santa Fe Patrol	2,013	2.52%	\$	150,911	\$	160,649	\$ (9,739)
Rincon FD	545	0.68%	\$	40,858	\$	39,492	\$ 1,366
San Marcos FD	10,499	13.12%	\$	787,090	\$	749,225	\$ 37,865
San Marcos PW	51	0.06%	\$	3,823	\$	5,961	\$ (2,138)
San Pasqual FD	333	0.42%	\$	24,964	\$	22,652	\$ 2,313
Solana Beach FD	1,538	1.92%	\$	115,301	\$	111,098	\$ 4,203
Solana Beach PW	5	0.01%	\$	375	\$	745	\$ (370)
Valley Center FPD	2,038	2.55%	\$	152,785	\$	142,021	\$ 10,764
Vista FD	12,894	16.11%	\$	966,639	\$	924,256	\$ 42,383
Total	80,034	100.00%		\$ 6,013,653		\$ 5,715,604	\$298,049

Total dispatch service proposed revenue is \$6.01 million, which is 5.21% more than last year.

NCD FIRE DISTRICTS



North County Dispatch JPA



NORTH COUNTY DISPATCH JPA

FY 2023-2024 Proposed Budget Authorized Positions

	ADOPTED	ADOPTED	MODIFIED	ADOPTED	PROPOSED	
POSITIONS	FY20-21	FY 21-22	FY21-22	FY 22-23	FY 23-24	
	May '20	May '21	Dec '21	May '22	May '23	Variance
Represented						
Fire Communications Dispatcher FT	15	15	15	15	19	4
Fire Communications Supervisor	5	5	4	4	4	0
Non-Represented						
Fire Communications Dispatcher PT	5	2	2	3	4	1
Information Systems Support Lead	1	1	1	1	1	0
Information Systems Support Specialist	2	2	2	2	2	0
Information Systems Support Technician	2	2	2	3	3	0
Administrative Analyst I	0	0	1	1	1	0
Administrative Analyst II	0	1	2	2	2	0
Administrative Assistant	1	1	0	0	0	0
<u>Management</u>						
Administrator	1	1	1	1	1	0
Division Manager				3	3	0
Administrative Manager	1	1	1	0	0	0
Budget Manager	1	1	0	0	0	0
Communications Manager	1	1	2	0	0	0
Full-Time Employees	30	31	31	32	36	4
Part-Time Employees	5	2	2	3	4	1
Total Employees	35	33	33	35	40	5

May '21

Added Data Analyst

Dec '21

Eliminated Budget Manager & Admin Assistant Added 2 Admin Analysts

May '22

Added PT FCD

Added Radio Tech

Retitled 3 Managers to Division Manager

May '23

Add 3 FCD (Escondido)

Add FCD (Quality Assurance Coordinator)

Add PT FCD

Operating Budget by Categories

	ADOPTED	PROPOSED		
Salary and Benefits	FY 22-23	FY 23-24	Change \$	Change %
Salary	3,011,258	3,234,200	222,942	7.40% (1)
Part Time	60,280	63,585	3,305	5.48%
Overtime	217,152	233,037	15,885	7.31% (2)
Holiday Pay	89,951	99,113	9,162	10.19% (2)
CalPERS Pension Contribution	293,732	333,006	39,274	13.37%
CalPERS UAL Contribution	184,799	99,036	(85,763)	-46.41% (3)
Health Insurance	509,256	530,256	21,000	4.12%
Life Insurance / STD / LTD / AD&D	22,014	28,523	6,509	29.57%
Social Security	6,433	6,682	249	3.87%
Medicare	49,578	52,072	2,494	5.03%
Unemployment Insurance	4,410	4,144	(266)	-6.03%
Workers Comp	15,847	17,008	1,161	7.32%
Directors Stipend	1,600	1,600	-	0.00%
Uniform Allowance	14,000	14,800	800	5.71%
Educational Incentive	25,246	27,352	2,106	8.34% (4)
Total Salary and Benefits	4,505,556	4,744,415	238,859	5.30%
Other Expenses	FY 22-23	FY 23-24	Change \$	Change %
Personnel Training	62,500	90,250	27,750	44.40% (5)
Administrative Contracts	239,953	281,455	41,502	17.30% (6)
Other Professional Services	280,816	322,741	41,925	14.93% (6)
IT Contract	504,479	612,882	108,403	21.49% (6)
Utilities	105,541	115,040	9,499	9.00%
General Expenses	50,000	58,350	8,350	16.70%
Repairs and Maintenance	31,599	33,179	1,580	5.00%
Equipment/Computer Purchases	64,983	70,375	5,392	8.30%
Total Other Expenses	1,339,871	1,584,271	244,400	18.24%
Total Operating Budget	5,845,427	6,328,686	483,259	8.27%
10% Contingency	45,911	94,107	48,196	
Capital Expenditures	FY 22-23	FY 23-24	Change \$	Change %
CRS Contribution	50,000	50,000	-	0.00%
Depreciation	352,408	357,527	5,119	1.45%
Capital Expenditures Subtotal	402,408	407,527	5,119	1.27%
Total Operating & Capital Expenses	6,293,746	6,830,320	536,574	8.53%
Other Funding Sources				
MDC Maintenance Assessment	88,630	56,658	(31,972)	-36.07%
NZ Medical Services (Rebill)	145,600	145,600	-	0.00%
Reimbursement (CALOES)	10,000	20,000	10,000	100.00%
Tableau Online Licenses (Rebill)	10,000	10,584	584	5.84%
Tablet Command (Rebill for online licenses)	40,550	142,000	101,450	250.18%
Water RMS (Rebill)	15,124	31,600	16,476	108.94%
Subtotal (Rebills/Reimbursements)	309,904	406,442	96,538	31.15%
TOTAL BUDGET	<u>\$ 5,983,842</u>	<u>\$ 6,423,878</u>	<u>\$ 440,036</u>	<u>7.35%</u>

⁽¹⁾ Salary increases: (+\$78K) Quality Assurance Coord, (+\$84K) MOU Increases, (+\$60K) Non-Rep & Management

⁽²⁾ Overtime & Holiday Pay: Increases directly related to salary increases and new staff - no increase in hours

⁽³⁾ PERS UAL: Reduced since NCDJPA has continued to be at or near 100% funded - still have \$288K in Reserves, as well

