

AGENDA
REGULAR MEETING
YECA GOVERNING BOARD
YECA 35 N. Cottonwood Street, Woodland, CA 95695
January 22, 2014
2:00 P.M. Public Session

ALL ITEMS ARE FOR ACTION UNLESS OTHERWISE NOTED WITH AN ASTERISK (*).

1. Call to Order (2:00 PM)

2. Public Comment *

Speakers must state their name and city of residence for the record and limit their remarks to three minutes. Members of the public audience may address the Governing Board on any item not on today's agenda. No response is required and no action can be taken, however, the Governing Board may add the item to the agenda of a future meeting.

3. Announcements

4. Approval of the Agenda

5. Consent Agenda

Consent Agenda items are considered to be routine and will be considered for adoption by one motion. There will be no separate discussion of these items unless a member of the Governing Board, member of the audience, or staff requests that the Governing Board remove an item. If an item is removed, it will be discussed in the order in which it appears on the Agenda.

- a. Approval of the Minutes from the December 2013 regular meeting – **Pg. 1**
- b. Operations Division Report – **Pg. 3**
- c. Current Year Budget Status Update – **Pg. 5**
- d. YECA New Agency Logo - **Pg. 6**
- e. Calls for Service Annual Report – **Pg. 7**

6. Proposed FY14/15 Base Budget

- a. **FY14/15 Budget W/CAD Increases - Pg. 11**

7. Staffing Trends & Recommendation

- a. **Staffing Summary - Pg. 13**

8. Capital Asset Plan (CIP)

- a. **Proposed CIP Summary – Pg. 16**
- b. **Proposed CIP - Pg. 17**

9. CAD-to-CAD

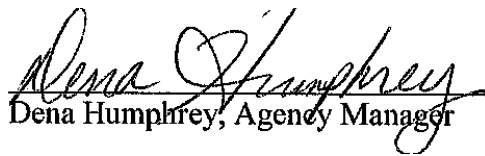
- a. **CAD-to-CAD Summary – Pg. 18**
- b. **DWR Amendment - Pg. 21**

10. Next Scheduled JPA Board Meeting March 5, 2014

11. Items for Future Agenda

12. Adjournment

I declare under penalty of perjury that the foregoing agenda was available for public review and posted on/or before January 16, 2014 on the bulletin board outside of the Yolo County Board of Supervisors Chambers, Erwin Meier Administration Center, 625 Court St., Woodland, California and on the agency website: <http://www.yeca911.org/BoardCalendar2013.html>


Dena Humphrey, Agency Manager

**The meeting room is wheelchair accessible and disabled parking is available. If you are a person with a disability and you need disability related accommodations to attend the meeting, please contact Marci Criste at (530) 666-8919 or (530) 666-8909 (fax). Requests for accommodations must be made at least two full business days before the start of the meeting. **

Agenda Item: 5.a

**YOLO EMERGENCY COMMUNICATIONS AGENCY (YECA)
GOVERNING BOARD
December 11, 2013**

MINUTES

The Governing Board of YECA met on Wednesday, December 11, 2013 at the Yolo Emergency Communications Agency, 35 N. Cottonwood Street, Woodland. Board Chair Gary Fredericksen called the meeting to order at 2:30 p.m.

PRESENT: Primary Board Members: Gary Fredericksen, Yocha Dehe Wintun Nation, Sergio Gutierrez, City of Winters, Dan Bellini, City of Woodland, Tom Lopez, Yolo County Carol Richardson, City of West Sacramento, and Dena Humphrey, Agency Manager.

Entry No. 2

Closed Session

The public meeting adjourned to closed session at 2:37 pm.

Entry No. 3

Closed session adjourned at 3:07 pm. Staff was given direction and there were no closed session announcements.

Entry No. 4

Public Comment

None

Entry No. 5

Board Member Carol Richardson announced that Rick Martinez is the Interim Fire Chief for West Sacramento.

Agency Manager Dena Humphrey formally recognized the CAD team with certificates of appreciation for all the hard work. Board Members agreed that the process went smooth and seemed seamless and that the coordination of all the user agencies is a credit to the team.

Entry No. 6

Minute Order No. 2013-32: Approval of Agenda

The Agenda was approved, as presented.

MOTION: Richardson SECOND: Lopez AYES: Fredericksen, Bellini, Richardson, Gutierrez, Lopez.

Entry No. 7

Minute Order No. 2013-33: Approval of Consent Agenda

The Consent Agenda was approved, as presented.

MOTION: Gutierrez SECOND: Richardson AYES: Fredericksen, Bellini, Richardson, Gutierrez, Lopez.

Entry No. 8

Building Update and Discussion

Agency Manager Dena Humphrey apprised the Board that the JPA agreement states that the County owns the building but YECA is responsible for its maintenance, operations and that there was no language on building improvements.

Meetings were held with the County CAO's staff and City Managers group, all were receptive of the building needs and asked that building improvements for FY14/15 be identified by February 1, 2013 and that YECA would work with Deputy CAO on financing and grants.

More research is needed but after some discussion the Board proposed moving forward with bids on the ATS and developing a Capital Improvement Plan for the next five years.

Entry No. 9

The current bylaws state at the first meeting in each fiscal year the Board shall elect a Chairperson and a Vice-Chairperson that would serve for twelve months. Past Board Chair Dan Bellini assumed a longer term as Chairperson serving approximately 18 months in order to allow two new Board members time to acclimate to their new responsibilities of being on the Board.

After some conversation it was decided that there would be no changes to the Bylaws and that Chairperson Gary Fredericksen would remain Chairperson until June 30, 2014 and Board Member Sergio Gutierrez would become Chairperson July 1, 2014.

Entry No. 10

IT Manager Mike Bowler and IT Specialist Charles Keasler provided the Board with a demonstration of the new CAD system.

No action was taken.

The next regular scheduled meeting is January 22nd at 2:00 pm. Meeting will be held at Yolo Emergency Communications Agency, 35 N. Cottonwood Street, Woodland.

Meeting was adjourned at 4:20 p.m.

