

WEST-COMM BOARD OF DIRECTORS AGENDA REPORT

Board of Directors Special Meeting of June 14, 2010

SUBJECT: DISCUSSION OF SCOPE OF SERVICES AND SERVICES CONTRACT WITH RESPECT TO INTERIM DISPATCH ADMINISTRATOR AND REQUEST FOR AUTHORITY TO ENTER INTO SUCH CONTRACT

EXECUTIVE SUMMARY:

Pursuant to the WESTCOMM Joint Powers Authority (JPA) Agreement the Administrative Oversight Staff (AOS) has the authority to appoint a Dispatch Administrator, who shall be responsible for the day to day operations of the Center and shall also be custodian of the property and records of the JPA. The AOS is recommending to the Board that it authorize the AOS to negotiate an agreement and appoint an Interim Dispatch Administrator, who, in addition to the authorized duties of the position, will also be responsible for recruitment efforts for a full-time Dispatch Administrator.

BACKGROUND:

The AOS wishes to appoint an Interim Dispatch Administrator to not only temporarily fulfill the regular duties of the position, but who will additionally be responsible to recruit a qualified full-time Dispatch Administrator. The AOS further proposes to negotiate an agreement wherein the Interim position is capped at under 1000 hours per fiscal year and is exploring the option of having the Interim position filled by an independent contractor. While the AOC has authority to appoint a Dispatch Administrator, it seeks approval as to the scope of the services the position will provide and the terms of the engagement.

RECOMMENDED ACTION(S):

It is recommended that the Board of Directors authorize the AOS to negotiate an agreement for an Interim Dispatch Administrator who will temporary fulfill the regular duties of the position, and be responsible to recruit a qualified full-time

Dispatch Administrator, with hours capped at 1000 per fiscal year and to explore the option of having the Interim position filled by an independent contractor.

FISCAL IMPACT:

The agreement amount will not exceed the amount of the authorized and budgeted salary for the position; there may be cost savings as a result of the hours cap and benefits commensurate with that cap.

Prepared by:

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Reviewed by:

Michael Morguess, JPA General Counsel