⁽⁴⁾ Education Incentive: Added Industry Certification Pay

⁽⁵⁾ Training: \$10K increase for new CALOES reimbursement, \$17K increase to continue post-COVID right-sizing of line item

⁽⁶⁾ Services/Contracts: Increase = \$191K (\$70K Tablet Command, \$50K COLA, \$40K VHF Radio Sites, \$20K Wellness, \$11K Other New Services)

North County Dispatch JPA FY 2023-2024 Assessments

							ADOPTED	I	PROPOSED				
	<u>2021</u>	2022			2021	2022			FY 22-23	FY 23-24 Change		<u>Change</u>	
<u>AGENCY</u>	<u>Incidents</u>	<u>Incidents</u>	<u>Change</u>	% Change	Workload	Workload	% Change	<u>A</u>	ssessment	<u>A</u>	ssessment	<u>(\$)</u>	<u>(%)</u>
Carlsbad FD	11,194	11,797	603	5.39%	14.63%	14.74%	0.11%	\$	834,095	\$	884,399	\$ 50,304	6.03%
CSA-17	242	280	38	15.70%	0.32%	0.35%	0.03%	\$	33,636	\$	34,644	\$ 1,008	3.00%
Del Mar FD	662	798	136	20.54%	0.87%	1.00%	0.13%	\$	49,327	\$	59,825	\$ 10,497	21.28%
Del Mar PW	31	30	(1)	-3.23%	0.04%	0.04%	0.00%	\$	2,310	\$	2,249	\$ (61)	-2.63%
Encinitas FD	6,104	6,630	526	8.62%	7.98%	8.28%	0.30%	\$	454,826	\$	497,039	\$ 42,213	9.28%
North County FPD	5,909	6,038	129	2.18%	7.72%	7.54%	-0.18%	\$	440,296	\$	452,658	\$ 12,362	2.81%
Oceanside FD	19,919	20,961	1,042	5.23%	26.04%	26.19%	0.15%	\$	1,484,219	\$	1,571,407	\$ 87,188	5.87%
Pala FD	667	623	(44)	-6.60%	0.87%	0.78%	-0.09%	\$	49,700	\$	46,705	\$ (2,995)	-6.03%
Pauma FD	149	127	(22)	-14.77%	0.19%	0.16%	-0.04%	\$	11,102	\$	9,521	\$ (1,581)	-14.24%
Rancho Santa Fe FPD	2,684	2,834	150	5.59%	3.51%	3.54%	0.03%	\$	199,992	\$	212,460	\$ 12,468	6.23%
Rancho Santa Fe Patrol	2,156	2,013	(143)	-6.63%	2.82%	2.52%	-0.30%	\$	160,649	\$	150,911	\$ (9,739)	-6.06%
Rincon FD	530	545	15	2.83%	0.69%	0.68%	-0.01%	\$	39,492	\$	40,858	\$ 1,366	3.46%
San Marcos FD	10,055	10,499	444	4.42%	13.14%	13.12%	-0.03%	\$	749,225	\$	787,090	\$ 37,865	5.05%
San Marcos PW	80	51	(29)	-36.25%	0.10%	0.06%	-0.04%	\$	5,961	\$	3,823	\$ (2,138)	-35.86%
San Pasqual FD	304	333	29	9.54%	0.40%	0.42%	0.02%	\$	22,652	\$	24,964	\$ 2,313	10.21%
Solana Beach FD	1,491	1,538	47	3.15%	1.95%	1.92%	-0.03%	\$	111,098	\$	115,301	\$ 4,203	3.78%
Solana Beach PW	10	5	(5)	-50.00%	0.01%	0.01%	-0.01%	\$	745	\$	375	\$ (370)	-49.69%
Valley Center FPD	1,906	2,038	132	6.93%	2.49%	2.55%	0.05%	\$	142,021	\$	152,785	\$ 10,764	7.58%
Vista FD	12,404	12,894	490	3.95%	16.22%	16.11%	-0.10%	\$	924,256	\$	966,639	\$ 42,383	4.59%
GRAND TOTAL	76,497	80,034	3,537	4.62%	100.00%	100.00%		\$	5,715,604	\$	6,013,653	\$ 298,049	5.21%

North County Dispatch JPA

FY 2023-2024 Proposed Budget Other Support Services Rebills

AGENCIES	MDC CAPITAL PLACEMT	C MAINT REPAIR	Z MEDICAL DIRECTOR	TABLET OMMAND	C	TABLEAU ONLINE LICENSES		VATER RMS	ΓΟΤΑL
AMR	\$ -	\$ -	\$ -	\$ 8,500	\$	-	\$	-	\$ 8,500
Carlsbad FD	\$ 32,700	\$ 16,138	\$ 17,703	\$ 9,450	\$	2,520	\$	-	\$ 78,511
Del Mar FD	\$ 3,000	\$ 1,414	\$ 1,929	\$ 1,100	\$	-	\$	1,140	\$ 8,583
Encinitas FD	\$ -	\$ -	\$ 8,098	\$ 10,200	\$	504	\$	7,250	\$ 26,052
Escondido FD	\$ -	\$ 15,548	\$ 17,850	\$ -	\$	-	\$	-	\$ 33,398
North County FPD	\$ 25,000	\$ 1,414	\$ 12,562	\$ 9,250	\$	504	\$	-	\$ 48,730
Oceanside FD	\$ -	\$ -	\$ 21,228	\$ 21,700	\$	1,008	\$	-	\$ 43,936
Pala FD	\$ -	\$ -	\$ 5,952	\$ 7,200	\$	-	\$	775	\$ 13,927
Pauma FD	\$ -	\$ 2,827	\$ 4,189	\$ -	\$	-	\$	230	\$ 7,246
Rancho Santa Fe FPD	\$ -	\$ 4,534	\$ 8,098	\$ 13,150	\$	504	\$	3,665	\$ 29,951
Rancho Santa Fe Patrol	\$ -	\$ -	\$ -	\$ -	\$	-	\$	-	\$ -
Rincon FD	\$ 7,800	\$ 3,534	\$ 6,833	\$ 900	\$	1,008	\$	945	\$ 21,020
San Marcos FD	\$ 27,250	\$ 648	\$ 13,443	\$ 28,450	\$	2,520	\$	12,770	\$ 85,081
San Pasqual FD	\$ 6,300	\$ 2,827	\$ 4,630	\$ -	\$	504	\$	640	\$ 14,901
Solana Beach FD	\$ 6,300	\$ 2,827	\$ 3,251	\$ -	\$	-	\$	1,785	\$ 14,163
Valley Center FPD	\$ 11,400	\$ 4,947	\$ 5,952	\$ 1,450	\$	504	\$	-	\$ 24,253
Vista FD	\$ 40,800	\$ -	\$ 13,884	\$ 30,650	\$	1,008	\$	2,400	\$ 88,742
TOTAL REBILLS	\$ 160,550	\$ 56,658	\$ 145,600	\$ 142,000	\$	10,584	\$	31,600	\$ 546,992