Minutes submitted by: Marci Criste, recording Secretary

STAFF REPORT

Agenda Item: 5.b

Date: January 22, 2014, 2014
To: YECA Governing Board
Thru: Dena Humphrey, Agency Manager
From: Karen Avara, Operations Manager
Subject: Operations Division Report

Recommendation: No action required; information only.

Summary: Operations staff is currently engaged in the following:

- Grants:
 - FY12 HSGP-We are still awaiting approval of our extension and modification requests.
 - FY13 HSGP-We are working with the vendors on updated pricing and installation.

- In-Service Training:

We are planning to re-institute in-service training in March starting with Fire Dispatch policy/procedure overview and CAD refresher in preparation for Fire season, we will then move into other high risk low frequency incident training.

- Staffing:

Unfortunately we lost two employees recently a lateral transfer to another agency and a newly hired Dispatch Assistant, we have two vacancies in both the Dispatch Assistant and Dispatcher classifications.

We have the job opportunities in the Sacramento Bee, our website, and the websites of our member agencies, final filing date is January 31, 2014 and are anticipating a start date in early April.

- National Public Safety Telecommunications Week:

Planning for the annual OPST banquet and YECA in-house celebrations begin this month.

- Internal Affairs: December 5, 2013 through January 17, 2014
 1. **Grievances:** None
 2. **Complaints:** None
 3. **Commendations:** One
 - January 12, 2014-Dispatcher II Ame Minnick was commended for recognizing the plate we had on a stolen vehicle report was for a passenger vehicle and the actual stolen vehicle was a pickup thus avoiding an incorrect stolen vehicle CLETS entry.

Statistical Information:

- Monthly Phone Statistics:

Month	9-1-1	Non-Emergency	Outgoing	Total
December	4,593	14,675	6,635	25,903

- Monthly CAD Events:
 Included in “Other” category are AMR, Animal Control, All Public Works, County Maintenance, Social Services, Environmental Health, and Public Guardian.

Month	Law	Fire	Other
December	13,371	1,906	792

- Confidential Records Requests:

Month	# of Requests
December	80

Agenda Item: 5.c

YECA BUDGET MANAGEMENT SUMMARY

2013 / 2014 As of 1/02/14

	8% JUL-13	17% AUG-13	25% SEPT-13	33% OCT-13	42% NOV-13	50% DEC-13	58% JAN-14	67% FEB-14	75% MAR-14	83% APR-14	92% MAY-14	100% JUN-14
360 360-1 ADMINISTRATION												
Appropriations	\$ 2,327,492	\$ 2,327,492	\$ 2,327,492	\$ 2,327,492	\$ 2,327,492	\$ 2,327,492	\$ 2,327,492	\$ 2,327,492	\$ 2,327,492	\$ 2,327,492	\$ 2,327,492	\$ 2,327,492
Expenditures	\$ 49,610	\$ 130,805	\$ 259,992	\$ 550,208	\$ 648,772	\$ 730,529	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Percent Expended	3%	6%	12%	24%	28%	31%	0%	0%	0%	0%	0%	0%
360 360-2 OPERATIONS - DISPATCH												
Appropriations	\$ 3,306,268	\$ 3,306,268	\$ 3,306,268	\$ 3,306,268	\$ 3,306,268	\$ 3,306,268	\$ 3,306,268	\$ 3,306,268	\$ 3,306,268	\$ 3,306,268	\$ 3,306,268	\$ 3,306,268
Expenditures	\$ 163,679	\$ 348,791	\$ 709,356	\$ 965,348	\$ 1,188,437	\$ 1,379,023	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Percent Expended	5%	11%	22%	29%	36%	42%	0%	0%	0%	0%	0%	0%

TOTAL for all budget units - B/U 360-1 Administration; 360-2 Operations Dispatch;												
Appropriations	\$ 5,633,760	\$ 5,633,760	\$ 5,633,760	\$ 5,633,760	\$ 5,633,760	\$ 5,633,760	\$ 5,633,760	\$ 5,633,760	\$ 5,633,760	\$ 5,633,760	\$ 5,633,760	\$ 5,633,760
Expenditures	\$ 213,289	\$ 479,596	\$ 969,348	\$ 1,515,556	\$ 1,837,210	\$ 2,109,552	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Percent Expended	4%	9%	17%	27%	33%	37%	0%	0%	0%	0%	0%	0%
Estimated Revenue	\$ -	\$ 5,633,760	\$ 5,633,760	\$ 5,633,760	\$ 5,633,760	\$ 5,633,760	\$ 5,633,760	\$ 5,633,760	\$ 5,633,760	\$ 5,633,760	\$ 5,633,760	\$ 5,633,760
Realized Revenue	\$ 17,610	\$ 18,844	\$ 102,300	\$ 1,098,628	\$ 3,214,926	\$ 3,217,791	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Percent Realized	0%	0%	2%	20%	57%	57%	0%	0%	0%	0%	0%	0%

