



**COMMUNICATIONS ADMINISTRATIVE
POLICY/PROCEDURE**

Policy No.	220	Date Issued:	April 15, 1993
Section:	200 – Administrative Policies	Date Revised:	July 27, 2023
SUBJECT: ORGANIZATIONAL STRUCTURE			
APPROVED:	<u><signed copy on file></u> Board Chairperson		

- 1.0 The Joint Powers Authority shall be governed by a Board of Directors composed of:
 - 1.1 The Santa Cruz County Administrative Officer.
 - 1.2 The City Manager of Capitola.
 - 1.3 The City Manager of Santa Cruz.
 - 1.4 The City Manager of Watsonville.
- 2.0 The functions of the Board of Directors shall be to:
 - 2.1 formulate and set policy.
 - 2.2 provide for the development of a consolidated emergency communications center and program.
 - 2.3 approve and adopt the annual operating and capital budget(s) for the Center.
 - 2.3.1 provide for the establishment of policies and procedures for expenditures of budgeted items.
 - 2.4 select and appoint a General Manager.
 - 2.5 select and appoint an Attorney for the Authority.

- 3.0 The Board of Directors shall generally meet the fourth Thursday of each month at 1:30 PM. The usual location shall be the Consolidated Communications Center Conference Room, 495 Upper Park Road, Santa Cruz.
- 4.0 Each Member of the Board shall appoint alternates to serve in their absence.
 - 4.1 Appointed alternates shall not concurrently serve as designated members of the Users Committee.
 - 4.2 Appointed alternates shall be authorized to serve when requested by their appointing Director.
- 5.0 The General Manager shall appoint a Clerk of the Board.
 - 5.1 The Clerk of the Board will assist the Board Chairperson, Board Secretary, and the General Manager with the clerical and administrative functions of Board related matters as necessary.
- 6.0 At any Board meeting, the Board of Directors may consider any matter that it deems proper for carrying out the purpose of the Joint Powers Agreement, provided that the Board complies with the provisions of the Ralph M. Brown Act.
- 7.0 Pursuant to Section 3., Sub-section B. of the Joint Powers Agreement, an advisory entity which is subordinate to the Parties to the Agreement, has been created as the Users Committee.
 - 7.1 The purpose of the Users Committee is to:
 - 7.1.1 provide independent technical and operational advice to the Board of Directors.
 - 7.1.2 provide technical and operational advice to the General Manager.
 - 7.1.3 provide a forum for discussion and coordination of communications operating policies, procedures, programs, and technical standards.
 - 7.2 Membership of the Users Committee is specified in the JPA Agreement.
 - 7.2.1 Members of the Users Committee shall be the Chief Officer or designee of each public safety agency receiving services from the Center.

- 7.2.2 In order to provide for the effective participation of all Users, the Board of Directors may designate additional agency representation as it deems appropriate.
- 7.3 Board appointed agencies who are not specifically enumerated in the JPA Agreement shall be known as non-charter members. Non-charter members shall have the same authority as charter members.
- 7.4 The charter agency membership of the Users Committee is specified in the JPA Agreement as follows:
 - 7.4.1 Capitola Police Department
 - 7.4.2 Santa Cruz Police Department
 - 7.4.3 Santa Cruz County Sheriff's Office
 - 7.4.4 Watsonville Police Department
 - 7.4.5 Aptos/La Selva Fire Protection District (merged with Central Fire Protection District as of 2/5/2021)
 - 7.4.6 Ben Lomond Fire Protection District
 - 7.4.7 Boulder Creek Fire Protection District
 - 7.4.8 Branciforte Fire Protection District
 - 7.4.9 Central Fire Protection District
 - 7.4.10 Felton Fire Protection District
 - 7.4.11 Santa Cruz City Fire Department
 - 7.4.12 Scotts Valley Fire Protection District
 - 7.4.13 Watsonville City Fire Department
 - 7.4.14 Zayante Fire Protection District
 - 7.4.15 Santa Cruz County Emergency Services Department
 - 7.4.16 California Department of Forestry and Fire Protection/Santa Cruz County Fire
 - 7.4.17 AMR Transportation, Inc.
- 7.5 Non-charter agencies which have been designated by the Board of Directors as additional representatives to the Users Committee in accordance with paragraph 7.2.2 of this Policy are as follows:
 - 7.5.1 Santa Cruz County Emergency Medical Services
 - 7.5.2 Hollister Police Department
 - 7.5.3 Hollister Fire Department
 - 7.5.4 San Benito County Sheriff
 - 7.5.5 San Benito County Emergency Medical Services