ASSET	ТҮРЕ	UNIT	PURCHASE COST	PURCHASE DATE	LIFESPAN	REPLACEMENT DATE	REPLACEMENT ESTIMATE	FY 22-23	Ī	RESERVE GOAL 06/30/23		FY 23-24	RESERVE GOAL 06/30/24		FY 24-25		FY 25-26	
2014 Ford Explorer	Vehicle			07/01/13	7	FY 20-21			\$	-			\$	-				
2018 Ford Van	Vehicle		\$ 29,594	09/01/17	7	FY 24-25	\$ 55,000	\$ 	\$,	\$	7,857	\$	39,995	\$	(55,000)		
2019 Ford Edge	Vehicle		\$ 35,479	11/01/19	7	FY 26-27	\$ 60,000	\$ 6,667	\$	23,334	\$	12,222	\$	35,556	\$	12,222		12,222
2023 Hyundai Tucson	Vehicle		\$ 54,458	04/26/23	7	FY 31-32	\$ 65,000		\$	-	\$	9,286	\$	9,286	\$	9,286	\$	9,286
Facility UPS System	System		\$ 34,039	01/01/12	10	FY 22-23	\$ 68,000	\$	\$	68,000	\$	-	\$	68,000				
Logging Recorder	System		\$ 158,660	09/01/20	5	FY 25-26	\$ 200,000	\$ 	\$,	\$	36,000	\$	164,000	\$	36,000	\$	(200,000)
CAD Computers - '19	Hardware	10			3	FY 22-23	\$ 30,000	\$ (12,100)	\$	17,900			\$	-				
CAD Computers - '23	Hardware	10	\$ 12,100		3	FY 26-27	\$ 25,000				\$	2,367	\$	20,267	\$	2,367	\$	2,367
CAD / RCIP	System		\$ 672,485	07/01/17	10	FY 27-28	\$ 1,150,000	\$ -	\$	1,150,000	\$	(375,000)	\$	775,000	\$	75,000	\$	75,000
Station Alerting	System		\$ 125,804	12/01/20	10	FY 30-31	\$ 126,000	\$ 12,600	\$	25,200	\$	12,600	\$	37,800	\$	12,600	\$	12,600
Admin Phone System - '21	System		\$ 11,627	11/01/21	10	FY 31-32	\$ 15,000	\$ 1,500	\$	1,500	\$	1,500	\$	3,000				
HVAC	Equipment	4	\$ 49,160	01/01/15	10	FY 25-26	\$ 50,000	\$ 18,750	\$	37,500	\$	6,250	\$	43,750	\$	6,250	\$	(50,000)
Chairs - Downstairs	Equipment		\$ 8,000	01/01/22	5	FY 26-27	\$ 10,000	\$ 2,500	\$	2,500	\$	2,500	\$	5,000	\$	2,500	\$	2,500
Dispatch Console Furniture	Equipment	10	\$ 302,117	08/01/20	10	FY 30-31	\$ 210,000	\$ 21,000	\$	42,000	\$	21,000	\$	63,000	\$	21,000	\$	21,000
Generator	Equipment		\$ 58,233	05/01/13	20	FY 33-34	\$ 94,800	\$ -	\$	94,800	\$	-	\$	94,800				
Tenant Improvements - Future									\$	250,000	\$	-	\$	250,000				
Flooring - Upstairs	Equipment		\$ 10,000	10/01/22	5	FY 27-28	\$ 20,000				\$	-						
Paint - Interior			\$ 26,000	10/01/22	5	FY 27-28	\$ 20,000				\$	-						
Office Furniture	Equipment		\$ 88,027	01/01/22	10	FY 32-33	\$ 80,000				\$	-						
Flooring - Downstairs	Equipment		\$ 24,733	12/01/21	15	FY 36-37	\$ 30,000				\$	-						
911 Phone System	System		\$ 182,796	09/01/20	5	FY 25-26	\$ 60,000	\$	\$	60,000	\$	-	\$	60,000	\$	-		
·	,																	
Grant Funded - Future																		
NG RCS Motorola Equip																		
NG RCS Microwave Equip																		
VHF Consolettes																		
VHF Equip																		
No Replacement Plan																		
Closets	Equipment		\$ 19,715	01/01/22														
	1. 1. 2			.,.,.														
Total							\$ 2,368,800	\$ 67,086	\$	1,932,872	\$	(263,418)	\$	1,669,454	\$	122,224	\$	(115,026)

Cito doar	F1 22-23	F1 23-24		F1 24-23	F1 23-20
Beginning Balance	\$ 1,865,786	\$ 1,932,872	\$	1,669,454	\$ 1,791,678
CRS Adjustments	\$ 67,086	\$ (263,418)	\$	122,224	\$ (115,026)
Ending Balance	\$ 1,932,872	\$ 1,669,454	\$	1,791,678	\$ 1,676,652
CRS Reserve - Actual					
Beginning Balance	\$ 710,789	\$ 1,111,454	\$	786,454	\$ 836,454
Budget Contribution	\$ 50,000	\$ 50,000	\$	50,000	\$ 50,000
Grant Reimbursement	\$ 350,665				\$ 820,000
Other Activity		\$ (375,000)	\$	(55,000)	\$ (250,000)
Ending Balance	\$ 1,111,454	\$ 786,454	\$	836,454	\$ 1,706,454
% of Goal	58%	47%		47%	102%