	8% JUL-13	17% AUG-13	25% SEPT-13	33% OCT-13	42% NOV-13	50% DEC-13	58% JAN-14	67% FEB-14	75% MAR-14	83% APR-14	92% MAY-14	100% JUN-14
360 360-3 CAD CAD PROJECT												
DWR GRANT & BofA Lease Funding	\$ 1,349,862	\$ 1,349,862	\$ 1,349,862	\$ 1,349,862	\$ 1,349,862	\$ 1,349,862	\$ 1,349,862	\$ 1,349,862	\$ 1,349,862	\$ 1,349,862	\$ 1,349,862	\$ 1,349,862
Expenditures	\$ 3,744	\$ 45,743	\$ 50,040	\$ 240,089	\$ 485,479	\$ 611,174	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Percent Expended	0%	3%	4%	18%	36%	45%	0%	0%	0%	0%	0%	0%
Estimated Revenue	\$ 1,349,862	\$ 1,349,862	\$ 1,349,862	\$ 1,349,862	\$ 1,349,862	\$ 1,349,862	\$ 1,349,862	\$ 1,349,862	\$ 1,349,862	\$ 1,349,862	\$ 1,349,862	\$ 1,349,862
Realized Revenue	\$ -	\$ -	\$ -	\$ -	\$ 482,784	\$ 608,478	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Percent Realized	0%	0%	0%	0%	36%	45%	0%	0%	0%	0%	0%	0%
360 360-3 DWR EOC/Radios												
DWR GRANT PROG EOC	\$ 13,327	\$ 13,327	\$ 13,327	\$ 13,327	\$ 13,327	\$ 13,327	\$ 13,327	\$ 13,327	\$ 13,327	\$ 13,327	\$ 13,327	\$ 13,327
Expenditures	\$ -	\$ -	\$ 2,580	\$ 2,580	\$ 2,580	\$ 2,580	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Percent Expended	0%	0%	19%	19%	19%	19%	0%	0%	0%	0%	0%	0%
Estimated Revenue	\$ 13,327	\$ 13,327	\$ 13,327	\$ 13,327	\$ 13,327	\$ 13,327	\$ 13,327	\$ 13,327	\$ 13,327	\$ 13,327	\$ 13,327	\$ 13,327
Realized Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Percent Realized	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
360 360-3 FY11 HSG FY11												
HSG Grant Radio Project	\$ 1,848	\$ 1,848	\$ 1,848	\$ 1,848	\$ 1,848	\$ 1,848	\$ 1,848	\$ 1,848	\$ 1,848	\$ 1,848	\$ 1,848	\$ 1,848
Expenditures	\$ -	\$ 1,848	\$ 1,848	\$ 1,848	\$ 1,848	\$ 1,848	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Percent Expended	0%	100%	100%	100%	100%	100%	0%	0%	0%	0%	0%	0%
Estimated Revenue	\$ 1,848	\$ 1,848	\$ 1,848	\$ 1,848	\$ 1,848	\$ 1,848	\$ 1,848	\$ 1,848	\$ 1,848	\$ 1,848	\$ 1,848	\$ 1,848
Realized Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Percent Realized	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
360 360-3 FY13 HSG FY13												
HSG Grant	\$ 25,658	\$ 25,658	\$ 25,658	\$ 25,658	\$ 25,658	\$ 25,658	\$ 25,658	\$ 25,658	\$ 25,658	\$ 25,658	\$ 25,658	\$ 25,658
Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Percent Expended	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Estimated Revenue	\$ 25,658	\$ 25,658	\$ 25,658	\$ 25,658	\$ 25,658	\$ 25,658	\$ 25,658	\$ 25,658	\$ 25,658	\$ 25,658	\$ 25,658	\$ 25,658
Realized Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Percent Realized	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%

TOTAL for Grant budget units - 3603 CAD PROJECT; 3603 DWR/EOC; 3603 FY11; 3603 FY13;												
Appropriations	\$ 1,390,695	\$ 1,390,695	\$ 1,390,695	\$ 1,390,695	\$ 1,390,695	\$ 1,390,695	\$ 1,390,695	\$ 1,390,695	\$ 1,390,695	\$ 1,390,695	\$ 1,390,695	\$ 1,390,695
Expenditures	\$ 3,744	\$ 47,591	\$ 54,468	\$ 244,517	\$ 489,907	\$ 615,602	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Percent Expended	0%	3%	4%	18%	35%	44%	0%	0%	0%	0%	0%	0%
Estimated Revenue	\$ 1,390,695	\$ 1,390,695	\$ 1,390,695	\$ 1,390,695	\$ 1,390,695	\$ 1,390,695	\$ 1,390,695	\$ 1,390,695	\$ 1,390,695	\$ 1,390,695	\$ 1,390,695	\$ 1,390,695
Realized Revenue	\$ -	\$ -	\$ -	\$ -	\$ 482,784	\$ 608,478	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Percent Realized	0%	0%	0%	0%	35%	44%	0%	0%	0%	0%	0%	0%

STAFF REPORT

Agenda Item: 5.d

Date: January 22, 2014
To: YECA Governing Board
From: Dena Humphrey, Agency Manager
Subject: YECA's New Logo for Formal Adoption

Summary:

YECA's logo has been out of date since 2010, when Yocha Dehe became a member of the JPA Board and was not represented on the logo as the other members. The original logo only represented the cities of W. Sac, Woodland, Winter's, and Yolo County. A couple of years ago the Agency worked with a graphic artist on a few design concepts and went through the preliminary stages, but nothing ever came to fruition.

In October of 2013, staff began working with a designer to create a few different logos for consideration. It was best determined to keep the logo non-represented of the members to simplify the logo if changes in members occur. Last month, the agency received four different logos and each employee was given the opportunity to cast their vote. The logo below was voted most popular by the agency. The recommendation is for the Board to adopt this logo as YECA's official logo.



Agenda Item: 5.e

MEMORANDUM

January 22, 2014

To: Dena Humphrey, Agency Manager

From: Karen Avara, Operations Manager

SUBJECT: 2013 CALLS FOR SERVICE ANNUAL REPORT

In 2013 there was an increase in the total CAD Calls for Service (CFS) of 11,182 or 6% from 2012. Fire incidents increased by 438 or 2%, and Law incidents increased by 8,492 or 6%, Public Works calls decreased by 71 or 6%.

In the previous two years the City of Winters had shown steady increases in CFS, although in 2013 they decreased by 14%, Yocha Dehe also decreased by 3%, whereas the City of Woodland remained the same, and the City of West Sacramento increased by 5%, and Yolo County increased 9% for CFS.

The total calculations for Record entries remained the same this year, for the member agencies some had slight increases for Record entries: Winters increased by 14 CFS, Woodland 208 CFS, and West Sacramento 120 CFS for the year.

In 2012, there was a total 3% increase in total phone calls. Of total phone call volume, wireless 911 calls increased by 8,526 or 20%. This wireless increase translated into increased CFS for abandoned calls (hang-ups), which resulted in member agency increases: City of Woodland increase, 1,371, or 58%, West Sacramento increased 888 or 29%, Winters increased 59 or 53%, and Yolo County increased 143 or 35%.