North County Dispatch JPA **Reserve Funds**

RESERVE	AMOUNT			
Capital Replacement Reserve	\$	1,111,454		
Encumbered Projects Reserve	\$	1,222,951		
Tenant Improvements	\$	85,661		
Server Room Clean up		13,000		
COVID-19 Mitigation \$ 107,291				
Class B Uniforms \$ 17,000				
115 Trust Planning	\$	500,000		
Facility Planning	\$	500,000		
10% Contingency Fund	\$	584,673		
MDC Replacement Deposit (Pass	\$	753,839		
Operating Fund Reserve	\$	350,000		
CalPERS UAL Reserve	\$	288,876		
Accrued Leaves Reserve	\$	159,087		
OP Area Responsibilities	\$	44,905		
VHF Radio Infrastructure Mainte	\$	7,226		
VHF Grant Reserve	\$	653,235		
Undesignated Reserve	\$	676,212		
TOTAL RESERVE			\$	5,852,458

RESOLUTION NO. 23-02

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE NORTH COUNTY DISPATCH JOINT POWERS AUTHORITY ESTABLISHING SALARY RANGES AND BENEFITS FOR MANAGEMENT STAFF

BE IT RESOLVED that the Board of Directors of North County Dispatch Joint Powers Authority (NCDJPA) hereby authorize the following salary ranges and benefits for positions identified below effective June 18, 2023. This Resolution supersedes Resolution 22-05.

I. SALARY

POSITION

ANNUAL SALARY RANGE

Division Manager

\$103,889 - \$139,221

II. GENERAL BENEFITS

The management positions covered by this resolution shall be afforded the same benefits provided to the NCDJPA Dispatchers Association under their current Memorandum of Understanding (MOU), except for the following sections:

Article X – Wages, Article XIII – Holidays, and as otherwise indicated below.

III. RETIREMENT

NCDJPA participates in the California Public Employees' Retirement System (PERS).

Retirement benefits are subject to the Public Employees' Pension Reform Act (PEPRA) and related to Public Employees' Retirement Law (PERL). If there is a conflict between this resolution and the requirements pursuant to PEPRA and/or PERL, PEPRA and PERL shall prevail.

A. CLASSIC TIER 1 – 2.7% @ 55

• For classic employees hired prior to January 1, 2013. Classic Tier 1 employees are responsible for the entire employee contribution of reported wages. Final compensation is highest average annual compensation during any consecutive 12-month period of employment.

B. CLASSIC TIER 2 – 2.5% @ 55

• For classic employees hired on or after January 1, 2013. Classic Tier 2 employees are responsible for the entire employee contribution of reported wages. Final compensation is highest average annual compensation during any consecutive 36-month period of employment.

C. PEPRA - 2% @ 62

• For new employees hired on or after January 1, 2013. PEPRA employees pay 50% of the normal cost contribution as determined by PERS. Final compensation is highest average annual compensation during any consecutive 36-month period of employment.

- D. NCDJPA agrees to report member contributions as tax deferred for all employees enrolled in PERS.
- E. NCDJPA participates in 1959 Survivor Benefit at Level Four. Employees pay the premiums indicated by PERS through payroll deductions.

IV. EXECUTIVE LEAVE

Executive Leave is given to FLSA exempt staff in recognition of uncompensated time worked beyond the normal 40-hour workweek over the course of the fiscal year.

Executive Leave must be used during the fiscal year earned, does not roll over from fiscal year to fiscal year, and cannot be cashed out at any time or upon separation from employment. Executive Leave can only be used after 3 months of employment.

The exempt positions covered by this resolution shall receive 40 hours of Executive Leave per fiscal year. Positions assigned to work as the Communications Duty Officer, which involves being available after hours approximately 25% of the year, shall receive a total of 80 hours of Executive Leave per fiscal year.

V. VACATION LEAVE

Employees are expected to use vacation leave each year.

Accrued vacation leave shall not exceed twice the employee's annual accrual, after which the employee will no longer accrue vacation leave until the employee's accrued vacation leave balance is reduced below the limit.

Employees may cash out vacation leave as outlined in Sections 12.05 and 12.06 of the NCDJPA Dispatchers Association MOU.

VI. HOLIDAY LEAVE

NCDJPA recognizes 11 holidays per year as outlined in the Dispatchers Association MOU. The employees covered by this resolution shall receive 10 hours of Holiday Leave for each holiday, for a total of 110 hours per calendar year.

Holiday Leave must be used during the calendar year earned, does not roll over from year to year, and cannot be cashed out at any time or upon separation from employment.

VII. UNIFORMS

Management employees who wear uniforms will be responsible to ensure they always have proper and presentable uniforms in accordance with the Uniform Standard Operating Procedure (SOP 2.09).

For employees required to wear a uniform (as determined by the Administrator), NCDJPA will provide uniform items.

For management employees who are classic members (as defined by PEPRA), PERS considers the cost of the provided uniform to be a form of special compensation.

RESOLUTION NO. 23-02 Page 2 of 4 **70**

Therefore, the cost of the provided uniform will be reported to PERS on an annual basis in June each year. The value of the provided uniforms will not exceed \$750 per employee per fiscal year.

The cost of the provided uniform will not be reported to PERS as special compensation for any management employees considered PEPRA.

VIII. PORTAL TO PORTAL COMPENSATION

Management employees shall be compensated portal to portal for the total time committed to an emergency incident as part of a mutual aid request and such compensation is not contingent upon any state or federal reimbursement. Management employees shall use the Standard Emergency Activity Record (Form F-42). The Administrator must approve employees deploying to mutual aid incidents and has the discretion to recall employees at any time.

IX. DISABILITY INSURANCE

NCDJPA shall provide both short-term and long-term disability insurance to management employees at no additional cost to the employees.

Management employees do not participate in State Disability Insurance (SDI).

X. EDUCATION INCENTIVE PAY

NCDJPA encourages employees to further their education and agrees to compensate employees with qualifying degrees as follows:

- Associate's degree \$23 per pay period
- Bachelor's degree \$40 per pay period
- Master's degree \$55 per pay period

Employees shall provide NCDJPA with copies of degrees in order to receive the associated education incentive pay. The employee's incentive will be based on their highest level of education completed; incentives cannot be combined.

XI. INDUSTRY CERTIFICATION PAY

NCDJPA encourages employees to obtain certification related to the business of the organization to demonstrate their comprehensive knowledge and confirm their commitment to their profession.

Industry certifications should require a testing process to achieve and require periodic recertification or have standards to maintain certification.

Employees will be compensated \$25 per pay period for any 1 of the following:

- ENP Emergency Number Professional
- RPL Registered Public Safety Leader

RESOLUTION NO. 23-02 Page 3 of 4 **71**

XII. LONGEVITY PAY

Employees shall receive a one-time non-PERSable lump sum stipend in the pay period inclusive of their anniversary of continued full-time employment or adjusted seniority date for employees who have both full and part-time service:

- 10 Years \$500
- 15 Years \$1,000
- 20 Years \$1,500

XIII. AUTO ALLOWANCE

In recognition of the requirement that management employees use their own private transportation to attend recurring regional meetings, management employees shall receive \$75 per pay period, in lieu of mileage reimbursement.

XIV. HEALTH INSURANCE

NCDJPA wants to provide employees with an opportunity to obtain medical, dental, and vision insurance for themselves and their dependents.

In 2023, NCDJPA will pay up to \$1,300 per month in premiums.

Effective January 1, 2024, NCDJPA will pay up to the following per month:

- \$2,000 Family
- \$1,725 Employee +1
- \$1,100 Employee Only
- \$650 Opt Out

Any unused portion of the health insurance allotment will be deposited by NCDJPA into individual employee's Health Reimbursement Arrangement (HRA) as outlined in the Dispatchers Association MOU.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of North County Dispatch Joint Powers Authority on May 24, 2023, by the following vote:

AYES: NOES: ABSENT: ABSTAIN:	
ADSTAIN.	
ATTEST:	Ken Munson, Chair of the Board
Christopher D Herren, Secretary of the Board	

RESOLUTION NO. 23-02 Page 4 of 4 72

RESOLUTION NO. 23-03

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE NORTH COUNTY DISPATCH JOINT POWERS AUTHORITY ESTABLISHING SALARY RANGES AND BENEFITS FOR NON-REPRESENTED STAFF

BE IT RESOLVED that the Board of Directors of North County Dispatch Joint Powers Authority (NCDJPA) hereby authorizes the following salary ranges and benefits for positions identified below effective June 18, 2023. This Resolution supersedes Resolution 22-06.

I. SALARY

POSITION	HOURLY RATE
Administrative Assistant	\$25.11 - \$30.52
Administrative Analyst I	\$32.26 - \$39.21
Auministrative Analyst I	
Administrative Analyst II	\$37.34 - \$45.39
Information Systems Support Technician	\$28.44 - \$34.57
mormation systems support remineran	
Information Systems Support Specialist	\$34.57 - \$42.02
Information Systems Support Lead	\$40.02 - \$48.65

II. GENERAL BENEFITS

The full-time positions covered by this resolution shall be afforded the same benefits as provided to the NCDJPA Dispatchers Association under their current Memorandum of Understanding, except for the following sections:

Article X – Wages, Article XIII – Holidays; and as otherwise indicated below.

III. RETIREMENT

NCDJPA participates in the California Public Employees' Retirement System (PERS).

Retirement benefits are subject to the Public Employees' Pension Reform Act (PEPRA) and related to Public Employees' Retirement Law (PERL). If there is a conflict between this resolution and the requirements pursuant to PEPRA and/or PERL, PEPRA and PERL shall prevail.

A. CLASSIC TIER 1 – 2.7% @ 55

• For classic employees hired prior to January 1, 2013. Classic Tier 1 employees are responsible for the entire employee contribution of reported wages. Final compensation is highest average annual compensation during any consecutive 12-month period of employment.

B. CLASSIC TIER 2 - 2.5% @ 55

 For classic employees hired on or after January 1, 2013. Classic Tier 2 employees are responsible for the entire employee contribution of reported wages. Final compensation is highest average annual compensation during any consecutive 36-month period of employment.

C. PEPRA – 2% @ 62

- For new employees hired on or after January 1, 2013. PEPRA employees pay 50% of the normal cost contribution as determined by PERS. Final compensation is highest average annual compensation during any consecutive 36-month period of employment.
- D. NCDJPA agrees to report member contributions as tax deferred for all employees enrolled in PERS.
- E. NCDJPA participates in 1959 Survivor Benefit at Level Four. Employees pay the premiums indicated by PERS through payroll deductions.

IV. COMPENSATORY TIME OFF

At the employee's discretion, overtime hours worked can be banked as Compensatory Time Off equal to one and one-half times the number of hours worked (e.g. an employee working one hour of overtime may elect to accrue 1.5 hours of compensatory time). The following conditions are included with the use and administration of Compensatory Time Off:

- Compensatory time accrued will be capped at 40 hours.
- Use of compensatory time must be approved.
- Any unused compensatory time off accumulated at the end of each calendar year will be automatically paid out at the employee's regular rate of pay at the time the payment is made, which shall be on the last paycheck of the calendar year.

V. VACATION LEAVE

Employees are expected to use vacation leave each year.

Accrued vacation leave shall not exceed twice the employee's annual accrual, after which the employee will no longer accrue vacation leave until the employee's accrued vacation leave balance is reduced below the limit.

Employees may cash out vacation leave as outlined in Sections 12.05 and 12.06 of the NCDJPA Dispatchers Association MOU.

VI. HOLIDAY LEAVE

NCDJPA recognizes 11 holidays per year as outlined in the Dispatchers Association MOU. The employees covered by this resolution shall receive 10 hours of Holiday Leave for each holiday, for a total of 110 hours per calendar year.

Holiday Leave must be used during the calendar year earned, does not roll over from year to year, and cannot be cashed out at any time or upon separation from employment.

VII. UNIFORMS

Non-represented employees who wear uniforms will be responsible to ensure they always have proper and presentable uniforms in accordance with the Uniform

RESOLUTION NO. 23-03 Page 2 of 4

Standard Operating Procedure (SOP 2.09).

For employees required to wear a uniform (as determined by the Administrator), NCDIPA will provide uniform items.

For non-represented employees who are classic members (as defined by PEPRA), PERS considers the cost of the provided uniform to be a form of special compensation. Therefore, the cost of the provided uniform will be reported to PERS on an annual basis in June each year. The value of the provided uniforms will not exceed \$750 per employee per fiscal year.

The cost of the provided uniform will not be reported to PERS as special compensation for any management employees considered PEPRA.

VIII. PORTAL TO PORTAL COMPENSATION

Non-represented employees shall be compensated portal to portal for the total time committed to an emergency incident as part of a mutual aid request and such compensation is not contingent upon any state or federal reimbursement. Management employees shall use the Standard Emergency Activity Record (Form F-42). The Administrator must approve employees deploying to mutual aid incidents and has the discretion to recall employees at any time.

IX. DISABILITY INSURANCE

NCDJPA shall provide both short-term and long-term disability insurance to all full-time non-represented employees at no additional cost to the employees.