The individual and combined CAD CFS totals are as follows:

2013 Calls for Service

Agency	2013 Total:	2012 Total:	Difference:	%:
City of Winters				
Winters Police	8,364	9,803	-1,439	-15%
Winters Record entries	26	12	14	54%
Winters Fire 60%	547	553	-6	-1%
Winters Public Works	56	55	1	2%
Winters Animal Control	206	249	-43	-17%
AMR	5	3	2	67%
Total	9,204	10,675	-1,471	-14%

City of Woodland	2013 Total:	2012 Total:	Difference:	%:
Woodland Police	50,326	50,567	-241	0%
Woodland Police Record entries	376	168	208	55%
Woodland Fire	7,525	7,204	321	4%
Woodland Public Works	374	479	-105	-22%
Woodland Animal Control	2,528	2,614	-86	-3%
AMR	216	299	-83	-28%
Total	61,345	61,331	14	0%

City of West Sacramento	2013 Total:	2012 Total:	Difference:	%:
West Sacramento Police	55,703	52,066	3,637	7%
West Sacramento Record entries	225	105	120	53%
West Sacramento Fire	9,101	9,191	-90	-1%
West Sacramento Public Works	543	485	58	12%
West Sacramento Animal Control	2,155	2,561	-406	-16%
AMR	78	122	-44	-36%
Total	67,805	64,530	3,275	5%

County of Yolo	2013 Total:	2012 Total:	Difference:	%:
Yolo County Sheriff	31,172	27,748	3,424	12%
County Fire	7,285	7,124	161	2%
County Public Works	166	191	-25	-13%
County Animal Control	2,757	3,028	-271	-9%
AMR	47	8	39	488%
District Attorney	11	16	-5	-31%
Maintenance	95	93	2	2%
Probation	2583	2319	264	11%
Social Services	715	532	183	34%
Mental Health	2	0	2	100%
Environmental Health	43	48	-5	-10%
Communications	116	90	26	29%
Explosive Ordnance	63	52	11	21%
Fire Investigative Unit	1	9	-8	-800%
Fire Service Misc.	400	391	9	2%
Yolo Narcotics	112	137	-25	-18%
Public Guardian	144	118	26	22%

Total	45,712	41,904	3,808	9%
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Yocha Dehe Wintun Nation	2013 Total:	2012 Total:	Difference:	%:
Yocha DeHe Fire	474	487	-13	-3%
Total	474	487	-13	-3%

County Fire	2013 Total:	2012 Total:	Difference:	%:
Capay Valley Fire	526	558	-32	-6%
Clarksburg Fire	826	873	-47	-5%
Dunnigan Fire	1,001	998	3	0%
Elkhorn Fire	155	132	23	17%
Esparto Fire	854	758	96	13%
Knights Landing Fire	239	197	42	21%
Madison Fire	365	352	13	4%
Robbins Fire	151	117	34	29%
Willow Oak Fire	1,201	1,223	-22	-2%
West Plainfield Fire	423	435	-12	-3%
Winters Fire 40%	365	368	-3	-1%
Yolo Fire	938	852	86	10%
Zamora Fire	241	269	-28	-10%
Total	7285	7132	153	2%

Contract Fire	2013 Total:	2012 Total:	Difference:	%:
Arbuckle Fire	423	358	65	18%
Total	423	358	65	18%

Grand Totals	2013 Total:	2012 Total:	Difference:	%:
Yolo County	45,712	41,904	3,808	9%
City of Winters	9,204	10,675	-1,471	-14%
City of Woodland	61,345	61,331	14	0%
City of West Sacramento	67,805	64,530	3,275	5%
Yocha Dehe Wintun Nation	474	487	-13	-3%
Contract Fire	423	358	65	18%
Overall Total	184,963	179,285	5,678	3%

Call Statistics	2013 Total:	2012 Totals	Difference:	%:
Total Law Calls	148,961	140,469	8,492	6%
Total Fire Calls	25,355	24,917	438	2%
Total Public Works Calls	1,139	1,210	-71	-6%
Total AMR Calls	346	432	-86	-20%
Total ANI Calls	7,646	8,452	-806	-10%
Total Other Calls	1,516	3,805	-2289	-60%
Total DVS	54	4	50	1250%
Calls removed-MED/FIRE/TEST	14,424	9,996	4,428	44%
Calls removed (Record entries)	1,878	852	1,026	55%
Total	201,319	190,137	11,182	6%

STAFF REPORT

Agenda Item: 6

Date: January 22, 2014
To: YECA Governing Board
From: Dena Humphrey, Communications Agency Manager
Subject: Proposed Base Budget for FY 2014/15

Summary:

This year's proposed base budget for FY 2014/15 captures the operational costs and current staffing for 39 positions next year. The base budget was prepared for budget planning for the member agencies budget cycle. Other factors that may change this budget includes the costs associated with the Capital Investment Plan (CIP) and recommendations to staffing levels. FY15 will be the first year capturing the new computer aided dispatch (CAD) maintenance costs.

The total base budget for FY15 is \$6,657,116, the allocation to partners is \$4,888,461 for operations. This represents a 7% cost increase to previous years allocation. The cost increases reflects increases from (CalPERS, Merits, 1% COLA, Health, etc.) salaries \$112,047; and the new CAD maintenance fees of \$120,842. The agency reduced Supplies & Services account by \$46k to offset these total expenses. The other factor for the increase to partners includes funding from the equipment lease bond last year of \$75k that helped offset salaries for the CAD project that is not being considered in this proposed budget.

Each budget unit under fund 360 is broken down as follows: Administration 360-1 reflects overhead salaries, services, and supplies; Operations 360-2, reflects salaries, services, supplies; Grants 360-3, reflects all current projects funded by the equipment lease bond.

The agency allocations shown on the table below reflects the allocated operational & overhead costs along with the scheduled capital lease payments. The allocated operational & overhead cost is a reflection of operational costs minus capital lease, contracts, and rebates, based off the Annual Calls for Service Usage Report.

Agenda Item: 6.a

Proposed Base Budget for FY14/15

Budgets: 360-1 Administration & 360-2 Operations

Total Salaries & Benefits	\$3,761,595
Total Service & Supplies	\$1,180,128
Total Other Charges	\$ 415,951
Capital Equipment & Contingency	\$ 483,000
TOTAL APPROPRIATIONS	\$5,840,674

Total Member Contribution	\$4,888,461
Total Capital Lease Payments	\$ 409,451
Total Other	\$ 542,476
TOTAL REVENUE	\$5,840,388

Budget: 360-3 Grants

Total Services & Supplies	\$ 816,442
TOTAL APPROPRIATIONS	\$ 816,442

Capital Lease	\$ 816,442
TOTAL REVENUE	\$ 816,442

Total Appropriation Budget 360-1 & 360-2	\$5,840,674
Total Appropriation Budget 360-3	\$ 816,442
JPA GROSS TOTAL	\$6,657,116

Agency Allocations:

Agency Totals (Operations & Capital)	Budget: FY14-15
Yocha Dehe Cost - Operations	\$49,762
Yocha Dehe - Capital	<u>\$8,635</u>
Total	\$58,397
Yolo County Cost - Operations	\$1,214,028
Yolo County - Capital	<u>\$144,135</u>
Total	\$1,358,163
West Sac Cost - Operations	\$1,800,778
West Sac - Capital	<u>\$55,571</u>
Total	\$1,856,349
Woodland Cost - Operations	\$1,629,212
Woodland - Capital	<u>\$97,245</u>
Total	\$1,726,457
Winters Cost - Operations	\$244,442
Winters - Capital	<u>\$22,036</u>
Total	\$266,478

STAFF REPORT

Agenda Item: 7

Date: January 22, 2014
To: YECA Governing Board
From: Dena Humphrey, Communications Agency Manager
Subject: Staffing Trends & Recommendations

Summary:

Dispatch is currently using the minimum staffing level of five (5), including a Supervisor and Dispatcher III working a radio, and working a 2-12 hour and 2-8 hour work week. This schedule provides minimum staffing for the majority of the day. Staffing below minimum levels of (4) occurs due to sick calls without available coverage, resulting in a Dispatcher at times having to double up on a channel to relieve for breaks. The current minimum levels of (5) are minimally meeting field service demands and keeping up with incoming 911 calls. Total calls for inbound and outbound last year was 320,808 calls, 201,319 of those were logged incidents, and 56,171 were 911 calls.

Current staffing levels during fire season (May-Oct) is set to (6) Dispatchers to work backup Fire on a voluntary basis. Voluntary overtime is posted for the sixth position. At times this position is unable to be filled with current staffing levels potentially opening the agency up to some exposure. To mandate overtime would require an additional 3,260 hrs. for a minimum of 5 months. As a standard practice, this amount of hours for this length of time would increase stress loads and wouldn't allow enough down time for a Dispatcher to recoup.

The volume of workload has increased over the years. A recent phone statistic revealed the Dispatch Assistants answered 31%-39% of the incoming calls, leaving the Dispatchers answering 61%-69% of the incoming calls. These calls at times included emergency medical dispatch (EMD) asking several questions to determine care and walking through CPR protocols for medical as well as crime events in progress. Several times complaints have been made by field units being asked to standby on the radio as the Dispatcher handles a 911 call or is in the process of EMD'ing a call. These incidents put both parties at risk as demands become greater. The Dispatcher performs primary and additional duties as listed below:

Dispatch Primary Duties:

- Monitor radio: Primary radio-one for Law, three for Fire, Tactical-Law & Fire when in use, Fire Command-Fire when in use, Hotline-All, CLERS-All, Public Works after hours-Fire, Local Government-Cache Creek Campground Host-Fire
- Dispatch calls for law and fire adhering to the four different agency policies and monitor unit status
- Answer incoming phone calls: Perform EMD, Enter calls for service, Make referrals
- Outgoing phone calls: Record checks, Alarm companies, Reporting party, Tow requests, Ambulance requests, Mutual Aid requests, CHP requests, Vehicle owners

- After Hours, includes receiving and making phone calls, CAD incident entries, CLETS and RMS entries: Time sensitive record entries, Child Protective Services, Adult Protective Services, Public Guardian, Coroner, County Maintenance, Environmental Health, Public Health, Public Works-All agencies, Parks and Recreation-All agencies, OES, Animal Control

In addition to the above, additional resources are dedicated to receiving and fulfilling requests from Officers that are either in their vehicle or at the station:

- Court Dates
- Researching calls for arrest times, case numbers etc.
- Running plates and people (not in their presence) requested via radio and/or phone
- Calling hospitals/jails to see if a missing person is there
- Calling vehicle owners to see if their vehicle is an unreported stolen vehicle
- Doing searches to try to find information on subjects with little information and not in Officers presence
- Researching RMS for names, history, phone numbers
- Finding phone numbers and calling residents to advise them their garage door is open
- Check premise/location history for names and/or phone numbers associated to an address
- Call out of state agencies to confirm warrants that are in NCIC and state no extradition to California
- Calling out of town/state agencies for warrant/probation checks even though there is nothing in NCIC
- Calls to Sacramento repository-2,649 times in 2013 for warrant and probation checks, most information is included in CLETS returns, confirming on warrants with low bail amounts
- Giving extensive dispositions

Time off accruals increase each year adding greater difficulties to manage scheduling. Next year five employees will accrue one additional week each, adding 5 additional weeks of vacation to manage. Currently the 26 FTE Dispatch staff accrual rate for vacation is 87 weeks a year, 12 weeks of Floating Holidays, 58 weeks in sick, and 83 weeks for overtime compensation, for a total of 240 weeks. This number is the accrual rate each year and does not include additional time on the books.

At current minimum levels Dispatch Supervisors are included in filling Dispatch positions working a radio. Of the shift they typically work 7 of those hours relieving other Dispatchers for breaks. This leaves little oversight of staff, as their primary focus is working the radio during this time. The agency has been in the state of being in a reactive mode allowing little time for oversight, assessment, in-service training, quality control, or meeting with employees for one-on-one when incidents arise.