Non-represented employees do not participate in State Disability Insurance (SDI).

X. EDUCATION INCENTIVE PAY

NCDJPA encourages employees to further their education and agrees to compensate employees with qualifying degrees as follows:

- Associate's degree \$23 per pay period
- Bachelor's degree \$40 per pay period
- Master's degree \$55 per pay period

Employees shall provide NCDJPA with copies of degrees in order to receive the associated education incentive pay. The employee's incentive will be based on their highest level of education completed; incentives cannot be combined.

XI. ON-CALL PAY

Employees in the Support Services Division may be assigned by management to the On-Call IT (OCIT) duty as outlined in SOP 7.11.

Employees will be compensated at the rate of \$40 per day of assignment. This compensation is in lieu of the previous practice of reimbursing staff for maintaining mobile phone and internet service.

RESOLUTION NO. 23-03 Page 3 of 4

XII. LONGEVITY PAY

Employees shall receive a one-time non-PERSable lump sum stipend in the pay period inclusive of their anniversary of continued full-time employment or adjusted seniority date for employees who have both full and part-time service:

- 10 Years \$500
- 15 Years \$1,000
- 20 Years \$1,500

XIII. HEALTH INSURANCE

NCDJPA wants to provide employees with an opportunity to obtain medical, dental, and vision insurance for themselves and their dependents.

In 2023, NCDJPA will pay up to \$1,300 per month in premiums.

Effective January 1, 2024, NCDJPA will pay up to the following per month:

- \$2,000 Family
- \$1,725 Employee +1
- \$1,100 Employee Only
- \$650 Opt Out

Any unused portion of the health insurance allotment will be deposited by NCDJPA into individual employee's Health Reimbursement Arrangement (HRA) as outlined in the Dispatchers Association MOU.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of North County Dispatch Joint Powers Authority on May 24, 2023, by the following vote:

AYES: NOES: ABSENT: ABSTAIN:	
ATTEST:	Ken Munson, Chair of the Board
Christopher D Herren, Secretary of the Board	

RESOLUTION NO. 23-03

RESOLUTION NO. 23-04

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE NORTH COUNTY DISPATCH JOINT POWERS AUTHORITY ESTABLISHING SALARY RANGES AND BENEFITS FOR PART-TIME STAFF

BE IT RESOLVED that the Board of Directors of North County Dispatch Joint Powers Authority (NCDJPA) hereby authorizes the following salary ranges and benefits for positions identified below effective June 18, 2023. This Resolution supersedes Resolution 22-07.

I. SALARY

POSITION HOURLY RATE

Fire Communications Dispatcher Part-Time

\$29.51 - \$35.87

II. RETIREMENT

Part-time employees may be enrolled in the California Public Employees' Retirement System (PERS) if hours worked in a fiscal year are anticipated to exceed 1,000 hours or if they were previously enrolled in PERS. Once a part-time employee is enrolled in PERS, the employee is subject to the same retirement benefits and limitations as agreed to in the MOU between the NCDJPA Dispatchers Association and NCDJPA.

Retirement benefits are subject to the Public Employees' Pension Reform Act (PEPRA) and related to Public Employees' Retirement Law (PERL). If there is a conflict between this resolution and the requirements pursuant to PEPRA and/or PERL, then PEPRA and PERL shall prevail.

A. CLASSIC TIER 1 – 2.7% @ 55

• For classic employees hired prior to January 1, 2013. Classic Tier 1 employees are responsible for the entire employee contribution of reported wages. Final compensation is highest average annual compensation during any consecutive 12-month period of employment.

B. CLASSIC TIER 2 - 2.5% @ 55

• For classic employees hired on or after January 1, 2013. Classic Tier 2 employees are responsible for the entire employee contribution of reported wages. Final compensation is highest average annual compensation during any consecutive 36-month period of employment.

C. PEPRA - 2% @ 62

- For new employees hired on or after January 1, 2013. PEPRA employees pay 50% of the normal cost contribution as determined by PERS. Final compensation is highest average annual compensation during any consecutive 36-month period of employment.
- D. NCDJPA agrees to report member contributions as tax deferred for all employees enrolled in PERS.

E. NCDJPA participates in 1959 Survivor Benefit at Level Four. Employees pay the premiums indicated by PERS through payroll deductions.

III. UNIFORMS

Part-times employees who wear a uniform will be responsible to ensure they always have proper and presentable uniforms in accordance with the Uniform Standard Operating Procedure (SOP 2.09).

For employees required to wear a uniform (as determined by the Administrator), NCDJPA will provide uniform items.

For part-time employees who are classic members (as defined by PEPRA), PERS considers the cost of the provided uniform to be a form of special compensation. Therefore, the cost of the provided uniform will be reported to PERS on an annual basis in June each year. The value of provided uniforms will not exceed \$750 per employee per fiscal year.

The cost of the provided uniform will not be reported to PERS as special compensation for any non-represented or part-time employees considered PEPRA.

IV. PORTAL TO PORTAL COMPENSATION

Part-time employees shall be compensated portal to portal for the total time committed to an emergency incident as part of a mutual aid request and is not contingent upon any state or federal reimbursement. Employees shall use the Standard Emergency Activity Record (Form F-42). The Administrator must approve employees deploying to mutual aid incidents and has the discretion to recall employees at any time.

V. SICK LEAVE

Pursuant to the Healthy Workplaces/Healthy Families Act of 2014, on July 1st of each year, part-time employees will be provided with 24 hours of paid sick leave that may be used during that fiscal year. Unused paid sick leave must be used during the fiscal year earned and does not rollover from fiscal year to fiscal year. Part-time employees are not entitled to cash out unused paid sick leave at any time or upon separation from employment. Part-time employees may begin using paid sick leave after three (3) months of employment.

VI. SPECIAL DUTY PAY

Except where indicated or required by law, part-time employees are not eligible for benefits or compensation beyond their agreed upon hourly rate of pay.

PERS regulations do not allow retired annuitants to receive additional pay beyond their hourly rate.