Recruitment and training is quite extensive. The process of recruitment from posting the ad to finalizing the background, psychological, and medical is approximately 4 months. Full training for a Dispatcher on all 4 channels is 18 months to work independently and to be fully

counted on the schedule to work a channel, making it almost 2 years to fill a position. Approximate training and recruitment costs runs a minimum of \$4,000 per employee.

The recommendation to ensure a responsive and viable operations is to increase the minimum staffing to (6) Dispatchers per shift, and increase the total Dispatch staffing authorizations from 26 FTE's to 30 FTE's. The (4) additional FTE's requested would essentially be replacing 4 FTE's that are off the schedule from regular scheduled and non-scheduled time off. This increase in staff would also aid with succession planning to help offset retirements, transfers, etc. An offset in overtime costs for the first 18 months would not be fully recognized until training was completed.

Additional Total Costs to Increase (4) FTE's:

- Option A: \$239,072
Hire (4) Dispatchers
Cost per agency based off allocation percentages:
 - Yolo County 25% = \$59,768
 - Winter's 5% = \$11,954
 - Woodland 33% = \$78,894
 - W. Sac 37% = \$88,457

- Option B: \$181,738
Hire (3) Dispatchers and convert (1) funded Call Taker to the (4th) Dispatcher
Cost per agency based off allocation percentages:
 - Yolo County 25% = \$45,435
 - Winter's 5% = \$ 9,087
 - Woodland 33% = \$59,974
 - W. Sac 37% = \$67,243

STAFF REPORT

Agenda Item: 8

Date: January 22, 2014

To: YECA Governing Board

From: Dena Humphrey, Communications Agency Manager

Subject: Proposed Capital Asset Plan (CIP)

Summary:

The proposed CIP is the initial draft to the Board to capture the future costs of capital assets for the next five years. The plan is to identify when the asset is needed along with other potential funding streams that could help offset some of the costs to the member agencies through possible grants or State reimbursements. At the last City Managers meeting, it was requested for the YECA Board to approve the CIP, so the costs could then be realized in the upcoming FY14/15 planning budget cycle. The items proposed include technology, operations, and building needs.

Building:

The Automatic Transfer Switch (ATS) is not represented in this plan as it will be replaced this current fiscal year with funding to be sorted out with the County and agency available funds. Electrical engineering meetings begin on February 4, 2014. The other additional building costs were placed in years from high to low priority depending on impacts to operations. Other direction on the building is needed with the CIP to address major building needs and if long term planning is needed for the agency to remain in the current building.

Radio/Sites:

This section is included on the CIP as a placeholder for future costs that may be needed for the operations in support of the Microwave and/or Radio Infrastructure. No costs were realized at the time of preparing this plan.

Technology/Operations:

There's costs associated with hardware for technology to replace several assets nearing end of life to meet uninterrupted operational needs. As servers, data storage devices, and networking components reach their end of useful life, they must be replaced to maintain the availability and integrity of the dispatch data. The cost for Operations is geared to replace the ten Gold Elite Radio Consoles with a budgetary cost of \$400k-\$500k. These radios will become obsolete in 2018. Motorola will no longer be supporting these radios, which forces the agency to replace them as they will no longer guarantee support or replacement parts for the radio consoles that are used for all member agencies. The other cost for Operations is the \$85k stated as a placeholder for costs to replace the furniture consoles. The current Dispatch furniture was purchased in 2002, and is falling apart under normal wear and tear of being used 24/7.

Agenda Item: 8.b

Project	Priority Value	Funding Sources	Replacement Cost (est.)	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20
Furniture									
Dispatch Consoles		Member Agencies	\$85,000	-	-	-	-	-	-
Server Room									
UPS									
Voice Logger (Server only)		Member Agencies	\$35,000		\$35,000				
SAN		Member Agencies	\$92,000				\$92,000		
R720 Servers (2)		Member Agencies	\$34,000				\$34,000		
R710 Servers (3)		Member Agencies	\$34,000			\$34,000			
Core Switches (4)		Member Agencies	\$44,000					\$44,000	
Core Switches (2)		Member Agencies	\$22,000						\$22,000
Offsite SAN (Disaster Recovery)		Member Agencies	\$92,000			\$92,000			
Radio/911 Equipment Room									
TSM 8000 Server		Member Agencies	\$25,000			\$25,000			
GPS Clock System (Radio)		Member Agencies	\$10,400	-	-	-	-	-	-
GPS Clock System (9-1-1 System)		Member Agencies	\$10,400	-	-	-	-	-	-
Dispatch Phones (CPE) 911 System		State/Member Agencies	\$300,000			\$240,000/\$60,000			
Gold Elite Radio consoles		Grant (AFG)	\$500,000		\$500,000				
Radio Sites									
Building									
Retaining Wall		Member Agencies	\$12,000	\$12,000					
HVAC Deck		Member Agencies	\$15,000	\$15,000					
HVAC & Air System		Member Agencies	\$17,000	\$17,000					
Misleading Breakers		Member Agencies	\$5,000	\$5,000					
HVAC (Equip Room)		Member Agencies	\$10,000	\$10,000					
Beam Repair		Member Agencies	\$5,000	\$5,000					
Soil Embankments		Member Agencies	\$55,000		\$55,000				
Totals			\$1,402,800	\$64,000	\$590,000	\$451,000	\$126,000	\$44,000	\$22,000
Total per Funding Source		Member Agencies		\$64,000	\$90,000	\$211,000	\$126,000	\$44,000	\$22,000
		State				\$240,000			
		Grants			\$500,000				

STAFF REPORT

Agenda Item: 9.a

Date: January 22, 2014
To: YECA Governing Board
Thru: Dena Humphrey, Agency Manager
From: Mike Bowler, IT Manager
Subject: DWR Grant and Interoperability Solution

Summary:

In August 2011, the YECA JPA board authorized YECA to apply for a Department of Water Resources Local Flood Emergency Response – Delta Communications Equipment Grant. The DWR grant was awarded to YECA in November 2012, providing \$1.2M in funding to help YECA purchase a CAD/Mobile/Mapping system, and a CAD-to-CAD interoperability solution that could allow regional first-responder agencies to participate in sharing real-time CAD-to-CAD data communications with the YECA.

Part of the grant application proposal addressed a CAD-to-CAD interoperability solution that read in part “Enable future CAD system-to-CAD system communications by implementing a solution that uses a common communications protocol (XML).”

The grant application, specific to CAD-to-CAD, also identified the “opportunity” to pursue future CAD-to-CAD interfaces with eight regional agencies. The eight agencies identified as possible interface candidates included: City of Sacramento, County of Sacramento, CHP, Sacramento Regional Fire, City of Davis, UC Davis, Solano County, and AMR.

The grant identified two task deliverables for the CAD system and CAD-to-CAD:

- 1.1 Integrated CAD/Mobile/Mapping system Installation Report
- 1.2 CAD-to-CAD Interoperability system Installation Report

Agency	Total Calls
AMR	12,243
CHP	3,368
SAC FIRE	399
DAVIS (Law & Fire)	384
COLUSA (Law & Fire)	332
SAC PD	268
SOLANO (Law & Fire)	192
UCD	61

SAC SO	37
CALFIRE	30
WILLIAMS	7

Tasks 1.1 and 1.2 will be completed and delivered in March 2014. The completion of these two tasks finalizes the entire CAD portion of the DWR grant (including CAD-to-CAD interfacing). These details were clarified in the amendment attached as referenced.

Call Volume:

The YECA staff searched through the records of the Altaris CAD system to determine the call volume for the agencies named in the grant application, along with a few other regional first-responders. The results of the search for calendar year 2012 are listed below:

Interoperability Options:

There are two ways to accomplish CAD-to-CAD interoperability; one is to use individual Tri Tech CAD-to-CAD interfaces (one for each CAD-to-CAD connection), and the other is to use the Thinkstream message brokering solution where each CAD system connects to Thinkstream. See the attached diagram on page 4 for illustration.

Option A: Tri Tech

If connecting to one or two CAD systems, the Tri Tech CAD-to-CAD interface is the most practical solution because of the lower cost.

Option B: Thinkstream

If connecting to three or more CAD systems, using Thinkstream would be the best choice because of pricing and the manageability and scalability of the solution.

<u>Option A: Tri Tech</u>			
<u>Number of</u>		<u>Annual Recurring</u>	
<u>Interfaces</u>	<u>One Time Cost¹</u>	<u>Cost</u>	<u>Five Year TCO</u>
1	\$8,000.00	\$17,600.00	\$96,000.00
2	\$96,000.00	\$35,200.00	\$272,000.00
3	\$184,000.00	\$52,800.00	\$448,000.00
4	\$272,000.00	\$70,400.00	\$624,000.00
5	\$360,000.00	\$88,000.00	\$800,000.00
<u>Option B: Thinkstream</u>			
<u>Number of</u>		<u>Annual Recurring</u>	
<u>Interfaces</u>	<u>One Time Cost²</u>	<u>Cost</u>	<u>Five Year TCO</u>
1	\$220,000.00	\$30,600.00	\$373,000.00
2	\$265,000.00	\$34,200.00	\$436,000.00
3	\$310,000.00	\$37,800.00	\$499,000.00
4	\$355,000.00	\$41,400.00	\$562,000.00
5	\$400,000.00	\$45,000.00	\$625,000.00

¹ Tri Tech one-time interface cost is \$80,000 (already paid) per connection, plus approximately \$8,000 in engineering to configure.

²The Thinkstream solution cost is \$220,000 and the annual maintenance cost is \$30,600.

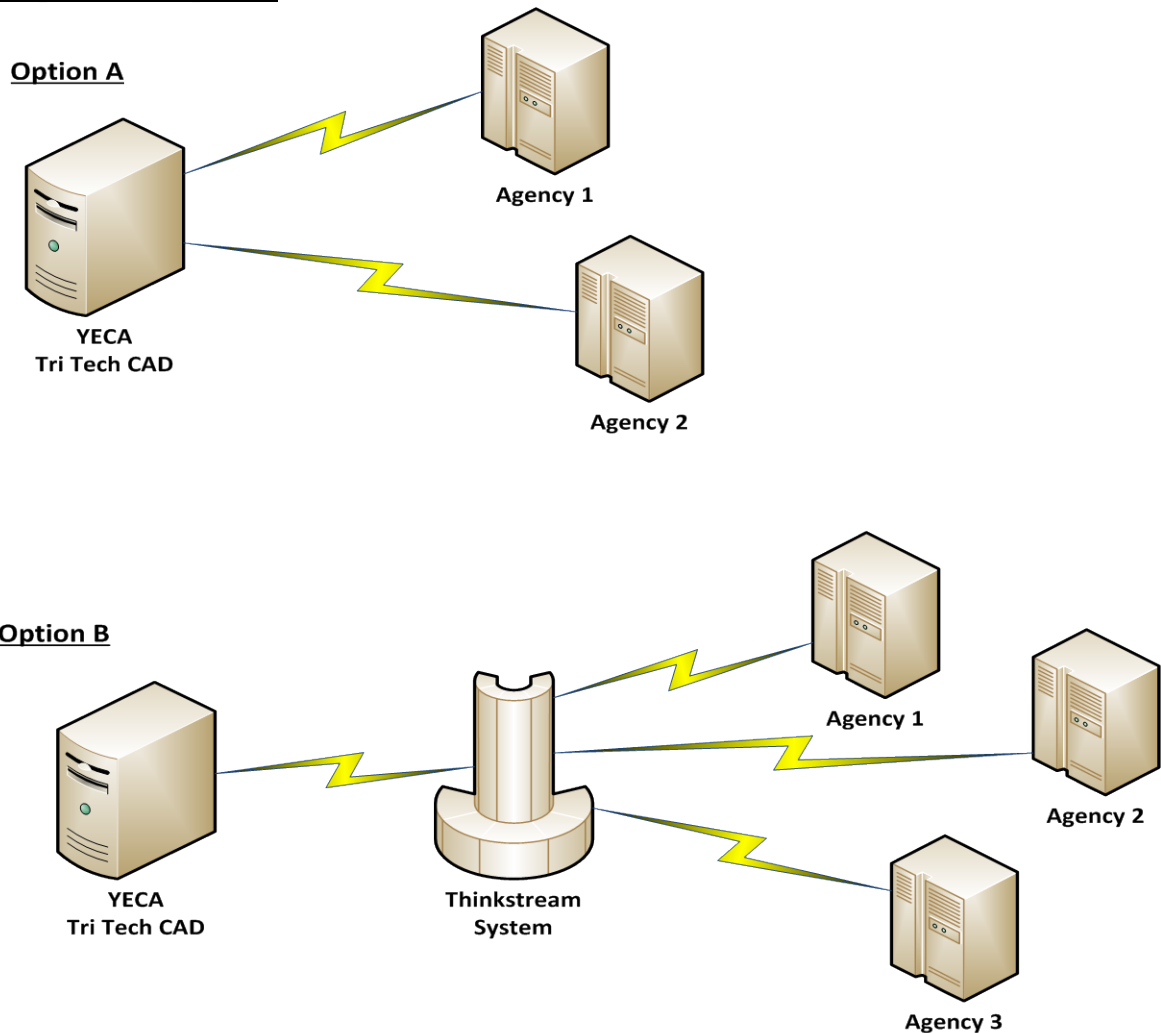
Interoperability Solution Costs:

The cost quotes for CAD-to-CAD solutions are listed above. YECA already owns one Tri Tech CAD-to-CAD interface that can be used either to connect to another CAD system or it can connect to a Thinkstream solution.

Budget:

The CAD project budget for this line item is \$500K. If the full \$500K is exhausted, the remaining project contingency fund balance will be approximately \$175K.

Interoperability Options:



Direction:

The YECA staff respectfully requests direction with regard to the following three issues:

- The agencies chosen, in order of preference, to create a CAD-to-CAD interface.
- The total “cost not to exceed” to complete the CAD-to-CAD interface(s).
- The amount, if any, of allowable costs to pay for the other agency’s interface.



**AMENDMENT 1
STATE OF CALIFORNIA
THE RESOURCES AGENCY
DEPARTMENT OF WATER RESOURCES
FIRST AMENDMENT TO AGREEMENT
BETWEEN THE STATE OF CALIFORNIA DEPARTMENT OF WATER RESOURCES
AND YOLO EMERGENCY COMMUNICATIONS AGENCY
UNDER THE FLOOD EMERGENCY RESPONSE PROJECTS -
DELTA COMMUNICATION EQUIPMENT GRANT**

On November 28, 2012, the State of California Department of Water Resources (hereinafter called the State), and Yolo Emergency Communications Agency, referred to in the November 28, 2012 Agreement as "Yolo County" (hereinafter called the Grantee) entered into an Agreement for the purpose of improving local flood emergency response through the development of the Delta Emergency Communications project. The project is designed to improve communications during an emergency through the placement and enhancement of infrastructure and includes the participation of all five Delta counties.

The State and Grantee desire to amend the original Agreement by updating the scope of work. An amendment would provide the Grantee with a clarified deadline for one task, clarified deliverables for that same task and a modified number of equipment pieces for another task.

The November 28, 2012 Agreement is hereby amended by this instrument, [Amendment 1], executed in quintuplicate to be effective as of the date of execution. This amendment is necessary to fulfill the intent and purpose of the original Agreement.

The State and the Grantee hereby agree as follows:

1. Wherever the words "Yolo County" appear in the November 28, 2012 Agreement, "Yolo County" shall be stricken and the words "Yolo Emergency Communications Agency" shall be inserted. Wherever the word "Grantee" appears in the November 28, 2012 Agreement and in this instrument [Amendment 1], "Grantee" shall refer to the Yolo Emergency Communications Agency.
2. TASK 1.2 CAD-to-CAD Interoperability System shall be deemed complete upon delivery of the Installation Report. The Installation Report shall be amended to include:
 - 1.2.1 The Installation Report shall, at a minimum, document that the CAD-to-CAD system is in place, fully functioning and ready to connect to another agency.
 - 1.2.2 Final CAD-to-CAD MOU ready to be executed.
 - 1.2.3 CAD-to-CAD business rules that govern system functionality.
3. Replace Task 3 – Mutual Aid Radios section with the following:

The grant will fund the purchase of a cache of 17 portable, multiband, P25 compliant radios, along with chargers and ancillary items. These radios will be strategically placed and distributed to agencies responding to flooding or other emergencies in the Delta that require a multi-agency or multi-jurisdiction response.

4. Amend Task 1, Exhibit A, page 3, Schedule, completion date to be:

May 30, 2014

All other terms and conditions of the November 28, 2012 agreement remain unchanged.

IN WITNESS WHEREOF, the following authorized representatives have executed this Agreement as of the date last written below.

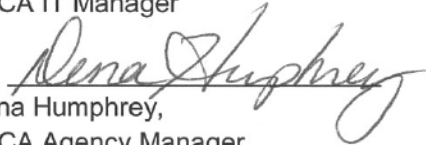
**YOLO EMERGENCY
COMMUNICATIONS AGENCY**

**STATE OF CALIFORNIA
DEPARTMENT OF WATER
RESOURCES**

By: 
Michael P. Bowler,
YECA IT Manager

By: 
Keith E. Swanson, Chief

Division of Flood Management


By: 
Dena Humphrey,
YECA Agency Manager

Date: 12/20/13

Date: 12/13/13

Approved as to Legal Form
and Sufficiency

Approved as to Legal Form
and Sufficiency

By: 
Daniel Cederborg, Asst. County Counsel
County of Yolo, Attorneys for YECA

By: 
Robin Brewer, Assistant Chief Counsel

Date: 12/12/13

Date: 12/19/13