Part-time Fire Communications Dispatchers are eligible to receive the following special duty pay, as outlined in the Dispatchers Association MOU:

- Communications Training Pay
- EMDO Pav
- Move-Up Supervisory Pay
- Standby Pay

RESOLUTION NO. 23-04 Page 2 of 3 **78**

	D ADOPTED at a regular meeting of the Powers Authority on May 24, 202	of the Board of Directors of North County 3, by the following vote:
	AYES: NOES: ABSENT: ABSTAIN:	
ATTEST:		Ken Munson, Chair of the Board
Christopher D	Herren, Secretary of the Board	

RESOLUTION NO. 23-04 Page 3 of 3

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RESOLUTION NO. 23-05

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE NORTH COUNTY DISPATCH JOINT POWERS AUTHORITY ADOPTING A PUBLICLY AVAILABLE PAY SCHEDULE

WHEREAS, the California Public Employees Retirement System (CalPERS) adopted the California Code of Regulations, Title 2, Section 570.5 (2 CCR § 570.5) regarding publicly available pay schedule on August 10, 2011; and

WHEREAS, 2 CCR § 570.5 requires a pay schedule that is approved and adopted by the governing body of the public entity; and

WHEREAS, 2 CCR § 570.5 requires that the pay schedule be made public without reference to another document in disclosing the pay rate.

NOW, THEREFORE, BE IT RESOLVED, as follows:

The Board of Directors of NCDJPA hereby approves and adopts the Pay Schedule, set forth in the attachment and incorporated herein by reference, effective June 18, 2023.

The Pay Schedule approved and adopted by this resolution shall be periodically updated by the Board of Directors, in accordance with the California Code of Regulations requirements.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of North County Dispatch Joint Powers Authority on May 24, 2023 by the following vote:

AYES:	
NOES:	
ABSENT:	
ABSTAIN:	
ATTEST:	Ken Munson, Chairman of the Board
Christopher D Herren, Secretary of the Board	



North County Dispatch JPA Pay Schedule Fiscal Year 2023-2024 Effective June 18, 2023

Represented	Rate Type		A		В		С		D		E		F
Fire Communications Dispatcher	Hourly	\$	29.51	\$	30.98	\$	32.53	\$	34.16	\$	35.87	\$	37.
Fire Communications Supervisor	Hourly	\$	33.93	\$	35.63	\$	37.41	\$	39.28	\$	41.25	\$	43.
Non-Represented	Rate Type		A		В		С		D		E		
Fire Communications Dispatcher PT	Hourly	\$	29.51	\$	30.98	\$	32.53	\$	34.16	\$	35.87		
Administrative Analyst I	Hourly	\$	32.26	\$	33.87	\$	35.57	\$	37.34	\$	39.21		
Administrative Analyst II	Hourly	\$	37.34	\$	39.21	\$	41.17	\$	43.23	\$	45.39		
Administrative Assistant	Hourly	\$	25.11	\$	26.36	\$	27.68	\$	29.06	\$	30.52		
Information Systems Support Technician	Hourly	\$	28.44	\$	29.87	\$	31.36	\$	32.93	\$	34.57		
Information Systems Support Specialist	Hourly	\$	34.57	\$	36.30	\$	38.12	\$	40.02	\$	42.02		
Information Systems Support Lead	Hourly	\$	40.02	\$	42.02	\$	44.13	\$	46.33	\$	48.65		
<u>Management</u>	Rate Type							I	Range				
Administrator	Annual			\$ 146,621				to \$196,486					
Division Manager	Annual					\$ 1	.03,889		to	\$ 1	39,221		
Temporary Positions (as needed and det	termined by th	ie A	dministr	ato	r)		-	I	Range				
Temporary Heln*	Hourly	California Minimum Wage to \$ 110.00								-			

Temporary Help* Hourly California Minimum Wage to \$ 110.00

^{*} Examples of Temporary Help positions include but not limited to: Interns, Trainees, Specialists, Consultants, Retired Annuitants as extra help Hourly Rate is determined by the Administrator



North County Dispatch JPA NCDJPA Board of Directors Agenda

Staff Report: NCDJPA Board of Directors ITEM NO. 23/07

Date: May 24, 2023

Subject: Escondido Dispatch Services

Action Requested: Discuss and Direct

RECOMMENDATION: JPA Staff recommends the Board of Directors review the proposed

financial terms agreed to by the NCDJPA Administrator, designated Chiefs, and City of Escondido staff, and provide direction to enable the City of Escondido City Council to submit a formal request to join

NCDJPA as a member agency.

EXECUTIVE SUMMARY: NCDJPA was formed on June 11, 1984. The founding members were

the City of San Marcos, the City of Solana Beach, and Rancho Santa Fe Fire Protection District. Additional member agencies were added:

• 1986 - City of Encinitas

• 1986 - City of Vista

• 2003 - City of Carlsbad

• 2005 - North County Fire Protection District

• 2006 - City of Oceanside

Several non-voting contract agencies have joined, including: City of Del Mar in 2004, Pauma in 2011, Pala in 2012, and Rincon, San

Pasqual & Valley Center in 2014.

BACKGROUND: On February 22, 2023, the Board of Directors provided direction to

the Administrator and Board of Chiefs to negotiate financial terms with the City of Escondido regarding becoming a member agency of

NCDJPA.

On March 9, 2023, the Board of Chiefs designated Carlsbad Fire Chief Michael Calderwood and Oceanside Fire Chief David Parsons to

participate in the discussions between NCDJPA and the City of

Escondido.

On March 21, 2023, Administrator Christopher Herren, Chiefs Calderwood and Parsons, NCDJPA Division Manager Larissa Patros, and Escondido Deputy Fire Chief John Tenger met and agreed on terms that would be acceptable to the Board of Chiefs and Board of Directors.

A formal request to join NCDJPA as a member agency is expected to be on a City of Escondido City Council agenda sometime this summer.

CURRENT SITUATION:

If the City of Escondido were to join NCDJPA for FY 23-24, their approximate assessment would be \$1.07M, which is 17.9% of the projected operating budget.

As incentive for joining NCDJPA in 2023, the City of Escondido would receive 12 months of service at no cost, pay no buy-in fee based on NCDJPA assets, and defer startup costs.

- These discounts will offset any transition costs incurred by the City of Escondido.
- The City of Escondido would be a full voting member no later than when service begins.
- The City of Escondido would not be eligible to be included in any apportionment of net assets as outlined in Section 13 of the 2nd Amended and Restated NCDJPA Agreement for a period of 10 years following NCDJPA membership.
 - This is because no buy-in fee is being paid related to NCDJPA assets of \$11.9M as of 06/30/22.

NCDJPA has determined that the increase in telephone calls and dispatched incidents directly related to the City of Escondido joining NCDJPA will require the addition of 3 Fire Communications Dispatcher (FCD) positions, at a cost of \cong \$400,000 in FY 23-24. The average monthly cost, including rollup, for a FCD is \$11,166.

At the end of the City of Escondido's first 12 months receiving service, NCDJPA staff will perform an analysis to determine the actual cost incurred related to the 3 additional FCDs.

- For instance, if the 3 new FCD positions were filled (not vacant) as follows, a total of 22 months of service will have been provided.
 - Position 1 9 months
 - Position 2 8 months
 - Position 3 5 months
- In this example, the actual cost incurred would be \$245,652.

NCDJPA would bill this cost to the City of Escondido as part of Q1 billing in Years 2 through 5 of NCDJPA membership.

This charge of actual cost incurred for the 3 FCD positions would be calculated only for the first 12 months of NCDJPA membership. The cost of these positions in future years would be included in the general

operating budget and assessed to all agencies.

FISCAL IMPACT:

There is no direct impact to the NCDJPA operating budget other than staff time associated with the work on this project.

Deferring first year costs for the City of Escondido would not increase assessments for existing NCDJPA agencies and it is estimated that when Escondido begins paying for service, other member and contract agencies will see their assessments reduced by an average of more than 12%.

The City of Escondido will be responsible for actual costs of the new FCD positions required to accommodate the workload they add to NCDJPA, as well as technology related costs (e.g. station alerting and mobile computers or tablets).

ATTACHMENTS:

Staff Report 23/02 - Escondido Dispatch Services Staff Report 23/05 - Escondido Dispatch Services



North County Dispatch JPA NCDJPA Board of Directors Agenda

NCDJPA Board of Directors ITEM NO. 23/02 Staff Report:

Date: February 22, 2023

Subject: **Escondido Dispatch Services**

Authorize **Action Requested:**

JPA Staff recommends the Board of Directors provide direction to the **RECOMMENDATION:**

Administrator and designated chief(s) to negotiate financial terms

with the City of Escondido about becoming a member agency.

JPA Staff recommends the Board of Directors authorize the Administrator, with approval from the Board of Chiefs, to overhire up to 3 Fire Communications Dispatcher positions if negotiations with the City of Escondido progress positively and all involved parties believe a formal request to join the JPA by the City of Escondido is

forthcoming.

EXECUTIVE SUMMARY: NCDJPA was formed on June 11, 1984. The founding members were

> the City of San Marcos, the City of Solana Beach, and Rancho Santa Fe Fire Protection District. Additional member agencies were added:

• 1986 - City of Encinitas

• 1986 - City of Vista

• 2003 - City of Carlsbad

• 2005 - North County Fire Protection District

• 2006 - City of Oceanside

Several non-voting contract agencies have joined, including: City of

Del Mar in 2004, Pauma in 2011, Pala in 2012, and Rincon, San

Pasqual & Valley Center in 2014.

BACKGROUND: There has been a desire to add the City of Escondido to NCDJPA for

> many years. They border 3 existing NCDJPA agencies and service levels would be increased for each of those areas on a daily basis, in addition to across the JPA's service area when larger incidents occur. Representatives from the JPA and the City of Escondido have met

formally and informally a handful of times over the last 4 years to

discuss this topic.

The addition of the City of Escondido as a member agency was a topic of discussion at the Board of Directors meetings in May and August 2019. The discussion included the feasibility of incentivizing the City of Escondido joining, including a discount of up to 100% for the first year of service.

As member agencies have joined NCDJPA, the agreements have varied. However, most have not had incentives and the member agencies began paying for services upon joining.

The City of Carlsbad is a notable exception. They received discounting of 60% over 3 years, but were not considered a full member until 5 years had passed. The City of Carlsbad also did not pay a buy-in fee, where other agencies (including North County Fire and the City of Oceanside) did pay a buy-in fee.

CURRENT SITUATION:

The Administrator has been working with the City of Escondido since late 2022 to put together information to assist the Escondido Fire Department as they conducted internal discussions with stakeholders to identify whether there was support to join the JPA.

Through these discussions, the City of Escondido has identified support for joining the JPA throughout the executive levels of the city manager's office, fire department, and police department.

The City of Escondido would like to defer or have waived as much of the initial and first year costs, including the full amounts, if possible.

FISCAL IMPACT:

If the City of Escondido were to join the JPA and begin paying for service, other member and contract agencies would see their assessments reduced by an average of more than 12% annually. Deferring or waiving any portion of first year costs for the City of Escondido would not increase assessments for existing JPA agencies.

JPA Staff have identified the need to hire 3 additional Fire Communications Dispatchers, at a current annual cost of \$390,000, to handle the additional workload that would come with the City of Escondido joining the JPA. This would be an actual cost that if waived, would be borne by existing JPA agencies. If these start-up costs were deferred, Undesignated Reserve funds could be used to fund the new positions until reimbursement from the City of Escondido is received.



North County Dispatch JPA NCDJPA Board of Chiefs Agenda

Staff Report: NCDJPA Board of Chiefs ITEM NO. 23/05

Date: April 13, 2023

Subject: Escondido Dispatch Services

Action Requested: Authorize

RECOMMENDATION: JPA Staff recommends the Board of Chiefs authorize the

Administrator to overhire 3 Fire Communications Dispatcher

positions.

CURRENT SITUATION: At the February 2023 Board of Directors meeting, the BOD voted to

authorize the Administrator, with approval from the Board of Chiefs, to overhire up to 3 Fire Communications Dispatcher positions if negotiations with the City of Escondido progress positively and all involved parties believe a formal request to join the JPA by the City of

Escondido is forthcoming.

Representatives from the City of Escondido, Board of Chiefs, and NCDJPA have agreed on proposed financial terms related to the City

of Escondido becoming a member agency.

The City of Escondido could make a formal request to join NCDJPA as

soon as early June.

In order hire and train staff for the new positions needed if the City of

Escondido joins NCDJPA, recruitment needs to start now.

FISCAL IMPACT: There is no direct impact to the NCDJPA operating budget.

Staff associated with this request aren't anticipated to be hired until after July 1, 2023 and as part of the proposed agreement with the City of Escondido, they will be responsible for the cost of these new positions during the first year that Escondido receives service from

NCDJPA.

ATTACHMENTS:

Staff Report 23/02 - Escondido Dispatch Services